## **MINUTES**

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

August 24. 2007

The Commission convened for its regularly scheduled meeting at 1:32 p.m. on Friday, August 24, 2007, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Johnson, Meegan, Meredith, and Nelson were present.

# **CONSENT CALENDAR**

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

- A. Minutes 8/10/07
- K. Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes For July 2007 (Continued to 9/7/07 not received)

<u>ACTION</u>: By unanimous vote, approved the Consent Calendar (*Item A only*)

#### **SEPARATE MATTERS**

- B. Departmental Requests To Extend Provisional Appointments
  - (1) Municipal Services Agency Anthony J. Bennett, Patrick G. Drumm, And Joseph Macias, Jr. In The Class Of Park Ranger I LPO

<u>ACTION</u>: By unanimous vote, extended the above provisional appointments for five months and 29 days from the date of expiration or until 20 days after the eligible list is established, whichever occurs sooner.

- C. Appeals Pursuant To Civil Service Rule 4.2, Application Rejections NONE
- D. Closed Session: Proposed Decision Of The Hearing Officer In The Appeal Of . . . From Release From Probation As A Human Services Specialist With the Department Of Human Assistance

<u>ACTION</u>: At the request of the appellant, the Commission convened and acted on this matter in closed session. By unanimous vote the Commission adopted as the decision of the Civil Service Commission, County of Sacramento, State of California, the hearing officer's findings of fact, conclusions of law, and order denying the appeal.

AYES: Commissioners Meredith, Johnson, Meegan, and Nelson

NOES: None ABSTAIN: None ABSENT: None August 24, 2007 2 of 4

E. Closed Session: Proposed Decision Of The Hearing Officer In The Appeal Of . . . From Discipline, Step Reduction In Pay, As A Treatment Center Program Coordinator With The Department Of Health And Human Services

<u>ACTION</u>: At the request of the appellant, the Commission convened and acted on this matter in closed session. By unanimous vote the Commission adopted as the decision of the Civil Service Commission, County of Sacramento, State of California, the hearing officer's findings of fact, conclusions of law, and order modifying the discipline from a two-step reduction in pay for nine (9) pay periods, which is comparable to an eight (8) work day suspension, to a two-step reduction in pay for six (6) pay periods, which is comparable to a six (6) work day suspension.

AYES: Commissioners Meredith, Johnson, Meegan and Nelson

NOES: None ABSTAIN: None ABSENT: None

F. Closed Session: Proposed Decision Of The Hearing Officer In The Appeal Of . . . From Release From Probation As A Human Services Specialist II With The Department of Human Assistance

<u>ACTION:</u> At the request of the appellant, the Commission convened and acted on this matter in closed session. By unanimous vote the Commission adopted as the decision of the Civil Service Commission, County of Sacramento, State of California, the hearing officer's findings of fact, conclusions of law, and order dismissing the appeal with prejudice.

AYES: Commissioners Meredith, Meegan, Johnson, and Nelson

NOES: None ABSTAIN: None ABSENT: None

G. Department Of Personnel Services And Department Of Water Resources, Municipal Services Agency: Proposed New Class Of Water Distribution Manager, Inclusive Of A 12-Month Probationary Period; And Request To Grant Status To Study Incumbent, Wade Proctor In The New Class In Accordance With Civil Service Rule 2.6 (c) (1) and (2)

<u>ACTION</u>: By unanimous vote, approved the following as submitted in the July 9, 2007 Department of Personnel Services report, as recommended for revision in the August 13, 2007 Executive Officer's staff report:

- 1) The new class of Water Distribution Manager, inclusive of a 12-month probationary period;
- 2) Under EMPLOYMENT STANDARDS, changed the last word "related" in the first line to "relate" so that the sentence reads, "The level and scope of the following knowledge, abilities, and minimum qualifications relate directly to the duties and responsibilities...";

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3) Under the Physical Requirements" section, reword the bullet that states, "Climb up and down a ladder and stand on a ladder while performing tasks with both hands" so that it reads: "Safely climb and work on ladders with a maximum weight capacity of 300 pounds"; and,

- 4) Granted permanent status to the study incumbent, Wade Proctor.
- H. Department Of Personnel Services And Sacramento County Airport System: Proposed Revisions To Airport Operations Officer Class, Inclusive Of Minimum Qualifications

<u>ACTION</u>: By unanimous vote approved the revisions to the above titled class specifications as recommended in Department of Personnel Services July 11, 2007 report, in the August 17, 2007 amended report, in the August 16, 2007 Executive Officer's Staff Report and as modified during the public hearing as follows:

- 1) The <u>GENERAL REQUIREMENTS</u> heading changed to **GENERAL QUALIFICATIONS**; and,
- 2) Under the "Licenses" section, add: *Incumbents must acquire and maintain an Air Operations Area driver permit issued by the Sacramento County Airport System within two weeks of appointment.*
- I. Department Of Personnel Services And Sacramento County Airport System: 1) Proposed New Class Of Airport Chief Administrative Officer, Inclusive Of A 12-Month Probationary Period; 2) Proposed Revisions To The Class Of Airport Chief Operating Officer, Inclusive Of Minimum Qualifications; 3) Request To Abolish The Class Of Deputy Director For Airports Safety And Security; And 4) Request To Abolish The Assistant Director Of Airports Hold Class

<u>ACTION</u>: By unanimous vote approved revisions to the above titled class specifications as recommended in Department of Personnel Services July 11, 2007 report, in the August 17, 2007 amended report, in the August 17, 2007 Executive Officer's Staff Report and as modified during the public hearing as follows:

- 1) Adopted the new class of Airport Chief Administrative Officer, inclusive of a 12-month probationary period;
- Revised the class of Airport Chief Operating Officer, inclusive of Minimum Qualifications;
- 3) For both classes, changed the <u>GENERAL REQUIREMENTS</u> heading to **GENERAL QUALIFICATIONS**; and,
- 4) Abolished the Deputy Director for Airports Safety and Security class and abolished the Assistant Director of Airports Hold class.
- J. Receive And File Department Of Personnel Services Monthly Status Report On Provisional Appointments For July 2007 (Continued to 9/7/07 not received)

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L. University Research & Associates: Allocation Appeal On Behalf Of Highway Maintenance Supervisor Position Allocations At The Sacramento County Airport System And Request To Reallocate Subject Highway Maintenance Supervisor I Positions To Highway Maintenance Supervisor II (Continued to 8/10/07 and continued to 9/21/07 at request of Department of Probation)

Following discussion of the matter at the August 10, 2007 meeting, the Commission voted unanimously to reallocate and grant permanent status to each of the three Sacramento County Airport System Highway Maintenance Supervisor I (HMS I) incumbents to Highway Maintenance Supervisors II (HMS II). Subsequent to the vote, Department of Personnel Services requested that the matter be continued to the August 24 meeting to allow for the opportunity to research whether the three HMS I incumbents meet the minimum qualifications for HMS II. By consensus of those present, the Commission continued the matter to August 24, 2007.

By letter dated August 16, 2007, Department of Personnel Services confirmed that the three HMS I incumbents do meet the minimum qualifications for HMS II.

<u>ACTION</u>: By unanimous vote the Commission reaffirmed the vote of August 10, 2007, granting the appeal and reallocating and granting permanent statue to the three Sacramento County Airport System Highway Maintenance Supervisor I incumbents as Highway Maintenance Supervisor II.

### **ADJOURNMENT**

There being no further business to come before the Commission and by unanimous vote of those present, the meeting was adjourned at 4:27 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, September 7, 2007, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:	
/S/	
Jeanette King,	
Civil Service Specialist	
APPROVED:	
/S/_	
Bruce Nelson,	
Chairperson	