

**Sacramento County Civil Service Commission**  
April 23, 2021 ~ 1:30pm (Teleconference via Zoom)

ADOPTED  
ACTION MINUTES

*Executive Officer Alice Dowdin Calvillo read the following into the record: "In compliance with directives of the County, State, and Centers for Disease Control and Prevention, this meeting was streamed live and closed to the public. Members of the public were encouraged to participate in the meeting by submitting written comments electronically."*

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Vice Chair Michael Johnson at 1:51pm, on Friday, April 23, 2021.
- 2) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Commissioners Nick Bloise, Mike Johnson, and Gordon Purdy were present and that Commission Chair Bruce Nelson and Commissioner Ron Suter were absent. A quorum was declared.

Executive Officer Alice Dowdin Calvillo announced that DPS requested to continue item no. 7: Revisions the Sacramento County Classification Plan as recommended by the 2020 Construction Labor Compliance Series Class Study as they are still working on outstanding concerns from the affected union. There was no objection so the item was continued.

PUBLIC COMMENT

- 3) Public Comment: None

CONSENT MATTERS

- 4) Adopt Commission Meeting Minutes
  - March 19, 2021 Regular Business Meeting
- 5) Receive and File Monthly and Quarterly Department of Personnel Services Reports
  - A) Student Class Appointments: report for March 2021
  - B) Promotional Exams & Late Applications: report for March 2021
  - C) Extended Eligible Lists: quarterly report for January, February, and March 2021

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Bloise, to adopt items 4 and 5 on consent. The motion was adopted unanimously (3 to 0).

SEPARATE MATTERS  
(Non-consent items requiring action by the Commission)

6) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Report

- Report for March 2021

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Bloise, to accept the March 2021 Monthly Provisional Appointment Status Report. The motion was adopted unanimously (3 to 0).

~~7) Revise the Sacramento County Classification Plan as recommended by the 2020 Construction Labor Compliance Series Class Study~~

- ~~• Establish the following classes within the proposed Construction Labor Compliance Series:
  - ~~○ Construction Labor Compliance Technician~~
  - ~~○ Senior Construction Labor Compliance Technician and~~
  - ~~○ Construction Labor Compliance Supervisor~~~~
- ~~• Pursuant to Civil Service Rule 2.6(c), grant permanent status to: two specified incumbents into the proposed Construction Labor Compliance Technician class; three specified incumbents into the proposed Senior Construction Labor Compliance Technician class; and one specified incumbent into the proposed Construction Labor Compliance Supervisor class~~

8) Revise the Sacramento County Classification Plan as recommended by the 2020 Airport Deputy Director Series Class Study

- Establish the Deputy Director, Airport Commercial Development class within the Airport Deputy Director Series; and
- Revise, including changes to the minimum qualifications, the following classes within the Airport Deputy Director Series:
  - Deputy Director, Airport Finance and Administration
  - Deputy Director, Airport Marketing and Public Relations
  - Deputy Director, Airport Operations and Maintenance
  - Deputy Director, Airport Planning and Development and
  - Deputy Director, Airport Special Projects

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Purdy, to adopt the Executive Officer's recommendations to: 1) Establish the Deputy Director, Airport Commercial Development class within the Airport Deputy Director Series; 2) Revise, including changes to the minimum qualifications, the following classes within the Airport Deputy Director Series: Deputy Director, Airport Finance and Administration; Deputy Director, Airport Marketing and Public Relations; Deputy Director, Airport Operations and Maintenance; Deputy Director, Airport Planning and Development; and Deputy Director, Airport Special Projects; 3) Amend the Drivers License Section within the class specs of the: Deputy Director, Airport Commercial Development; Deputy Director, Airport Operations and Maintenance; Deputy Director, Airport Planning and Development; Deputy Director, Marketing and Public Relations; and the Deputy Director, Airport Special Projects classes as follows to reflect that incumbents within these classes are required to drive on the job:

[A] valid California Driver License, Class C or higher, ~~may~~ shall be required at the time of appointment.

4) Refer these actions to the Board of Supervisors for its concurrence.

The motion adopted unanimously (3 to 0).

INFORMATIONAL MATTERS  
(Non-action items)

9) Quarterly Status Report by the Department of Personnel Services on Classification Studies Previously Approved by the Civil Service Commission:

- Report for the First Quarter of 2021

10) Executive Officer's Verbal Report to the Commission

- Update on the authorization of the monthly Student Class Appointments Report provided by DPS

Executive Officer Dowdin Calvillo announced that the next meeting scheduled is May 7 but that due to COVID restrictions, this meeting will be cancelled. Therefore, the Commission's next meeting will be May 21, 2021 and at that the meeting, the Commission will adopt its meeting schedule for the 2021/22 fiscal year; consider Classification Program revisions stemming from the 2021 Facility Manager Class Study; and hear an informational update from DPS on continuous exams.

She reported that at the Commission's June 18, 2021 meeting, it will hear a failed drug test appeal and possibly consider recommendations to the County's Classification Plan stemming from a 2020 or 2021 Class Study.

On July 23, the Commission will consider recommendations to the County's Classification Plan stemming from the 2020 Waste Management Operations Series and the 2020 Waste Management Equipment Operator class studies.

Dowdin Calvillo announced that the Commission received a new Exam Disqualification appeal this week. Currently, there are five release from probation; one failed drug test; one allocation, and one exam disqualification appeal pending before the Commission.

She also submitted comments to DPS on two class studies this week.

Lastly, Dowdin Calvillo informed Commissioners as a follow up to the last meeting, both she and Commission Counsel Rob Parrish reviewed the Civil Service Rules thoroughly and found no mandate that DPS submit a monthly report on Student Appointments. As a result, she recommends that the Commission discontinue the requirement that said report be prepared and submitted to the Commission. DPS supports the recommendation. Commissioners voiced no objections to the canceling of said report.

#### ADJOURNMENT

Hearing no further business before the Commission, motion by Commissioner Bloise, seconded by Commissioner Purdy to adjourn the meeting. Motion was adopted unanimously (3 to 0) and the meeting was adjourned at 2:21 pm.

*Adopted 21 May 21*