

# MINUTES

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

**March 19, 2010**

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, March 19, 2010, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Meredith, Nelson, and Suter were present. Commissioner Johnson was absent.

## CONSENT CALENDAR

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

- A. **Minutes 2/5/10** (*Continued from 2/19 and 3/5/10*)
- E. **Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes For January** (*Continued from 2/19 and 3/5/10*)
- F. **Receive And File Department Of Personnel Services Monthly Status Report Of Promotional Examinations And Late Applications For January** (*Continued from 2/19 and 3/5/10*)
- G. **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, 12/18/09, 2/5 and 3/5/10*)
- M. **Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes For February**
- N. **Receive And File Department Of Personnel Services Monthly Status Report Of Promotional Examinations And Late Applications For February**

ACTION: On a motion by Chairman Bowler and by unanimous vote of those present, items E and M were removed from Consent for correction by Department of Personnel Services and action as Separate Matters.

ACTION: On a motion by Commissioner Nelson and by unanimous vote of those present, item G was removed from Consent for discussion and action as a Separate Matter.

ACTION: By unanimous vote of those present, approved the Consent Calendar. (Items A, F and N).

## 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 For January (Continued from 2/19 and 3/5/10)**

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

**E. Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes For January (Continued from 2/19 and 3/5/10)**

This item was removed from the Consent Calendar for correction by Department of Personnel Services.

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

**G. 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, 12/18/09, 2/5 and 3/5/10)**

This item was removed from the Consent Calendar for discussion.

ACTION: By the following vote, approved the new classes of Sanitation District Senior Business Analyst, Sanitation District Associate Business Analyst, and Sanitation District Assistant Analyst, as submitted by Department of Personnel Services in their September 8, October 29 and December 8, 2009 reports; and amended in their January 21 and February 9, 2010 reports; and further amended by the Commission during the December 18, 2009 and March 5, 2010 public hearings.

AYES: Commissioners Suter, Meredith and Bowler

NOES: None

ABSTAIN: Nelson

ABSENT: Johnson

**H. Department Of Personnel Services: Proposed Revisions To The Class Of Traffic Signs And Markings Manager, Inclusive Of Revising The Minimum Qualifications**

ACTION: By unanimous vote of those present, denied the request to revise the class of Traffic Signs and Markings Manager as submitted by Department of Personnel Services in their February 24, 2010 report, and directed that the current Minimum Qualifications be kept for the class with the exception of deleting the following language:

*“Any combination equivalent to experience and education or training that could likely provide the required knowledge and ability would be qualifying. A typical way to obtain the knowledge and ability for each class in the series would be.”*

- I. **Department Of Personnel Services: Proposed Revisions To The Class Of Supervising Coroner Technician, Inclusive Of Revising The Minimum Qualifications, And Reducing The Current Twelve Month Probationary Period To Six Months** (*Continued from 8/28, 11/20, 12/4 and 12/18/09*)

ACTION: By unanimous vote of those present, granted the request made by Department of Personnel Services to continue to a date to be set.

- J. **Department Of Personnel Services: Proposed Revisions To The Class Of Traffic Signs Supervisor, Inclusive Of Revising The Minimum Qualifications**

ACTION: By unanimous vote of those present, denied the request to revise the class of Traffic Signs Supervisor as submitted by Department of Personnel Services in their February 24, 2010 report, and directed that the current Minimum Qualifications be kept for the class with the exception of deleting the following language:

*“Any combination equivalent to experience and education or training that could likely provide the required knowledge and ability would be qualifying. A typical way to obtain the knowledge and ability for each class in the series would be.”*

- K. **Department Of Personnel Services: Proposed Revisions To The Classes Of Traffic Signs Maintenance Worker I, Traffic Signs Maintenance Worker II, And Traffic Signs Maintenance Worker III, Inclusive Of Revising The Minimum Qualifications For Each Class**

ACTION: By unanimous vote of those present, denied the request to revise the classes of Traffic Signs Maintenance Worker I, Traffic Signs Maintenance Worker II, and Traffic Signs Maintenance Worker III as submitted by Department of Personnel Services in their February 24, 2010 report, and directed that the current Minimum Qualifications be kept for each class with the exception of deleting the following language:

*“Any combination equivalent to experience and education or training that could likely provide the required knowledge and ability would be qualifying. A typical way to obtain the knowledge and ability for each class in the series would be.”*

- L. **OPEN SESSION: Proposed Decision And Proposed Decision On Remand Of The Hearing Officer In The Appeal Of Cynthia Seaman From Release From Probation As An Airport Economic Development Specialist With Sacramento County Airport System**

ACTION: At the request of the appellant, the Commission convened and acted on this matter in open session. By the following vote of those present the Commission adopted as the decision of the Civil Service Commission, County of Sacramento, State of California, the hearing officer's decision and decision on remand, in its findings of fact, conclusions of law, and order denying the appeal.

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

**M. Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes For February**

This item was removed from the Consent Calendar for correction by Department of Personnel Services.

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

**O. Receive And File Department Of Personnel Services Monthly Status Report On Provisional Appointments For February**

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

**P. Department Of Personnel Services: Proposed Revisions To Assistant Registrar Of Voters, Election Manager, Election Supervisor, Senior Election Assistant, Election Assistant, And Election Clerk, Inclusive Of Revising The Minimum Qualifications For Each Class; And Request To Abolish the Election Assistant And Election Clerk Eligible Lists**

ACTION: By unanimous vote of those present, took the following action, as recommended by Department of Personnel Services in their initial December 8, 2009 report and Addendum March 5, 2010 report, and as modified during the public hearing:

1. **Revised** the Assistant Registrar of Voters; Election Manager; Election Assistant; and Election Clerk classes, inclusive of revising the Minimum Qualifications.
2. **Revised** the Election Supervisor class, inclusive of modifying the first pattern Minimum Qualification so that it reads:

*Either: One (1) year of full-time paid experience employed by the County of Sacramento in the class of Senior Election Assistant or two (2) years of full-time paid experience in the class of Election Assistant.*

3. **Rejected** the recommended revisions to the Senior Election Assistant class and **directed** the Minimum Qualifications be modified to read as currently written:

*Either: One (1) year of full-time paid experience employed by the County of Sacramento in the class of Election Assistant.*

*Or: One year and six months (18 months) of full-time (paid or volunteer) experience in the State of California working in local or statewide elections performing duties at the level of the County of Sacramento Election Assistant or higher.*

4. **Abolished** the Election Assistant and Election Clerk Eligible Lists.
5. **Requested** a report back from Department of Personnel Services regarding how furlough days affect the calculation of "full-time" experience when determining County employees' years of experience.

**Q. Department Of Personnel Services: Proposed Revisions To The Classes Of Coroner Technician (Level I/II) And Senior Coroner Technician, Each Inclusive Of Revising The Minimum Qualification; And Request To Reduce The Current Twelve Month Probationary Period To Six Months For The Class Of Senior Technician**

ACTION: By unanimous vote of those present, granted the request made by Department of Personnel Services to continue to a date to be set.

**OTHER**

Commissioner Nelson requested that a Commission discussion be set for a future meeting to consider whether the Commission would contemplate amending Civil Service Rules 12, *Releases Of Probationary Employees*, to better define the start date of a probationary period. Chairman Bowler requested that Department of Personnel Services and County Counsel be prepared to clarify their positions on the subject when discussed. Executive Officer, Leslie Leahy confirmed that the matter would be agendaed for the next Commission meeting.

**ADJOURNMENT**

There being no further business to come before the Commission and by unanimous vote of those present, the meeting was adjourned at 5:23 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, April 2, 2010, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

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Jeanette King,  
Civil Service Specialist

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Leslie Leahy,  
Executive Officer

APPROVED:

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Bernard Bowler,  
Chairperson