

MINUTES

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

March 21, 2008

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, March 21, 2008, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Meegan, Meredith and Nelson were present.

CONSENT CALENDAR

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

A. Minutes 3/7/08

I. Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes (February)

ACTION: By unanimous vote, approved the Consent Calendar.

SEPARATE MATTERS

B. Departmental Requests To Extend Provisional Appointments – *NONE*

C. Appeals Pursuant To Civil Service Rule 4.2, Application Rejections – *NONE*

D. Receive And File Department Of Personnel Services Monthly Status Report On Provisional Appointments (February)

ACTION: By unanimous vote, received and filed.

E. Department Of Personnel Services: Proposed Revisions To The Class Of Employee Insurance Benefits Analyst, Inclusive Of Minimum Qualifications And Re-Titling To Employee Benefits Analyst (Level I/II), Proposed New Class Of Employee Benefits Supervisor, Inclusive Of A Twelve Month Probationary Period; And Request To Grant Status To Study Incumbents In Accordance With Civil Service Rule 2.6 (c) (1)) *(Continued from 3/7 by DPS. Continued to 4/4/08)*

F. Department Of Personnel Services And Department Of Facility Planning, Architecture And Real Estate: Revisions To The Minimum Qualifications Of The Real Estate Program Manager Class *(Continued from 1/4, 1/25 and 2/22/08)*

ACTION: By unanimous vote, approved amendments to the Real Estate Program Manager minimum qualifications as directed by the Commission at its February 22, 2008 meeting, as revised by Department of Personnel Services in their February 25, 2008 report, and as further amended during the March 21 public hearing as follows:

Minimum Qualifications

A Bachelor's Degree or higher degree from an accredited college or university with major course work in real estate, business or public administration, economics, urban planning, or other fields directly related to the governmental and/or commercial real estate duties of this class, or the holder of a J.D. or LLB. Note: Employees holding status in the class of Real Estate Officer (Level I/II), formerly titled Associate Real Estate Agent, as of June 15, 2007 will be considered to meet the minimum qualifications for education.

And

Either: 1. Two years of full-time experience in the class of Real Estate Officer (Level I/II) in Sacramento County service; and

Or: 2. Three years of experience in governmental, public utility or commercial real estate, performing duties at a level comparable to a Real Estate Officer (Level I/II) which have included: preparing reports, negotiating form purchase donation of right of way or property ownership, securing title, property management, and/or negotiating and processing lease agreements.

G. Fiscal Year 2008 -2009 Proposed Civil Service Commission Budget

ACTION: By unanimous vote, approved the Fiscal Year 2008-2009 Civil Service Commission Budget.

H. Department Of Personnel Services And Sacramento County Airport System: Proposed New Class of Airport Operations Dispatcher (Level I/II); Proposed Revisions To The Communications/Operations Dispatcher Series Classification Specifications; And Request To Grant Status To Study Incumbents, Pursuant To Civil Service Rule 2.6(c) (Continued from 11/16/07)

ACTION: By a vote of four to one, took the following action as submitted by Department of Personnel Services in their October 25, 2007 report, as amended in their report received by the Commission on March 6, 2008, and as directed during the public hearing:

1. Approved the new class of Airport Operations Dispatcher Level I/II, inclusive of a 12 Month Probationary Period;
2. Granted status to the study incumbents;
3. Continued consideration of revisions to the Communications/Operations Dispatcher class series specification, directing that the Distinguishing Characteristics, Examples of Duties: Knowledge of: and Ability to: sections of the Communications/Operations Dispatcher class be revised to define it as either a single class with two salary levels or two separate classes; and

4. Directed that if Communications/Operations Dispatcher class series specifications revisions have an impact on any higher level management classes that management class revisions be brought forward at the same time.

J. Open Session: Discussion Regarding Information From Department Of Personnel Services That Would Be Of Assistance In Commission Consideration Of Appeals From Written Examinations *(Continued from 2/2 and 3/7/08)*

ACTION: By unanimous vote, continued to April 4, 2008.

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote, the meeting was adjourned at 4:23 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, April 4, 2008, in Suite 1450 at 700 H Street, Sacramento.

Approval Recommended:

_____/S/
Leslie Leahy,
Executive Officer

APPROVED:

_____/S/
Bruce Nelson,
Chairperson