

Sacramento County Civil Service Commission  
June 17, 2022 ~ 12:30pm

ADOPTED  
ACTION MINUTES

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Acting Commission Chair Nick Bloise at 12:33pm on Friday, June 17, 2022.
- 2) Flag Salute
- 3) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Commissioners Nick Bloise, Bruce Nelson, and Ron Suter were present with Chair Mike Johnson absent. A quorum was declared.

**PUBLIC COMMENT**

- 4) Public Comment: None received

**CONSENT MATTERS**

- 5) Adopt Commission Meeting Minutes
  - May 13, 2022 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports
  - Promotional Exams & Late Applications: Reports for April and May 2022
- 7) Revise the Sacramento County Classification Plan to reflect a technological change to the Sanitation Worker class specification based on a recent change in federal and State law regarding Class B or higher driver's licenses
- 8) Adopt the Commission's Meeting Schedule for the 2022/23 Fiscal Year

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to adopt items 5, 6, 7 and 8 on consent. The motion was adopted unanimously (3 to 0).

## SEPARATE MATTERS

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

- Reports for April and May 2022

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to accept the Monthly Provisional Appointments reports for April and May 2022. The motion was adopted unanimously (3 to 0).

10) Revise the Sacramento County Classification Plan as recommended by the 2021 Pathologists' Assistant Class Study to:

- Establish the Pathologists' Assistant Classification

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Suter, to adopt the Executive Officer's recommendations stemming from the Pathologists' Assistant Class Study to: 1) Establish the Pathologists' Assistant class; and 2) Refer this action to the Board of Supervisors for its concurrence. The Motion was adopted unanimously (3 to 0).

11) Revise the Sacramento County Classification Plan as recommended by the 2022 Administrative Assistant to the County Executive Class Study to:

- Revise, including revisions to the minimum qualifications, the Administrative Assistant to the County Executive Classification
- Abolish the current Administrative Assistant to the County Executive eligible list

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to adopt the Executive Officer's recommendations stemming from the 2022 Administrative Assistant to the County Executive to: 1) Revise, including revisions to the minimum qualifications, the Administrative Assistant to the County Executive Classification; 2) Abolish the current Administrative Assistant to the County Executive eligible list; and 3) Refer this action to the Board of Supervisors for its concurrence. The Motion was adopted unanimously (3 to 0).

12) Revise the Sacramento County Classification Plan as recommended by the 2021 Water Systems Series Class Study to:

- Establish the Water System Manager Classification
- Revise, including changes to the minimum qualifications, the Water System Superintendent Classification

- Abolish the Water Distribution Manager and the Water Treatment Plant Manager classifications
- Pursuant to Civil Service Rule 2.6(b), grant permanent status to three specified incumbents into the proposed Water System Manager class

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Suter, to adopt the Executive Officer's recommendations stemming from the 2021 Water Systems Series Class Study to: 1) Establish the Water System Manager Classification; 2) Revise, including changes to the minimum qualifications, the Water System Superintendent Classification; 3) Abolish the Water Distribution Manager and the Water Treatment Plant Manager classifications; 4) Refer these action to the Board of Supervisors for its concurrence; and 5) pursuant to Civil Service Rule 2.6(b), grant permanent status to: Keith Hall, Randy Lightle, and Aaron Robertson into the proposed Water System Manager class. The Motion was adopted unanimously (3 to 0).

13) Revise the Sacramento County Classification Plan as recommended by the 2021 Waste Management Systems Technician Series Class Study to:

- Establish the Waste Management Systems Technician and the Senior Waste Management Systems Technician classifications within the Waste Management Systems Technician series
- Pursuant to Civil Service Rule 2.6(c), grant permanent status to: one specified incumbent into the Waste Management Systems Technician; and two specified incumbents into the Senior Waste Management Systems Technician classifications

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to adopt the Executive Officer's recommendations stemming from the 2021 Waste Management Systems Technician Series Class Study to: 1) Establish the Waste Management Systems Technician and the Senior Waste Management Systems Technician classifications within the Waste Management Systems Technician series; 2) Refer these action to the Board of Supervisors for its concurrence; 3) pursuant to Civil Service Rule 2.6(b), grant permanent status to: Brian Herfel into the proposed Waste Management Systems Technician class; and Tas Kautzky and Ruel Kajara into the proposed Senior Waste Management Systems Technician class. The Motion was adopted unanimously (3 to 0).

### INFORMATIONAL MATTERS

14) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the next Commission meeting is July 15 and Commissioners will likely consider recommendations revisions to the County's Classification Plan stemming from the 2020 Environmental Regulation and Legislative Affairs Series and the 2022 Director of Mental Health class studies. They will also hear a release from probation appeal, and elect a Chair and Vice Chair for the upcoming fiscal year.

The Commission will also meet on August 19 when they are tentatively scheduled to consider revisions to the County's Classification Plan stemming from the 2021 Therapist Class Study.

Dowdin Calvillo informed Commissioners that she received two allocation appeals disqualification appeals and closed one after the Appellant withdrew his appeal. Currently, there are three release probation and two allocation appeals pending before the Commission.

#### ADJOURNMENT

Seeing no further business before the Commission, and without objection, Acting Chair Bloise adjourned the meeting at 1:26pm.

*Adopted July 15, 2022*