

MINUTES

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

January 27, 2012

The Commission convened for its regularly scheduled meeting at 1:32 p.m. on Friday, January 27, 2012, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Johnson, Nelson, Purdy and Suter were present. Commissioner Bowler was absent.

CONSENT CALENDAR

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

- A. **Minutes 12/16/11 (*Continued from 1/6/12*)**
- E. **Receive And File: Department Of Personnel Services Monthly Status Report On Exempt Student Classes For *December***
- F. **Receive And File: Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For *December***
- G. **Receive And File: Department Of Personnel Services Quarterly Report On Eligible Lists Extended For The Period *October, November, And December 2011***

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

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

- H. **Department of Personnel Services Request To Revise The Class Of Secretary To The County Executive Class, Inclusive Of Revising The Minimum Qualifications And Retitling To Administrative Assistant To The County Executive; And Request To Retitle The Current Secretary To The County Executive Eligible List To Administrative Assistant To The County Executive**

ACTION: By unanimous vote of those present, as recommended by Department of Personnel Services in their report dated January 3, 2012 and as modified by the Commission during the public hearing, took the following action:

1. Revised the class of Secretary To The County Executive, inclusive of minimum qualifications with modification to pattern 2b. so that it reads:

Five years of full-time, paid experience performing clerical or secretarial work, including *two* years of full-time, paid experience performing secretarial duties for executive management staff or an administrative official.

2. Retitled the Secretary To The County Executive class to Administrative Assistant To The County Executive.

ACTION: By consensus of those present, retitled the Secretary To The County Executive eligible list to Administrative Assistant To The County Executive.

I. Department Of Personnel Services Request To Approve The New Class Of Governmental Relations And Legislative Officer

ACTION: By unanimous vote of those present, approved the new class of Governmental Relations And Legislative Officer as recommended by Department of Personnel Services in their report dated January 17, 2012.

OTHER BUSINESS

David Devine, Director of Department of Personnel Services was present and thanked Joe Lopez, Human Resources Manager for his years of service to Sacramento County and wished him luck with his new position as Director of Personnel Services for the City of Modesto.

ADJOURNMENT

There being no further business to come before The Commission and by unanimous vote of those present, the meeting was adjourned at 2:46 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, February 10, 2012, in Suite 1445 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

/S/
Jeanette King,
Civil Service Specialist

/S/
Leslie Leahy,
Executive Officer

APPROVED:

/S/
Bruce Nelson,
Chairperson