

**Sacramento County Civil Service Commission  
February 7, 2014 ~ 1:30pm**

**ACTION MINUTES**

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Chair Gordon Purdy at 1:32p.m in the Chambers of the Sacramento County Board of Supervisors
- 2) Pledge of Allegiance: Chair Purdy led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Civil Service Specialist Jeanette King, and it was noted that Chair Purdy, Vice Chair Michael Johnson, and Commissioners Patricia Macht and Ron Suter were present and that Commissioner Bruce Nelson was absent. With four Commissioners present, a quorum was declared.

**CONSENT MATTERS**

- 4) Adoption of Commission Meeting Minutes:

A) *January 24, 2014 Regular Meeting*

ACTION: Motion by Commissioner Suter and seconded by Commissioner Johnson to adopt the January 24, 2014 Minutes. The motion was adopted unanimously (4 to 0).

**TIMED MATTERS**

- 5) 1:35pm: Appeal Hearing – Examination Disqualification for Alleged Failure to Meet Exam Minimum Qualifications (Civil Service Rule 5.7(d))

A) ***Appeal No. 5988-13***

The Appellant, a representative from the Department of Personnel Services, and a representative of the County's Probation Department testified before the Commission regarding this appeal. Once testimony was received, the Commissioners discussed the appeal before taking formal action.

ACTION: Motion by Commissioner Suter and second by Commissioner Johnson to adopt the Executive Officer's recommendation to: 1) find that the Appellant in the instant case did not prove that the Director abused his discretion in rejecting her exam application; and 2) deny the appeal and allow the decision of the Director of the Department of Personnel Services to stand. The motion was adopted unanimously (4 to 0).

***B) Appeal No. 5989-13***

The Appellant, a representative from the Department of Personnel Services, and a representative of the County's Probation Department testified before the Commission regarding this appeal. Once testimony was received, the Commissioners discussed the appeal before taking formal action.

ACTION: Motion by Commissioner Johnson and second by Commissioner Suter to adopt the Executive Officer's recommendation to: 1) find that the Appellant in the instant case did not prove that the Director abused his discretion in rejecting her exam application; and 2) deny the appeal and allow the decision of the Director of the Department of Personnel Services to stand. The motion was adopted unanimously (4 to 0).

**SEPARATE MATTERS**

- 6) Unfinished Business: None
- 7) New Business: None

**INFORMATIONAL MATTERS**

- 8) Public Comment: None Received
- 9) Executive Officers Report:

Executive Officer Alice Dowdin Calvillo stated that the Commission's February 21, 2014 meeting is cancelled as the exam disqualification appeal tentatively scheduled for that date has been administratively resolved and thus, the appeal was formally closed.

She also said that the Park Maintenance Mechanic Series class study may be ready for Commission review and approval at the March 7, 2014 meeting, and that it was currently under review by the affected labor organization. Commissioner Suter asked that this study be deferred until the Commission's March 21, 2014 meeting unless it was urgent that the study be approved prior to that date, as he cannot attend the March 7 meeting and wants to be present at the time the study is considered by the Commission.

Executive Officer Dowdin Calvillo reported that there were no exam disqualification appeals pending before the Commission at this time given that the last two appeals were heard today. There are five release from probation appeals still pending. Lastly, she told the Commission that she is putting together to mid-year financial report on behalf of the Commission which is due to the County Executive later this month. She was happy to report that at this time, the Commission's financial health is good and that the Commission is operating within its adopted budget.

At this time, Commissioner Suter said that he wanted to go on record stating that he found Executive Officer Dowdin Calvillo's reports and recommendations for the two exam disqualification appeals heard today to be well written and very helpful in his decision making process. He thanked her for a job well done.

### **ADJOURNMENT**

There being no further business before the Commission, Commissioner Suter moved to adjourn the meeting and Commissioner Macht seconded the motion. The motion was adopted unanimously (4 to 0). Chairman Purdy then adjourned the meeting at 2:12 p.m.

Respectfully Submitted:

Approval Recommended:

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Jeanette King  
Civil Service Specialist

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Alice Dowdin Calvillo  
Executive Officer

APPROVED:

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Gordon Purdy  
Chair