

Sacramento County Civil Service Commission
July 26, 2013 ~ 1:30pm

ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Gordon Purdy at 1:32p.m in the Chambers of the Sacramento County Board of Supervisors
- 2) Pledge of Allegiance: Chair Purdy led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Civil Service Specialist Jeanette King, and it was noted that Commissioners Patricia Macht, Bruce Nelson, and Ron Suter were present along with Chair Gordon Purdy and Vice Chair Michael Johnson. A quorum was announced.

Chair Purdy welcomed Commissioner Macht and invited Executive Officer Alice Dowdin Calvillo to say a few words about the recently appointed Commissioner. Commissioner Macht thanked the Commission and its staff for their welcome and said that she looks forward to the work ahead.

Executive Officer Dowdin Calvillo then announced that due to the Appellant withdrawing his appeal, Item 8 A (Appeal Hearing: Release from Probation (Civil Service Rule Section 12): Appeal No. 5950-13) was hereby removed from today's agenda. There was no objection.

CONSENT MATTERS

- 4) Adoption of the July 12 Commission Meeting Minutes:
- 5) Reports: The following status reports prepared by the Department of Personnel Services were submitted for receipt and filing:
 - A) *Student Class Appointments*: report for June 2013
 - B) *Promotional Exams and Late Applications*: report for June 2013
 - C) *Eligible Lists Extended*: quarterly report for April, May and June 2013

- 6) Consideration for Approval Typographical Revisions to the Classification Plan Affecting the Following Classes and Series: Airport Equipment Maintenance Superintendent; Airport Noise Officer; Animal Care Attendant; Animal Shelter Volunteer Program Coordinator; Assistant Building Official; Assistant Chief Probation Officer; Assistant Probation Division Chief; Deputy Director for Airport Marketing and Public Relations; Deputy Public Guardian/Conservator (Level I/II); Probation Aide; Probation Division Chief; Senior Wastewater Treatment Plant Operator; Supervising Real Property Appraiser; Wastewater Treatment Plant Operations Supervisor; Wastewater Treatment Plant Operator (Level I/II); Highway Maintenance Equipment Operator; and Environment Program Manager series. There were several typographical errors in the aforementioned class specifications that required correction to ensure accuracy

ACTION: Commissioner Johnson requested the removal of Item 5 B (*Promotional Exams and Late Applications*: report for June 2013) from consent and Commissioner Suter requested the removal of 5 C (*Eligible Lists Extended*: quarterly report for April, May and June 2013) from consent.

Motion by Commissioner Suter and seconded by Commissioner Nelson to adopt the items on consent with the exception of Items 5 B and 5 C. The motion was adopted unanimously.

Item 5 B was briefly discussed by the Commission.

For Item 5 C, Commissioners Suter and Nelson voiced their opinions that it may be fiscally beneficial for the County to broaden existing classifications by combining classes with similar responsibilities. In addition, there was some discussion about giving possible future consideration to the lengthening of eligibility lists. Executive Officer Dowdin Calvillo committed to work with DPS to further flush out this issue and, if necessary, schedule DPS to report back to the Commission at a future date.

Motion by Commissioner Johnson and seconded by Commissioner Suter to accept and file the reports listed in Items 5 B and 5 C. The motion was adopted unanimously.

TIMED MATTERS

7) 1:35pm: Appeal Hearings – DPS Rejection of Exam Applications for Failure to Demonstrate Minimum Qualifications (Civil Service Rule 5.7):

A) *Appeal No. 5969-13*

ACTION: Motion by Commissioner Suter and seconded by Commissioner Nelson to accept the appeal and direct the DPS Director to score the results of the Appellant's exam. The motion was adopted 3 to 2 (Commissioners Johnson and Macht voted no).

B) *Appeal No. 5971-13*

ACTION: Motion by Commissioner Suter and seconded by Commissioner Nelson to accept the appeal and direct the DPS Director to score the results of the Appellant's exam. The motion was adopted 4 to 1 (Commissioner Macht voted no).

8) 2:15pm: Appeal Hearing: Release from Probation (Civil Service Rule Section 12):

A) *Appeal No. 5950-13*

ACTION: Item removed from the agenda

SEPARATE MATTERS

a) Reports:

A) *Provisional Appointments:* report for June 2013

ACTION: Motion by Commissioner Suter and seconded by Commissioner Johnson to accept and file the aforementioned report. The motion was adopted unanimously.

9) Unfinished Business: NONE

10) New Business: NONE

INFORMATIONAL MATTERS

11) Public Comment: There was no public comment

12) Executive Officer's Report:

Executive Officer Dowdin Calvillo reported that the next meeting would be August 23 as the August 9 meeting would be likely canceled due to a lack of items ready for Commission consideration at that time. At the August 23 meeting, it is likely that DPS will bring forward a class study for the establishment of a new class – the Chief of Emergency Services. This study is a high priority for the County Executive Office. In addition, DPS may be ready to bring back the Human Services Supervisor – Master's Degree class specification for reconsideration at this meeting. She also stated that she will include a closed session item on that agenda to allow the Commission to conduct its six month review of her job performance.

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. Chair Purdy then adjourned the meeting at 3:07 p.m.

The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, August 23, 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
Chair