

MINUTES

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

July 25, 2008

The Commission convened for its regularly scheduled meeting at 1:32 p.m. on Friday, July 25, 2008, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Suter and Meredith were present. Commissioner Nelson was absent.

CONSENT CALENDAR

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

- A. **Minutes 7/11/08**
- G. **Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes (June)**
- I. **Receive And File Department Of Personnel Services Quarterly Report Of Promotional Examinations And Late Applications For The Period April, May And June 2008**
- J. **Receive And File Department Of Personnel Services Quarterly Report Of Eligible Lists Extended For The Period April, May And June 2008**

ACTION: By unanimous vote of those present, approved the Consent Calendar (Items A, G, I).

ACTION: On a motion by Commissioner Suter and by unanimous vote of those present, item J was removed from Consent for discussion and action as a Separate Matter, noting that Item J was not received.

SEPARATE MATTERS

- B. **Departmental Requests To Extend Provisional Appointments - *NONE***
- C. **Appeals Pursuant To Civil Service Rule 4.2, Application Rejections - *NONE***
- D. **Department Of Personnel Services Proposed 1) Revisions To The Classes Of Sheriff's Records Officer I, Sheriff's Records Officer II, And Sheriff's Records Officer III, Each Inclusive Of Minimum Qualifications And Separating Into Stand Alone Specifications; 2) Revisions To The Class Of Community Services Specialist I, Retitling To Sheriff's Community Services Officer I, And Separating Into A Stand Alone Specification; 3) Revisions To The Community Services Specialist II Class, Inclusive Of Minimum Qualifications, Retitling To Sheriff's Community Services Officer II, And Separating**

Into A Stand Alone Specification; 4) Retitling Of The Community Services Specialist I Eligible List To Sheriff's Community Services Officer I; 5) Abolishment Of The Community Services Specialist III Class; And 6) Granting Of Status To The Study Incumbents Listed In Attachment M Of The July 15 Revised Allocation List, Pursuant To Civil Service Rule 2.6 (c)

ACTION: By unanimous vote of those present, approved as submitted by Department of Personnel Services in their report dated July 10, 2008 and in their revised report and Allocation List dated July 15, 2008:

1. **Revised** the classes of Sheriff's Records Officer I, Sheriff's Records Officer II, and Sheriff's Records Officer III, each inclusive of minimum qualifications and separated into stand alone specifications;
2. **Revised** the class of Community Services Specialist I, **Retitled** to Sheriff's Community Services Officer I, and separated into a stand alone specification;
3. **Revised** the Community Services Specialist II Class, inclusive of minimum qualifications, **Retitled** to Sheriff's Community Services Officer II, and separated into a stand alone specification;
4. **Retitled** the Community Services Specialist I Eligible List to Sheriff's Community Services Officer I;
5. **Abolished** the Community Services Specialist III Class; and
6. **Granted status** to the study incumbents listed in Attachment M of the July 15 revised Allocation List.

E. Department Of Personnel Services: Proposed Revision To The Airfield Maintenance Supervisor Class, Inclusive Of Minimum Qualifications, And Retitling To Airfield Maintenance Manager (Continued from 6/27/08)

ACTION: By unanimous vote of those present, the Commission granted the request of Department of Personnel Services to continue the Airfield Maintenance Supervisor classification study revisions to the **September 5, 2008** Commission meeting and requested that the Personnel Services' report back be written rather than verbal.

F. Department of Personnel Services: Proposed New Class Of Airfield Maintenance Supervisor And Request To Grant Status To Current Sacramento County Airport System Highway Maintenance Supervisor II Incumbents In The New Airfield Maintenance Supervisor Class, In Accordance With Civil Service Rule 2.6 (Continued from 6/27/08)

ACTION: By unanimous vote of those present, the Commission granted the request of Department of Personnel Services to continue the Airfield Maintenance Supervisor classification study to the **September 5, 2008** Commission meeting and requested that the report back be written rather than verbal.

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

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

J. Receive And File Department Of Personnel Services Quarterly Report Of Eligible Lists Extended For The Period April, May, June 2008

This item was removed from the Consent Calendar for discussion.

ACTION: By unanimous vote of those present, continued to August 8, 2008. Item J was not received timely.

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote of those present, the meeting was adjourned at 2:25 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, August 8, 2008, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

/S/
Sheri Dyer,
Executive Secretary

/S/
Leslie Leahy,
Executive Officer

APPROVED:

/S/
Gregory Meredith,
Chairperson