

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)

ACTION: 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
- 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**

ACTION: 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

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

ACTION: 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

ACTION: 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)

ACTION: 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...*";

- 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

ACTION: 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 GENERAL REQUIREMENTS 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

ACTION: 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;
- 2) Revised the class of Airport Chief Operating Officer, inclusive of Minimum Qualifications;
- 3) For both classes, changed the GENERAL REQUIREMENTS 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)

