

MINUTES

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

March 20, 2009

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, March 20, 2009, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Johnson, Bowler, Meredith, Nelson and Suter were present.

CONSENT CALENDAR

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

- A. **Minutes 2/20/09**
- E. **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.

- F. **Sacramento County Deputy Sheriffs' Association Appeal On Behalf Of Sheriff's Records Officer I, Sheriff's Records Officer II, Sheriff's Records Officer III, Community Services Specialist I, Community Services Specialist II, And Community Services Specialist II Incumbents Position Allocations Resulting From The Sheriff's Records Officer Classification Study Approved By the Civil Service Commission In July 2008**

1.) **Deferred The Allocation Decisions** for the *Homeland Security Intelligence Analyst* SRO II allocation appeals of Rita Bali; Melody Lafond; and Kristi Smith until the classification study is completed. Department of Personnel Services will submit the classification study for Commission review within two months.

ACTION: By unanimous vote, the Commission deferred the allocation decisions.

2.) **Denied** the SRO II allocation appeals of *Division Budget Coordinators* Christina Andrade; Kristie Meeks; and Joyce Paquereau.

ACTION: By unanimous vote, the Commission denied the appeals.

- 3.) **Denied** the SRO I allocation appeals of *Equipment Room Officers* Michael DeCuir; Vicki Kline; Robert May; Charlene Greenly; and David Turnage.
ACTION: By unanimous vote, the Commission denied the appeals.
- 4.) **Granted** the *Fleet Position* allocation appeal of Rebecca Green, SRO II to SRO III.
ACTION: By unanimous vote, the Commission granted the appeal.
- 5.) **Denied** the *Training Coordinator/Security Clearance Officer* allocation appeal of Jacque Morgan, SRO I.
ACTION: By unanimous vote, the Commission denied the appeal.
- 6.) **Deferred The Allocation Decision** for the *Work Release Division* appeal of Cynthia Garcia, SRO I until a desk audit is completed for the position.
ACTION: By unanimous vote, the Commission deferred the allocation decisions.
- 7.) **Granted** the *Asset Forfeiture Position* allocation appeal of Greg Boltz, SRO II to SRO III.
ACTION: By unanimous vote, the Commission granted the appeal.
- 8.) **Denied** the *Office Manager* SRO I allocation appeals of Suzanne Soto; Kristin Smith; Lilly Gardner; Michelle Savana; and Terri Kral.
ACTION: By unanimous vote, the Commission denied the appeals.
- 9.) **Deferred The Allocation Decisions** for the *Crime Prevention Specialist* SRO I allocation appeals of Shirley Kay; MaryFrances Fitzsimmons; Cindy Burdette; Laura Grossman; Kathleen Kennedy; and Sherrie Waugh until the classification study is completed. Department of Personnel Services will submit the classification study for Commission review within two months.
ACTION: By unanimous vote, the Commission deferred the allocation decisions.
- 10.) **Granted** the *Human Resources /Reserve Forces* allocation appeal of Phillip Vogel, SRO I to SRO II.
ACTION: By a vote of four to one, the Commission granted the appeal.
- 11.) **Granted** the *Records Bureau* allocation appeal of Terry Wilson, SRO II to SRO III.
ACTION: By unanimous vote, the Commission granted the appeal.
- 12.) **Denied** the *Traffic Analyst* allocation appeal of Theresa Burke, SRO I.
ACTION: by a vote of four ayes to one abstain, the Commission denied the appeal.
- 13.) **Denied** the *Forensics and Records Property Bureau* allocation appeal of Natalie Munoz, SRO II.
ACTION: By a vote of four to one, the Commission denied the appeal.

G. CLOSED SESSION: Proposed Decision Of The Hearing Officer In The Appeal Of ... From Release Of Probation As An Administrative Services Officer I 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 the following vote, the Commission adopted as the decision

of the Civil Service Commission, County of Sacramento, State of California, the hearing officer's proposed decision upholding the Departments' release of probation denying the appeal.

AYES: Commissioners Suter, Bowler, Johnson, Nelson, and Meredith
NOES: None
ABSTAIN: None
ABSENT: None

H. Department Of Personnel Services: Proposed Revisions To The Class Of Highway Maintenance Supervisor, Inclusive Of The Minimum Qualifications

ACTION: By unanimous vote, approved the revisions to the Highway Maintenance Supervisor minimum qualifications as submitted in the February 11, 2009 Department of Personnel Services report.

I. Civil Service Commission: Commission Discussion Regarding Amending Commission Action Taken On February 20, 2009 Decreasing The Number Of Commission Meetings To One Per Month For The Remainder Of Fiscal Year 2008-09

ACTION: By unanimous vote, approved the restoration of the April 17, May 15, and June 26 meetings for Fiscal Year 2008-09.

J. Department Of Personnel Services: Proposed Revisions To The Class Of Real Estate Program Manager, Inclusive Of The Minimum Qualifications

ACTION: By unanimous vote, approved the corrections to the Real Estate Program Manager minimum qualifications as submitted in the February 19, 2009 Department of Personnel Services report:

- 1.) **Remove** reference to the word *Agent* under Distinguishing Characteristics, so that it reads as below in the *first sentence in paragraph one*:

DISTINGUISHING CHARACTERISTICS:

Positions in the Real Estate Officer series are assigned to the Real Estate Division in the Department of Facility Planning, Architecture, and Real Estate.

- 2.) **Remove** reference to the word *Agent* under Distinguishing Characteristics, so that it reads as below in the *last sentence in paragraph four*:

The class is distinguished from the next lower class of Real Estate Officer (Level I/II) by the latter's lack of supervisory responsibilities and a lesser need for specialized knowledge of real estate activities.

- 3.) **Correct** *an* to *a* under the Minimum Qualifications, in the first sentence under the "Or" pattern so that it reads:

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: . . .

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote, the meeting was adjourned at 6:14 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, April 3, 2009, 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