

Sacramento County Civil Service Commission
July 12, 2013 ~ 1:30pm

ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Johnson at 1:37p.m in Sacramento County Hearing Room 2.
- 2) Pledge of Allegiance: Commission Chair Johnson led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Executive Officer (EO) Dowdin Calvillo and it was noted that Commissioners Johnson, Purdy, and Suter were present and that Commissioner Nelson was absent but would be arriving late. A quorum was declared. Commissioner Nelson arrived at 1:40pm

CONSENT MATTERS

- 4) Adoption of the June 28, 2013 Commission Meeting Minutes:

ACTION: Motion by Commissioner Suter and seconded by Commissioner Purdy to adopt the June 28, 2013 Commission Meeting Minutes. The motion was adopted unanimously.

TIMED MATTERS

- 5) 1:35pm: Appeal Hearings – DPS Rejection of a Exam Applications for Failure to Demonstrate Minimum Qualifications (Civil Service Rule 5.7)

A) *Appeal No. 5970-13*

ACTION: Motion by Commissioner Suter¹ and seconded by Commissioner Purdy to adopt the EO's recommendation to deny the appeal and allow the decision of the Director of the Department of Personnel Services to stand. The motion was adopted unanimously.

¹ Commissioner Suter expressed his disappointment that the Appellant in the instant case elected not to appear before the Commission in support of her own appeal and made it clear that he strongly urges future appellants to attend the Commission meetings when their appeal has been schedule for Commission action.

B) *Appeal No. 5972-13*

ACTION: Motion by Commissioner Suter² and seconded by Commissioner Purdy to adopt the EO's recommendation to deny the appeal and allow the decision of the Director of the Department of Personnel Services to stand. The motion was adopted unanimously.

SEPARATE MATTERS

6) New Business:

A) *Request to consider removing general language regarding permissive criminal history, background checks and/or credit checks for job applicants from class specifications and instead, include that language in specific job announcements and/or the job application itself based on the premise that they are conditions of employment vs. requirements tied to the specific duties of a given position. Note: this was not a discussion as to whether or not the County should or should not conduct criminal history, background checks and/or credit checks on any or all job applicants.*

ACTION: Motion by Commissioner Nelson and seconded by Commissioner Suter to deny DPS's request remove general language regarding permissive criminal history, background checks and/or credit checks for job applicants from class specifications and instead, include that language in specific job announcements and/or the job application itself. Motion was adopted 3 to 0 with one abstention (Purdy).

The Commission recessed for 10 minutes

B) *Election of Commission Chair and Vice Chair for the 2013/14 fiscal year, pursuant to Civil Service Rule 14.9*

ACTION: Commissioner Suter nominated Commissioner Purdy for Chair and

² Commissioner Suter expressed his disappointment that the Appellant in the instant case elected not to appear before the Commission in support of her own appeal and made it clear that he strongly urges future appellants to attend the Commission meetings when their appeal has been schedule for Commission action.

Commissioner Johnson for Vice Chair. Suter moved to close nominations, Nelson seconded, and the motion was adopted unanimously. Then, the nomination of Commissioner Purdy for Chair and Commissioner Johnson for Vice Chair was approved by the Commission unanimously.

Chair Elect Purdy requested that Vice Chair Elect Johnson continue to preside of the duration of today's meeting for consistency purposes.

7) Unfinished Business: The following item is continued from the Commission's February 1 and February 22, 2013 regular meetings:

A) *Consideration for approval proposed revisions, including minimum qualifications changes, the additions of new special skills and retitling of current special skills designations to the following classes within the Eligibility Series: 1) Eligibility Specialist; 2) Senior Eligibility Specialist; and 3) Eligibility Supervisor, and the following classes within the Human Services Series: 4) Human Services Assistant; 5) Human Services Specialist; 6) Human Services Social Worker; 7) Human Services Social Worker-Master's Degree; 8) Human Services Supervisor; and 9) Human Services Supervisor-Master's Degree*

ACTION: Commissioner Johnson moved and Commissioner Suter seconded the motion to: approve DPS' proposed revisions to the Classification Plan affecting the classes within the Eligibility and the Human Services series (except revisions to the Human Services Supervisor – Master's Degree class specification) with the following amendment: Add the can language regarding permissive criminal history and background checks to each of the affected class specifications; and then to refer the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval. The motion was adopted unanimously.

Motion by Commissioner Suter and seconded by Commissioner Nelson to continue the proposed revisions to the Human Services Supervisor – Master's Degree class specification to allow the affected department an opportunity to justify maintaining the 12 month probationary period for this class. The motion was adopted unanimously. *Note: this item may come before the Commission at its August 9 meeting.*

INFORMATIONAL MATTERS

8) Public Comment: There was no public comment.

9) Executive Officers Report:

EO Dowdin Calvillo distributed copies of the draft agenda for the July 26 meeting and stated that it would be a busy meeting with possibly two exam appeals, a release from probation appeal, and proposed typographical revisions to the County's Classification Plan.

She stated that although she was aware that Supervisor Peters was working to appointment a replacement for Commissioner Emeritus Bernard Bowler who retired last month, there was no official word on a when that appointment might occur.

Lastly, she noted that July 2, 2013 marked her six month anniversary with the Commission and thanked the Commissioners once again for the appointment.

ADJOURNMENT

There being no further business before the Commission, Commissioner Nelson moved to adjourn the meeting. Commissioner Suter seconded the motion, and it was adopted unanimously. Vice Chair Johnson then adjourned the meeting at 3:38 p.m.

The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, July 26, 2013, in the Board of Supervisors' Chambers at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Gordon Purdy
Chairperson