

MINUTES

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

June 18, 2010

The Commission convened for its regularly scheduled meeting at 1:33 p.m. on Friday, June 4, 2010, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Johnson, Nelson, and Suter were present. Commissioners Bowler and Meredith were absent.

CONSENT CALENDAR

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

- A. Minutes 6/4/10**
- K. Receive And File: Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For May**
- F. Receive And File: Department Of Personnel Services Monthly Status Report On Exempt Student Classes For May**

ACTION: By unanimous vote of those present, approved the Consent Calendar.

SEPARATE MATTERS

- B. Departmental Requests To Extend Provisional Appointments**
 - (1) Sacramento County Office Of The Public Defender: Kevin Baker, In The Class Of Criminal Investigator**

ACTION: By unanimous vote of those present, extended the above mentioned provisional appointment for five months and 29 days from date of expiration, or until 20 days after the eligible list is established, whichever occurs sooner.

- 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 April**

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

- E. Department Of Personnel Services: Proposed New Class Of Warehouse And Purchasing Manager, Inclusive Of A Twelve Month Probationary Period**

ACTION: By unanimous vote of those present, the Civil Service Commission continued consideration of the new Warehouse and Purchasing Manager class to its July 9, 2010 meeting, and directed that Department of Personnel Services amend the minimum qualifications by adding inside patterns that are similar to those of the

Sanitation District Purchasing Manager class specification which reads:

Either: 1. *Three years of experience in the class of *Senior Contract Services Officer in Sacramento County service.*

Or: 2. *One year of experience in the class of Contract Services Manager I in Sacramento County service.*

G. Department Of Personnel Services: Amended Proposed Revisions To The Coroner Technician (Level I/II), Senior Coroner Technician; And Supervising Coroner Technician Class Specification Minimum Qualifications As Directed By The Civil Service Commission At Its May 7, 2010 Meeting (Continued from 3/19 & 5/7/10)

ACTION: By unanimous vote of those present, the Civil Service Commission approved the above listed classes as recommended in the February 23, 2010 initial report, March 11, 2010 addendum report, April 6, 2010 report, and May 19, 2010 amended report submitted by Department of Personnel Services, and as modified by the Commission at its March 19, 2010 public hearing.

H. Appeal Of Gregory Leafe From Disqualification For Tardiness In The Criminal Investigator Written Examination, Civil Service Rule 5.6 (b)
(Continued to 7/9/10 at the request of Appellant)

I. Department Of Personnel Services: Proposed Revisions To The Environmental Analyst Series, Inclusive Of The Classes Of 1) Senior Environmental Analyst, And 2) Associate Environmental Analyst, Each Inclusive Of Revising The Minimum Qualifications And Increasing The Current Six Month Probationary Period To Twelve Months; Revisions To The Classes Of 3) Assistant Environmental Analyst, And 4) Environmental Technician, Each Inclusive Of Revising The Minimum Qualifications; And, 5) Request To Abolish The Senior Environmental Analyst And Associate Environmental Analyst Eligible Lists

ACTION: By unanimous vote of those present, the Civil Service Commission continued consideration of the above proposed revisions to a date to be determined, and directed that Department of Personnel Services make the following modifications.

1. Amend the Minimum Qualifications of the Environmental Technician and Assistant Environmental Analyst classes so that the designated college degrees and coursework are progressive and consistent throughout the series.
2. Amend the second pattern ("AND:") Minimum Qualification for Assistant Environmental Analyst which currently reads, *One year of volunteer or full-time paid experience...to:*

AND: 2b. Two (2) years of volunteer or One (1) year of full-time paid experience in collecting and evaluating data...

3. Revise the classification specification for the Principal Environmental Analyst class so that it is consistent with the revisions proposed to the Environmental Analyst class series.

J. Department Of Personnel Services: Amended Proposed Revisions To The Senior Election Assistant Class Specification Minimum Qualifications As Directed By The Civil Service Commission At Its March 19, 2010 Meeting
(Continued from 3/19/10)

ACTION: By unanimous vote of those present, the Civil Service Commission approved the above listed class as recommended by Department of Personnel Services in their initial December 8, 2009 report, their Addendum March 5, 2010 report, and Amended May 18, 2010 report; and, as modified by the Commission at its March 19, 2010 public hearing.

OTHER

Commissioner Suter, as acting Chair and on behalf of the Commission, congratulated Mary Snyder, Director of Water Quality on her impending retirement.

By unanimous vote of those present, the Commission voted to allow Tamara Lynn Futrell to briefly address the Commission. Shortly after beginning her presentation, Commissioner Suter informed Ms. Futrell that the issues she raised concerning the County's Child Protective Services were not within the Commission's jurisdiction and the matter was concluded soon thereafter.

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote of those present, the meeting was adjourned at 4:26 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, July 9, 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