

# MINUTES

**Sacramento County Civil Service Commission Meeting  
700 H Street, Suite 1450  
Sacramento, California 95814**

**June 8, 2012**

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, June 8, 2012, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Purdy and Suter were present. Commission Nelson was absent.

## **CONSENT CALENDAR**

(Matters on The consent calendar are acted upon as one motion.)

**A. Minutes 5/25/12**

**ACTION:** By unanimous vote of those present, approved the Consent Calendar.

## **SEPARATE MATTERS**

**B. Departmental Requests To Extend Provisional Appointments - NONE**

**C. Appeals Pursuant To Civil Service Rule 4.2, Application Rejections – NONE**

**D. Department Of Personnel Services: Proposed New Class Of Economic Development And Marketing Director**

**ACTION:** By unanimous votes of those present, continued to its meeting of June 29, 2012, consideration of the proposed new Economic Development and Marketing Director class directing that the minimum qualifications be revised and if, as the Commission discussed during the public hearing, a twelve month probationary period was preferred, provide justification for the longer period of probation.

**E. Department Of Personnel Services: Proposed New Class Of Planning Director**

**ACTION:** By unanimous vote of those present, approved the new class as recommended by Department of Personnel Services in their report dated May 22, 2012, with the exception that *Director* in the title be modified to *Chief*.

**F. Receive And File: Report Back From Department Of Personnel Services On The Use Of Contracted Consultants Rather Than Using Department of Personnel Services Staff To Conduct Classification Studies**

**ACTION:** By unanimous vote of those present, requested that David Devine, Director of Personnel Services (DPS) be present at the next meeting he is able to attend in order that the Commission may understand the policies used for contracting with outside consultants to conduct classification studies as an alternative to DPS staff performing those functions.

**G. CONTINUED: Department Of Personnel Services Proposed Amended Revisions To The Class Of Food Service Worker (Level I/II) And Its Retitling To Food Service Worker Considered By The Commission At Its May 25, 2012 Meeting As Part Of The Food Service Program Manager, Cook III, Cook II, Cook I, Food Service Worker (Level I/II), And Baker Classification Study**

At the May 25, 2012 Commission meeting, Department of Personnel Services (DPS) presented their recommendation to revise the classes of Food Service Program Manager, Cook III, Cook II, Cook I, Food Service Worker (Level I/II), and Baker, inclusive of minimum qualifications; retitling the classes of Cook III to Food Service Supervisor, Cook II to Senior Food Service Cook, Cook I to Food Service Cook, and Food Service Worker (Level I/II) to Food Service Worker; and retaining and retitling the eligible lists of Cook II to Senior Food Service Cook, and Cook I to Food Service Cook.

Following discussion, the Commission voted to approve the DPS recommendation excluding revisions to the Food Services Worker (Level I/II) class. The Commission directed that the specification be brought back with the current minimum qualifications being maintained; There are no education or experience requirements. DPS noted and the Commission agreed that it would also be necessary to change the *knowledge* and *ability* statements in the specification resulting from the original minimum qualifications being maintained.

**ACTION:** By unanimous vote of those present, approved revisions to the Food Service Worker (Level I/II) class as directed by the Commission at its May 25, 2012 meeting, modified by Department of Personnel Services in their report dated May 25, 2012, submitted in conjunction with their report dated March 29, and amendment report dated May 8, 2012:

- Revised the class of Food Service Worker (Level I/II) and retitled the class to Food Service Worker.

## ADJOURNMENT

There being no further business to come before The Commission and by unanimous vote, the meeting was adjourned at 2:55 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, June 29, 2012, in Suite 1445 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

/S/  
Jeanette King,  
Civil Service Specialist

/S/  
Leslie Leahy,  
Executive Officer

APPROVED:

/S/  
Ron Suter,  
Vice-Chairperson