

MINUTES

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

May 7, 2010

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, May 7, 2010, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Meredith, Nelson and Suter were present.

CONSENT CALENDAR

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

A. Minutes 4/16/10

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. Department Of Personnel Services: Proposed New Classes Of 1) Accounting Manager (Confidential); 2) Senior Accounting Manager (Confidential); 3) Senior Administrative Analyst (Confidential); And 4) Principal Administrative Analyst (Confidential); And Request To Grant Status To The Study Incumbents, Pursuant To Civil Service Rule 2.6

ACTION: By unanimous vote, directed the following action, as recommended by Department of Personnel Services (DPS) in their April 19, 2010 report:

1. **Approved** the new classes of Accounting Manager (Confidential); Senior Accounting Manager (Confidential); Senior Administrative Analyst (Confidential); and, Principal Administrative Analyst (Confidential); and,
2. **Granted** status to the study incumbents identified in *Attachment G, Allocation List* of the April 19, 2010 Department of Personnel Services report.

E. Department Of Personnel Services: AMENDED 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 Request To Retain The Current Custodian (Level I/II) Eligible List (*Continued from 2/5/10*)

ACTION: By unanimous vote, continued consideration of the above-titled class study as requested by Department of Personnel Services.

F. 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 3/19/10*)

ACTION: By unanimous vote, continued consideration of the Supervising Coroner Technician classification study, to a date to be determined by Department of Personnel Services, and directed that the following modification be made:

Change the third pattern Minimum Qualification so that it is similar to:

Or: *Three (3) years of full-time paid experience, two (2) years of which must be assisting pathologists with autopsies using a variety of techniques to prepare specimens and/or evidence, AND one (1) year of which must be experience as a supervisor or lead worker in: a science research or surgical laboratory; a mortuary assisting in the preparation of bodies for burial; a medical setting; or similar experience.*

G. Department Of Personnel Services: Proposed Revisions To The Classes of 1) Coroner Technician (Level I/II), And 2) Senior Coroner Technician, Each Inclusive of Revising The Minimum Qualifications; And Request To Reduce The Current Twelve Month Probationary Period To Six Months For The Class Of Senior Coroner Technician (*Continued from 3/19/10*)

ACTION: By unanimous vote, continued consideration of the Coroner Technician (Level I/II) and Senior Coroner Technician class study, to a date to be determined by Department of Personnel Services, and directed that the following modifications be made:

1. Revise Note 2: of the Coroner Technician (Level I/II) Minimum Qualifications to read:

Note 2: Completion of the one-year internship program with the Sacramento County Coroner's Office may be substituted for 12 semester or 16 quarter units.

2. Revise the Senior Coroner Technician Minimum Qualifications as follows:

Either: *Two (2) years of full-time, paid experience employed by the County of Sacramento in the class of Coroner Technician.*

Or: *Three (3) years of full-time, paid journey level experience assisting pathologists in performing autopsies autopsies using a variety of techniques to prepare specimens and/or evidence.*

H. Department Of Personnel Services: Proposed Revisions To The Classes Of 1) Supervising Communications/Operations Dispatcher And 2) Communications/Operations Dispatcher (Level I/II), Inclusive Of Revising The Minimum Qualifications (*Continued from 4/16/10*)

ACTION: By unanimous vote, took the following action, as recommended by Department of Personnel Services (DPS) in their January 25, 2010 report; and modified by the Commission during the public hearing as follows:

1. **Revised** the Supervising Communications/Operations Dispatcher class, inclusive of Minimum Qualifications and by further striking *(Level II) or above (Level II)* from the first pattern so that it reads:

Either: Two (2) years of full-time, paid experience employed by the County of Sacramento in the class of Communications/Operations Dispatcher.

2. **Revised** the Communications/Operations Dispatcher (Level I/II) class, inclusive of Minimum Qualifications.

- I. **Commissioner Nelson Request For Commission Discussion On Whether To Consider Amending Civil Service Rule, Section 12, Releases Of Probationary Employees, To Better Define The Actual Start Date Of The Probationary Period**
(Continued from 4/16/10)

NO ACTION TAKEN

OTHER

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote, the meeting was adjourned at 3:46 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, May 21, 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