

MINUTES

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

October 22, 2010

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, October 22, 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 9/10/10** (*Continued from 9/24 & 10/8/10*)
- J. **Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes For August** (*Continued from 9/24 & 10/8/10*)
- K. **Receive And File Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For August** (*Continued from 9/24 & 10/8/10*)
- L. **Receive And File Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For September**
- O. **Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes For September**
- P. **Receive And File: Department Of Personnel Services Quarterly Report Of Eligible Lists Extended For The Period July, August, And September**

ACTION: On a motion by Commissioner Nelson and by unanimous vote, Item O was removed from Consent for discussion and action as a Separate Matter.

ACTION: By unanimous vote, approved the Consent Calendar. (Items A, J, K, L, and P).

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 August** (*Continued from 9/24 & 10/8/10*)

ACTION: By unanimous vote of those present, Received and Filed.

- E. Countywide Clerical Classification Study Phase I: Department Of Personnel Services Proposed Revisions To The Account Clerk (Level I/II) And Account Clerk (Level I/II) Confidential Classes, Inclusive Of Revising The Minimum Qualifications For Both Classes; Revisions To The Account Clerk III And Account Clerk III (Confidential) Classes, Inclusive Of Revising The Minimum Qualifications For Both Classes And Their Re-titling To Senior Account Clerk And Senior Account Clerk Confidential Respectively**

ACTION: By a vote of four to one, continued to a date to be determined by Department of Personnel Services, and directed the current single Minimum Qualifications be revised to include inside and outside patterns in order to recognize career service and to aid in promotion within the County, and to better align the educational requirements so they reflect similar prerequisites between the classes.

- F. Countywide Clerical Classification Study Phase I: Department Of Personnel Services Proposed Revisions To The Class Of Veterans' Claims Representative, Inclusive Of Revising The Minimum Qualifications**

ACTION: By unanimous vote, approved revisions to the class of Veterans' Claims Representative, inclusive of Minimum Qualifications.

- G. Countywide Clerical Classification Study Phase I: Department Of Personnel Services Proposed Revisions To The Class Of Claims Assistance Clerk, Inclusive Of Revising The Minimum Qualifications; Reducing The Probationary Period To Six Months, Re-titling The Class To Claims Assistance Specialist; And Request To Re-title The Claims Assistance Clerk Eligible List To Claims Assistance Specialist**

Commissioner Nelson moved to send the study back to have the minimum qualifications re-evaluated to determine what other County classes would qualify for entry into the Claims Assistance Specialist class. The motion failed for lack of a second.

ACTION: By a vote of four to one, approved revisions to the Claims Assistance Clerk class, inclusive of Minimum Qualifications, reducing the Probationary Period to Six (6) Months; re-titling the class to Claims Assistance Specialist; and, re-titling the Claims Assistance Clerk Eligible List to Claims Assistance Specialist

- H. Countywide Clerical Classification Study Phase I: Department Of Personnel Services Proposed New Classes Of Victim/Witness Claims Specialist; Senior Victim/Witness Claims Specialist; Audio/Visual Specialist (Level I/II); And Senior Audio/Visual Specialist; Request To Grant Status To Study Incumbents Listed In The September 21, 2010 Department Of Personnel Services Report Allocation List (*Agenda Item I, Attachment L*); Request To Place A Hold Designation on The Class Of Data Entry Operator; And Request To Abolish The Class Of Senior Data Entry Operator**

ACTION: By a vote of four to one, continued consideration of establishing the new classes of Victim/Witness Claims Specialist and Senior Victim/Witness Claims

Specialist, directing the Minimum Qualifications be revised to be more in line with the newly approved revisions to the Claims Assistance Specialist class, recognizing the need for experience and importance of education; and that DPS provide further clarification for their request to grant status to the incumbent in the proposed new Senior Victim/Witness Claims Specialist class.

ACTION: By a vote of three to two, approved the new classes of Audio/Visual Specialist (Level I/II) and Senior Audio/Visual Specialist.

ACTION: By unanimous vote, placed a HOLD Designation on the Data Entry Operator class.

ACTION: By unanimous vote, abolished the Senior Data Entry Operator class.

I. Countywide Clerical Classification Study Phase I: Department Of Personnel Services List Of All Positions Studied By Department And Allocation List Of Positions Recommended For Granting Of Status In The Proposed New Classes Of Victim/Witness Claims Specialist, Senior Victim/Witness Claims Specialist, Audio/Visual Specialist (Level I/II), And Senior Audio/Visual Specialist

ACTION: By a vote of four to one, establishment of the new classes was continued to a date and direction was given to DPS that further clarification be provided as to the request to grant status to the incumbent in the proposed new Senior Victim/Witness Claims Specialist class.

ACTION: By unanimous vote, granted status to study Incumbent, Eric Goodman in the new class of Audio/Visual Specialist, in accordance with Civil Service Rule 2.6 (c) (1).

ACTION: By a vote of three to two, granted status to study incumbent, Rhett Thompson in the new class of Senior Audio/Visual Specialist, in accordance with Civil Service Rule 2.6 (c) (2).

M. OPEN SESSION: Civil Service Commission Consideration Of Proposed Shorthand Reporting Contract

ACTION: By unanimous vote, approved the new three-year contract agreement with Carol Nygard and Associates for shorthand reporting services.

N. Receive And File: Department Of Personnel Services Monthly Status Report On Provisional Appointments For *September*

ACTION: By unanimous vote, Received and Filed.

O. Receive And File: Department Of Personnel Services Monthly Status Report On Exempt Student Classes For *September*

This item was removed from the Consent Calendar for discussion and action as a Separate Matter.

ACTION: By unanimous vote of those present, Received and Filed.

ADJOURNMENT

There being no further business to come before The Commission And by unanimous vote of those present, The meeting was adjourned at 4:57 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, November 5, 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/

Ron Suter,
Chairperson