

MINUTES

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

May 25, 2012

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, May 25, 2012, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Nelson, Purdy and Suter were present. Commissioner Johnson was absent.

CONSENT CALENDAR

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

- A. Minutes 5/11/12
- E. Receive And File: Department Of Personnel Services Monthly Status Report On Exempt Student Classes For *APRIL*
- F. Receive And File: Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For *APRIL*

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

SEPARATE MATTERS

- B. Departmental Requests To Extend Provisional Appointments
 - 1) William Eggart, in the Class of Telecommunications Supervisor
- ACTION: By unanimous vote of those present, granted withdrawal of the request to extend the provisional appointment as requested by DPS.
- C. Appeals Pursuant To Civil Service Rule 4.2, Application Rejections – *NONE*
 - D. Receive And File: Department of Personnel Services Monthly Status Report On Provisional Appointments For *APRIL*
- ACTION: By unanimous vote of those present, Received and Filed.
- G. Department Of Personnel Services Proposed Revisions To The Classes Of 1) Food Service Program Manager, 2) Cook III, 3) Cook II, 4) Cook I, 5) Food Service Worker (Level I/II), And 6) Baker, Inclusive Of Revising The Minimum Qualifications For Each Class; Request To Retitle The Classes Of 7) Cook III To Food Service Supervisor; 8) Cook II To Senior Food Service Cook; 9) Cook I To

Food Service Cook; And 10) Food Service Worker (Level I/II) To Food Service Worker; And Request To Retain And Retitle The Eligible Lists Of 11) Cook II To Senior Food Service Cook; And 12) Cook I To Food Service Cook

ACTION: By unanimous vote of those present, approved the following as recommended by Department of Personnel Services in their initial report dated March 29 and their amended report dated May 8, 2012 and modified by the Commission during the public hearing:

- Revised the classes of Food Service Program Manager, Cook III, Cook II, Cook I, and Baker, inclusive of minimum qualifications;
- Retitled the Cook III class to Food Service Supervisor, the Cook II class to Senior Food Service Cook; and the Cook I class to Food Service Cook; and
- Retained and Retitled the following Eligible Lists: Cook II to Senior Food Service Cook; and Cook I to Food Service Cook.
- The Commission continued consideration of revisions to the Food Service Worker (Level I/II) class directing that the current minimum qualifications, *There are no education or experience requirements*, be retained for the revised Food Service Worker class.

The Commission agreed that Department of Personnel Services would make changes to the *knowledge* and *ability* statements in the Food Service Worker class specification as a result of the original minimum qualifications be maintained.

H. CLOSED SESSION: Proposed Decision Of The Hearing Officer

(At the request of Appellant on May 22, 2012, continued to a date to be determined)

I. CONTINUED: Department Of Personnel Services Proposed Amended Revisions To The Classes Of 1) Custodial Services Manager, 2) Supervising Custodian II, 3) Supervising Custodian I, And 4) Custodian (Level I/II), Inclusive Of Revising The Minimum Qualifications For Each Class; Request To Abolish The Classes Of 5) General Service Supervisor II, 6) General Service Worker III, And 7) General Service Worker II; 8) Request To Grant Status To Study Incumbents In Accordance With Civil Service Rule 2.6 (c); And, 9) Request To Abolish The Custodian II Eligible List *(Continued by Civil Service Commission on May 11, 2012)*

Following discussion at the May 11, 2012 meeting, the Commission continued its consideration of the matter directing that the second pattern Minimum Qualification for the Supervising Custodian II class be modified from *One year to Two years* so that it reads, *Or: 2. Two years of full-time, paid experience supervising the work of custodial personnel engaged in the cleaning and care of health care, commercial, industrial and/or public buildings or facilities.*

ACTION: By unanimous vote of those present, approved as recommended by Department of Personnel Services (DPS) in their initial report dated March 5, 2001, as directed to be modified by the Commission at its May 11, 2012 meeting, and as recommended in the DPS amended request dated May 14, 2012:

- Revised the classes of Custodial Services Manager, Supervising Custodian II, Supervising Custodian I, and Custodian (Level I/II), inclusive of revising the minimum qualifications for each class;
- Abolished the classes of General Service Supervisor II, General Service Worker III, and General Service Worker II;
- Granted Status to Study Incumbents; and
- Abolished the Custodian II Eligible List

J. STATUS REPORT: Civil Service Commission 2012-13 Fiscal Year Budget

ACTION: By unanimous vote of those present, Received and Filed.

K. Proposed 2012–2013 Fiscal Year Civil Service Commission Meeting Schedule

ACTION: By unanimous vote of those present, approved the schedule.

ADJOURNMENT

There being no further business to come before The Commission and by unanimous vote, the meeting was adjourned at 2:13 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, June 8, 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/
Bruce Nelson,
Chairperson