

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

**ADOPTED  
ACTION MINUTES**

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Chair Gordon Purdy at 1:31 pm in Hearing Room 1 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. A quorum was declared.

Executive Officer Dowdin Calvillo announced to the Commission that DPS Director Dave Devine respectfully requests that the Commission continue Item 10 on the agenda – Report on the Equality of Civil Service Exam Minimum Qualifications and Internal and External Exam Candidates - to the Commission’s June 27, 2014 meeting. Due to an unforeseen circumstance, Director Devine was unable to attend today’s meeting to present this report.

ACTION: Hearing no objection from the Commission, Chair Purdy announced that item 10 would be continued until the June 27, 2014 meeting.

**CONSENT MATTERS**

- 4) Adoption of Commission Meeting Minutes:
  - A) *April 25, 2014 Regular Meeting*
- 5) Reports: The following status reports prepared by the Department of Personnel Services are submitted for receipt and filing:
  - A) *Student Class Appointments*: report for April 2014
  - B) *Promotional Exams and Late Applications*: report for April 2014

- 6) Adoption of the Commission's Meeting Schedule for the 2014/15 Fiscal Year, including tentative meeting dates for the second half of 2015

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, to adopt the April 25, 2014 Minutes; receive and file the Student Class Appointments and Promotional Exams and Late Applications reports for April 2014; and adopt and release the Commission's Meeting Schedule for the 2014/15 Fiscal Year. The motion was adopted unanimously (4 to 0).

#### **SEPARATE MATTERS**

- 7) Reports: The following report prepared by the Department of Personnel Services will be presented by staff. Please note that any matter pertaining to these reports requiring Commission action, and not included on this agenda, will be calendared for a subsequent Commission meeting:

A) *Provisional Appointments*: report for April 2014

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, to receive and file the Provisional Appointments report for April 2014. The motion was adopted unanimously (4 to 0).

Commissioner Suter expressed his appreciation for the report and DPS efforts in this area.

- 8) Unfinished Business: NONE

- 9) New Business:

A) *Consideration for approval proposed revisions to the Sacramento County Classification Plan to: 1) amend the Chief, Division of Fleet Services and the Fleet Services Manager classifications within the Fleet Management Series, including revisions to the minimum qualifications and retitling both classifications; 2) retitle the Fleet Service Manager eligible list; and 3) abolish the Chief, Division of Parking Classification.*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Macht, to adopt the Executive Officer's recommendations to:

- 1) Approve DPS' proposed revisions to the Classification Plan to amend the Chief, Division of Fleet Services classification specification, including modifications to the MQs and retitling the classification to Chief, Fleet Division and Parking Enterprise, with the following proposed amendments to the MQs:

Five years of full-time paid management and/or supervisory experience in a fleet environment with responsibility for planning and organizing fleet operations. This Experience must include responsibility for at least two of the following areas: budgeting; financial management; procurement; contract management; utilization and replacement management; ~~or~~ asset management; or public or private parking enterprise management.

- 2) Approve DPS' proposed revisions to the Classification Plan to amend the Fleet Services Manager classification specification, including modifications to the MQs and retitling the classification as well as the corresponding eligibility list to Fleet Manager;
- 3) Abolish the Chief, Division of Parking classification; and
- 4) Refer the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval.

The motion was adopted unanimously (4 to 0).

#### **INFORMATIONAL MATTERS**

- 10) Report on the Equality of Civil Service Exam Minimum Qualifications for Internal and External Exam Candidates.

Item continued to the Commission's June 27, 2014 meeting.

- 11) Report on the Selection Process for the Commission's Chair and Vice Chair Positions.

Executive Officer Dowdin Calvillo summarized the written report provided to Commissioner's in their meeting packet. This was an informational item so no action was taken. The Commission will conduct its elections of Chair and Vice Chair at its July 11, 2014 meeting, per the Civil Service Rules.

- 12) Public Comment:

Commissioner Suter expressed an interest in scheduling Public Comment earlier in the Commission's meeting so that those wishing to address the Commission on an item not on that day's agenda could do so in a timelier manner. Executive Officer Dowdin Calvillo said that she would move Public Comment before Consent Matters

on the next Commission agenda on a trial basis. There was no objection from the Commission on this purely procedural action.

13) Executive Officers Report:

Executive Officer Dowdin Calvillo said that the June 13 Meeting will be canceled.

She said that the Medical Assistant Class Study may be ready for Commission consideration and action at the June 27 meeting. In addition, there is a possibility that an exam disqualification and one of the release from probation appeals will be ready for hearing at this meeting.

She reported that another release from probation appeal may be ready for hearing by the Commission at its July 11 Commission meeting.

Lastly, Executive Officer Dowdin Calvillo reported that the Commission did not receive any new appeals this week. She said that there are currently six release from probation appeals, one exam disqualification appeal, one allocation denial appeal and one psychological evaluation disqualification appeal before the Commission.

**ADJOURNMENT**

ACTION: It was moved by Commissioner Johnson and seconded by Commissioner Suter to adjourn the meeting. The motion was adopted unanimously (4 to 0), and Chair Purdy adjourned the meeting at 2:11pm.

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