

MINUTES

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

February 5, 2010

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, January 22, 2010, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Meredith, and Nelson were present. Commissioner Suter was absent.

CONSENT CALENDAR

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

A. Minutes 1/22/10

ACTION: By unanimous vote of those present, 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. Department Of Personnel Services Proposed Revisions To The Classes Of 1) Custodial Services Manager 2) Supervising Custodian II; 3) Supervising Custodian I; And 4) Custodian (Level I/II), Inclusive Of Revising The Minimum Qualifications For Each Class; And 5) Request To Retain The Current Custodian (Level I/II) Eligible List

ACTION: By a vote of 3 to 1 continued consideration of the above proposed series study to a date to be determined requesting that Department of Personnel Services:

1. In the Supervising Custodian II class specification, amend the second pattern Minimum Qualification (*Or:*) *One year of required experience...* to:

Or: Two years of experience supervising the work of custodial personnel engaged in the cleaning and care of commercial, industrial and/or public buildings;
2. Provide additional clarification as to why two separate supervisory classes, Supervising Custodian II and Supervising Custodian I, are necessary in this series; and
3. In the Custodial Services Manager class specification, move to a higher position on the list in the Essential Duties section, the characteristics describing the level of personnel management and supervision exercised.

- E. **REVISED Department Of Personnel Services Proposed New Classes Of: 1) Sanitation District Senior Business Analyst; 2) Sanitation District Associate Business Analyst; And 3) Sanitation District Assistant Business Analyst**
(Continued from 10/16, 11/16, 12/4, and 12/18/09)

ACTION: By a vote of 3 to 1, continued consideration of the above class study and directed that the following amendments be made:

1. On pages 2 and 3 of the Sanitation District Senior Business Analyst class specification, delete the wording "*in a class*" from the second through fifth Minimum Qualification patterns; and
2. On page 2 of the proposed Sanitation District Assistant Business Analyst class specification, change the first Minimum Qualification pattern from Two years to One year of full-time experience...

ACTION: By unanimous vote of those present, directed that the revised class study be calendared as a Consent Item when resubmitted for Commission consideration:

OTHER

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote of those present, the meeting was adjourned at 3:25 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, February 19, 2010, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

/S/
Jeanette King,
Civil Service Specialist

/S/
Leslie Leahy,
Executive Officer

APPROVED:

/S/
Bernard Bowler,
Chairperson