

MINUTES

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

April 8, 2011

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, April 8, 2011, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Meredith, and Suter were present. Commissioner Nelson was absent.

CONSENT CALENDAR

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

A. Minutes 3/25/11

ACTION: By unanimous vote of those present, 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 Revisions To The Classes Of 1) Accountant (Level I/II) And Accountant (Level I/II) (Confidential), Inclusive Of Revising The Minimum Qualifications And Retitling The Classes To Accountant And Accountant (Confidential) Respectively; 2) Revisions To The Classes Of Senior Accountant, And Senior Accountant (Confidential), 3) Accounting Manager, And Accounting Manager (Confidential), And 4) Senior Accounting Manager And Senior Accounting Manager (Confidential), Inclusive Of Revising The Minimum Qualifications For Each Class

ACTION: By unanimous vote of those present, took the following action as recommended by Department of Personnel Services in their request dated February 8, 2011:

- Approved Revisions** to the classes of Accountant (Level I/II) and Accountant (Level I/II) (Confidential), inclusive of revising the Minimum Qualifications, **Retitled** the classes to Accountant and Accountant (Confidential) respectively, and maintaining the current Twelve Month Probationary Periods for both classes on the basis of the seasonal nature of accounting;
- Approved Revisions** to the classes of Senior Accountant, and Senior Accountant (Confidential), inclusive of revising the Minimum Qualifications, and maintaining the current Twelve Month Probationary Periods for both classes on the basis of the seasonal nature of accounting;
- Approved Revisions** to the classes of Accounting Manager, and Accounting Manager (Confidential), inclusive of revising the Minimum Qualifications, and maintaining the

current Twelve Month Probationary Periods for both classes on the basis of the seasonal nature of accounting;

4. **Approved Revisions** to the classes of Senior Accounting Manager and Senior Accounting Manager (Confidential), inclusive of revising the Minimum Qualifications, and maintaining the current Twelve Month Probationary Periods for both class on the basis of the seasonal nature of accounting.

E. Department Of Personnel Services: Proposed New Classes Of Sanitation District Maintenance And Operations Senior Technician, Sanitation District Maintenance And Operations Technician, And Sanitation District Maintenance And Operations Assistant (*Continued from 11/19/10, 12/3/10, 1/7/11 & 3/25/11*)

During discussion, Commissioner Johnson referred to the second page of the Executive Officer's revised Comparison Chart (Item F attachment) and noted the outside minimum qualification pattern for the Manager level class in the series appeared to be inconsistent as it requires, *Three years of full-time experience in the public or private sector as a lead worker or supervisor over crews...* Randy Young, Consultant for the Department of Sacramento Area Sewer District (SASD) Operations agreed that the requirement of lead worker and supervisor experience was inconsistent and that the class specification would need to be corrected.

ACTION: By unanimous vote of those present, **Approved** the new classes of Sanitation District Maintenance and Operations Senior Technician; Sanitation District Maintenance and Operations Technician; and Sanitation District Maintenance and Operations Assistant as recommended by Department of Personnel Service in their report dated October 12, 2010.

F. Department Of Personnel Services: Proposed New Class Of Sanitation District Maintenance And Operations Supervisor (*Continued from 11/19/10, 12/3/10, 1/7/11 & 3/25/11*)

ACTION: By unanimous vote of those present, approved the new Class of Sanitation District Maintenance and Operations Supervisor as recommended by Department of Personnel Service in their report dated October 12, 2010.

G. Fiscal Year 2011 – 2012 Proposed Civil Service Commission Budget (*Continued from 3/11/11 for discussion and receipt of Counsel's opinion*)

Traci Lee, Commission's Counsel reported it was her opinion that the cut to the Commission budget as represented in the County Executive's Preliminary General Fund Allocation would significantly "cripple" the Commission's efforts to meet their "Charter-mandated duties". The "Commission's business *is* the County's business" and further unfunding the Commission will decidedly impair County business as it relates to Commission duties; because of the substantial delay in resolution to classification studies, and appeals from examination disqualifications, releases of probation, and discipline.

Further, Ms. Lee opined that the Board of Supervisors needed to be made cognizant of the foregone impairment to County business as it relates to Commission Charter-mandated duties, and how this impairment will most certainly violate the Charter.

Commissioner Meredith noted that during 2010-2011 Fiscal Year budget hearings, the Board of Supervisors explicitly warned the County Executive that the Commission could not be cut more than it already had been, and that great caution must be exercised when considering funding to the Commission as it would impair the Commission's Charter-mandated responsibilities.

Commissioner Suter added that the Supervisors' warning was not heeded, even at that time, since the County Executive continued with cuts that eliminated the Commission's Executive Secretary position, reducing staffing levels by 33%. The reduction caused the Commission to fall well below the staffing levels set by other California Civil Service Counties with similar duties. This year's proposed allocation reduces staff by a total of 66% over the last two years, which no other County department has been forced to endure.

Counsel added that reducing Commission staff by another 33% will so negatively affect the Commission's ability to meet its mandated service responsibilities that it will increase the County's overall costs resulting from litigation proceedings in the state and federal court systems due to substantial delays caused by the Commission being fundamentally understaffed.

Commissioner Bowler suggested that if the Commission does not receive adequate funding its schedule should be reduced from two meetings per month to one meeting per month or one meeting every six weeks. And in all likelihood the meetings may need to be reduced to one meeting per quarter.

ACTION: By unanimous vote of those present, voted to draft a letter for submittal to the Board of Supervisors delineating the impacts to the Commission's Charter-mandated duties if the Commission is not adequately funded and the substantial consequences those impacts will have on all County departments.

ACTION: By unanimous vote of those present, continued the matter for further discussion, and issued a request via Joe Lopez, DPS HR Manager that Director of Personnel Services, David Devine attend the May 6, 2011 Commission meeting in order to discuss the impact that underfunding the Commission would have on Personnel Services and other County departments.

H. OPEN SESSION: Discussion Regarding Civil Service Rule 5.2 Types Of Examinations, Section (a) *Promotional-Only Examinations* As It Relates To Employees On Re-employment Lists That Have Had A Break In County Service Due To Lay Off During Budget Reductions And Their Inability To Apply For Promotional-Only Examinations; And Report Back From Commission's Counsel As To The Propriety Of Modifying Rule 5.2.

(Continued from 3/11/11)

ACTION: No action needed or taken.

ADJOURNMENT

There being no further business to come before The Commission and by unanimous vote of those present, the meeting was adjourned at 3:18 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, April 22, 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