

## PUBLIC NOTICE

### Study Session Sacramento County Civil Service Commission March 22, 2013 ~ 1:30pm

**LOCATION:** Sacramento County Board of Supervisors Chambers <sup>1</sup>  
700 H Street, Suite 1450, Sacramento, California 95814

***This is an informational meeting only conducted for the purposes of discussing Sacramento County's Classification Process (Section 2 of the Civil Service Rules). No action by the Commission will be taken.***

#### PROCEDURAL MATTERS

- 1) Call to Order:
- 2) Pledge of Allegiance:

#### PRESENTATION

- 3) Informational presentation by Department of Personnel Services on Sacramento County's Classification Process:
  - A) Overview of the Classification process
  - B) When it is appropriate (or not appropriate) to conduct a Class Study
  - C) Contents of class specifications
  - D) Allocation of positions to classes and granting status to incumbents
  - E) What happens after the Commission approves revisions to the County's Classification Plan
  - F) Commission discussion/questions

#### INFORMATIONAL MATTERS

- 4) Public Comment: At this time, anyone may address the Commission regarding any item that is within the Commission's subject matter jurisdiction. However, the Commission may not take action on any item except as authorized by Government Code Section 54954.3 and Civil Service Commission Rule 14.13
- 5) Executive Officer's Report: This will be a verbal presentation

#### ADJOURNMENT

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<sup>1</sup> The meeting facilities are accessible to persons with disabilities. Requests for interpreting services, assistive listening devices, or other considerations should be made through the County Disability Compliance Office at (916) 874-7642 or 874-7647 (TTY) no later than five working days prior to the meeting.