

# MINUTES

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

**January 7, 2011**

The Commission convened for its regularly scheduled meeting at 1:33 p.m. on Friday, December 3, 2010, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Meredith, and Suter were present. Commissioner Nelson was absent.

On behalf of the Commission, Commissioner Suter acknowledged and welcomed the Commission's new Counsel, Traci Lee, on her first official day of service with the Commission.

## CONSENT CALENDAR

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

- A. **Minutes 12/3/10** (*Continued from 12/17/10*)
- D. **Receive And File – Department Of Personnel Services: Monthly Status Report On Exempt Student Classes For *November*** (*Continued from 12/17/10*)
- E. **Receive And File – Department Of Personnel Services: Monthly Status Report On Promotional Examinations And Late Applications For *November*** (*Continued from 12/17/10*)

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 District Attorney: Faye Springer, In The Class Of Supervising Criminalist**

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**
- F. **Department Of Personnel Services: Proposed Revisions To The Class Of Supervising Scale Attendant, Inclusive Of Revising The Minimum Qualifications** (*Continued from 12/17/10*)

ACTION: By unanimous vote of those present, the Civil Service Commission continued consideration of the above class to the next scheduled meeting.

- G. Department Of Personnel Services: Proposed 1) Revisions To The Class Of Disposal Site Scale Attendant (Range A And Range B), Inclusive Of Revising The Minimum Qualifications; 2) Retitling The Disposal Site Scale Attendant (Range A And Range B) Class To Scale Attendant I; 3) New Class Of Scale Attendant II; 4) Request To Grant Status To The Study Incumbents To The New Scale Attendant II Class; And, 5) Request To Retitle The Scale Attendant (Range A And Range B) Eligible List To Scale Attendant I (Continued from 12/17/10)**

ACTION: Pursuant to Civil Service Rule 14.16, Majority Vote Required, continued to the next scheduled meeting.

- H. Department Of Personnel Services: Proposed New Class Of Executive Director, In-Home Supportive Services (IHSS) Public Authority, Inclusive Of A Twelve Month Probationary Period, And Request To Grant Status To The Study Incumbent Identified In The Allocation List (Attachment I) Of The Department Of Personnel Services Report**

During discussion Commissioner Suter expressed his belief that because the proposed new Executive Director, In-Home Supportive Services Public Authority class specification describes it as a department head position it should not be a classification the Commission approves but rather it should be established as an exempt department head position appointed by the County Executive and reporting to the Board of Supervisors. The other Commissioners concurred.

Mr. Bruce Wagstaff, Countywide Services Agency Administrator, explained he initially requested the new class be an exempt position; but with feedback from County Counsel that it did not fit the criteria, it was brought to the Commission for approval. Mr. Joe Lopez, Human Resources Manager with Department of Personnel Services, confirmed that County Counsel denied the request to establish the class as a civil service exempt position.

Commissioner Johnson moved, seconded by Commissioner Bowler, and by unanimous vote, the matter was referred back to County Counsel for a report back as to why the position is not being established as an exempt department head position be addressed.

Following additional discussion Commissioner Johnson confirmed his previous motion to refer the issue back to County Counsel, and further moved that if the proposed new Executive Director, In-Home Supportive Services Public Authority class specification is ultimately to be approved by the Commission, that Minimum Qualification **2b** be revised from *“Two years of paid-full time experience...”* to *“Three years of paid-full time experience...”* and resubmitted for consideration.

ACTION: Commissioner Johnson’s motion was seconded by Commissioner Bowler, and by a final vote of 3 to 1, the matter was continued to the next scheduled Commission meeting.

- I. Receive And File – Department Of Personnel Services: Monthly Status Report On Provisional Appointments For *November* (Continued from 12/17/10)**

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 4:02 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, February 4, 2011, 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