

## MINUTES

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

January 20, 2006

The Commission convened for its regularly scheduled meeting at 1:33 p.m. on Friday, January 20, 2006, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Johnson, Nakagawa, Bruce Nelson and Raymond Nelson were present. Commissioner Keen was absent.

### CONSENT CALENDAR

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

- A. Minutes 12/16/05
- C. Receive And File Department Of Employment Services And Risk Management Quarterly Report Of Promotional Examinations And Late Applications Received For The Period October, November And December 2005 *(Received and filed)*
- J. Receive And File Department Of Employment Services And Risk Management Quarterly Report Of Eligible Lists Extended For The Period October, November And December 2005 *(Received and filed)*
- K. Minutes 12/16/05
- M. Receive And File Department Of Employment Services And Risk Management Monthly Status Report On Exempt Student Classes *(Received and filed)*

ACTION: By unanimous vote of those present, approved the Consent Calendar (Items A, C, J, K and M).

At the request of Commissioner Johnson, Item H was removed from the Consent Calendar for discussion.

### SEPARATE MATTERS

- B. Departmental Requests To Extend Provisional Appointments
  - (1) Department Of Health And Human Services – Sally Henry, In The Class Of Human Services Supervisor, Master’s Degree; Deborah Ivans, In The Class Of Medical Records Technician; Melissa Lloyd, In The Class Of Human Services Supervisor, Master’s Degree; Mercedes Riggleman, In The Class Of Human Services Supervisor, Master’s Degree; Mary Tarro, In The Class Of Human Services Program Manager; Theresa Thurmond, In The Class Of Human Services Program Manager; Piper Wilson, In The Class Of Administrative Services Officer III
  - (2) Municipal Services Agency – Rachel Sutherland, In The Class Of Code Enforcement Officer II; Jess Bermudez, In The Class Of Sr. Code Enforcement Officer

**(3) Department Of Child Support Services – Stacy Goerzen, In The Class Of Child Officer I/II; Wendy Kalso, In The Class Of Child Officer I/II; Kim Leigh, In The Class Of Child Officer I/II; Julie Lewis, In The Class Of Child Officer I/II; Jennifer Maguire, In The Class Of Child Officer I/II; Lourdes Rosario, In The Class Of Child Officer I/II**

**(4) Department Of General Services – Joanne Kerksieck, In The Class Of Assistant Real Estate Agent; John Rocha, In The Class Of Assistant Real Estate Agent**

ACTION: By unanimous vote of those present, extended the respective provisional appointments for five months and 29 days from date of expiration or until 20 days after the eligible lists are established, whichever occurs sooner.

**D. Department Of Health And Human Services And Department Of Employment Services And Risk Management Proposed Revisions To The Classes Of Senior Nutrition Assistant And Nutrition Assistant (Level I/II); Inclusive Of Minimum Qualifications; And Reformatting The Series Into Separate Class Specifications; Re-titling Senior Nutrition Assistant – Mexican/Spanish Language And Culture To Senior Nutrition Assistant – Spanish Language And Latin Culture; Re-titling Nutrition Assistant – Mexican/Spanish Language And Culture To Nutrition Assistant – Spanish Language And Latin Culture; Proposed New Special Skills Classes Of Senior Nutrition Assistant – American Sign Language; Senior Nutrition Assistant – Armenian Language And Culture; Senior Nutrition Assistant – Farsi Language And Persian Culture; Senior Nutrition Assistant – Filipino Language And Culture; Senior Nutrition Assistant – Japanese Language And Culture; Senior Nutrition Assistant – Hmong Language And Culture; Senior Nutrition Assistant – Korean Language And Culture; Senior Nutrition Assistant – Mien Language And Culture; Senior Nutrition Assistant – Punjabi Language And East Indian Culture; Nutrition Assistant – American Sign Language; Nutrition Assistant – Armenian Language And Culture; Nutrition Assistant – Farsi Language And Persian Culture; Nutrition Assistant – Filipino Language And Culture; Nutrition Assistant – Japanese Language And Culture; Nutrition Assistant – Hmong Language And Culture; Nutrition Assistant – Korean Language And Culture; Nutrition Assistant – Mien Language And Culture; And Nutrition Assistant – Punjabi Language And East Indian Culture**

*(Continued to 2/3/06 at the request of Department of Health and Human Services)*

**E. Department Of Health And Human Services And Department Of Employment Services And Risk Management Proposed Revisions To The Classes Of Senior Pharmacy Technician And Pharmacy Technician; Inclusive Of Reformatting The Series Into Separate Class Specifications; Request To Abolish Pharmacy Technician Eligible List; And Proposed New Class Of Pharmacy Assistant**

ACTION: By unanimous vote of those present, approved the following as submitted by Department of Health and Human Services and Department of Employment Services and Risk Management in their report dated November 1, 2005 and Addendum report dated January 11, 2006:

1. Revised the Classes of Senior Pharmacy Technician and Pharmacy

Technician, inclusive of reformatting the series into separate class specifications;

2. Adopted the new class of Pharmacy Assistant; and,
3. Abolished the Pharmacy Technician Eligible List.

**F. Open Session: Commission Discussion Regarding Report Back To The Grand Jury On Commission's Review Of Civil Service Rule, Sections 11 And 12**  
*(Continued from 1/6/06)*

ACTION: By unanimous vote of those present, continued to 2/3/06.

**G. Department Of Employment Services And Risk Management Proposed Revisions To And Re-titling Of The Classes Of Employee Relations Representative To Labor Relations Representative And Employee Relations Officer To Labor Relations Officer, Inclusive Of Minimum Qualifications; And Inclusive Of 12-Month Probationary Periods; Re-titling Of The Employee Relations Officer Eligible List To Labor Relations Officer; Proposed New Class Of Labor Relations Supervisor, Inclusive Of A 12-Month Probationary Period, And Request To Grant Status To Linda Eto-Moreguchi In The New Class Of Labor Relations Supervisor**

Commissioner Raymond Nelson moved to approve the requested changes, including the twelve-month probationary periods, based on the general belief that the scope of management positions have changed and warrant the twelve-month probationary periods. The motion failed due to lack of a second.

ACTION: By unanimous vote of those present, approved the following, as submitted in the Department of Employment Services and Risk Management January 5, 2006 report and Addendum Report received by the Civil Service Commission on January 12, 2006:

1. Revised the classes of Employee Relations Representative and Employee Relations Officer, inclusive of Minimum Qualifications; and inclusive of 12-month probationary periods;
2. Re-titled Employee Relations Representative to Labor Relations Representative and Employee Relations Officer to Labor Relations Officer;
3. Adopted the new class of Labor Relations Supervisor, inclusive of a 12-month probationary period;
4. Re-titled the Employee Relations Officer Eligible List to Labor Relations Officer; and,
5. Granted Status to Linda Eto-Moreguchi in the new class of Labor Relations Supervisor.

**H. Department Of Employment Services And Risk Management Proposed Revisions To The Class Of Laundry Worker**

This item was removed from the Consent Calendar for discussion.

ACTION: By unanimous vote of those present, approve as submitted by Department of Employment Services and Risk Management in their report dated December 19, 2005.

**I. Appeals Pursuant To Civil Service Rule 4.2, Application Rejection**

**(1) Felicia Boissiere – Human Services Specialist** *(Continued from 1/6/06)*  
*(ADMINISTRATIVELY RESOLVED by DESRM)*

**(2) Esther Diaz - Human Services Specialist** *(Continued from 1/6/06 at the request of DESRM)*

Ms. Diaz was not present for the commencement of her appeal. Chairperson Nakagawa asked whether the Appellant had been in contact with staff prior to the meeting. Leslie Leahy, Executive Officer responded that there had been no recent communication from the Appellant but suggested that if the Commission wished to continue the appeal to the February 3, 2006 meeting, Ms. Diaz would be called to confirm whether she wished to go forward with her appeal.

ACTION: By unanimous vote of those present, continued to 2/3/06.

**L. Receive And File Department Of Employment Services And Risk Management Monthly Status Report On Provisional Appointments**

ACTION: By unanimous vote of those present, received and filed

**ADJOURNMENT**

There being no further business to come before the Commission and by unanimous vote of those Commissioners present, the meeting was adjourned at 3:12 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, February 3, 2006, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

\_\_\_\_\_/S/  
Clair E. Fry,  
Civil Service Staff Assistant

\_\_\_\_\_/S/  
Leslie Leahy,  
Executive Officer

APPROVED:

\_\_\_\_\_/S/  
Mike Nakagawa,  
Chairperson