

**Sacramento County Civil Service Commission**  
**April 4, 2014 ~ 1:30pm**

**ACTION MINUTES**

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Chair Gordon Purdy at 1:32 pm 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 Chair Purdy, Vice Chair Michael Johnson, and Commissioners, Bruce Nelson and Ron Suter were present and a quorum was declared. Commissioner Patricia Macht arrived at 1:34pm.

**CONSENT MATTERS**

- 4) Adoption of Commission Meeting Minutes:  
  
A) *March 21, 2014 Regular Meeting*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to adopt the March 21, 2014 Minutes. The motion was adopted unanimously (4 to 0).<sup>1</sup>

**SEPARATE MATTERS**

- 5) Unfinished Business: NONE
- 6) New Business:  
  
A) *Consider: 1) approving proposed revisions to the Sacramento County Classification Plan to abolish the five existing classifications each within the Planner and the Environmental Analyst series and replace those ten classifications by establishing five new classifications within a new Planner Series; 2) granting status to incumbents within the newly established Planner Series*

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<sup>1</sup> Commissioner Macht was absent for this vote.

*classifications; 3) amending Appendix A prepared pursuant to Civil Service Rule 5.4(g) by removing the class of Environmental Technician; and 4) retaining the Planner Level I/II, Assistant Environmental Analyst, and Associate Environmental Analyst eligible lists.*

**ACTION:** It was moved by Commissioner Suter and seconded by Commissioner Macht to adopt the Executive Officer's recommendation to:

- 1) Approve DPS' proposed revisions to the Classification Plan to:
  - A) Abolish the following class specifications within the Planner Series: 1) Principal Planner, 2) Senior Planner, 3) Planner III, 4) Planner I/II, and 5) Planning Aide I/II;
  - B) Abolish and the following classes within the Environmental Analyst Series: 1) Principle Environmental Analyst, 2) Senior Environmental Analyst, 3) Associate Environmental Analyst, 4) Assistant Environmental Analyst, and 5) Environmental Technician; and
  - C) Establish the following new classifications within the Planner Series: 1) Principle Planner, 2) Senior Planner, 3) Associate Planner, 4) Assistant Planner, and 5) Planning Technician.
- 2) Grant status to following incumbents:
  - A) Catherine Hack, Timothy Hawkins, Judyth Robinson, Tricia Stevens, and Cynthia Storelli, permanent status in the class of Principal Planner;
  - B) Marianne Biner, Jeffrey Gamel, John Lundgren, Manuel Mejia, Richard Radmacher, Surinder Singh, Todd Smith, Donald Thomas and Michael Winter permanent status in the class of Senior Planner;
  - C) Carol Gregory, Lauren Hocker, Timothy Kohaya, Sheryl Lenzie, Alison Little, Kevin Messerschmitt, Mark Michelini, Joelle Morales, Michelle Nagao, Nicolaus Pascoe, and Eric Stackhouse permanent status in the class of Associate Planner; and
  - D) Rebecca Boschee, Christopher Castorena, Charity Gold, Jack Polenske, and Daniel Rosas permanent status and Megan de Courcy, Jessica Heuer,

Shelby Maples, Stephen Prosser Jr., and Juliette Robinson probationary status in the class of Assistant Planner.

- 3) Amend Appendix A prepared pursuant to Civil Service Rule 5.4(g) to remove the class of Environmental Technician;
- 4) Retain the Planner Level I/II, Assistant Environmental Analyst, and Associate Environmental Analyst eligible lists; and
- 5) 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 5 to 0.

### **INFORMATIONAL MATTERS**

7) Public Comment: None received

8) Executive Officers Report:

Executive Officer Dowdin Calvillo reported that the meeting packet for the April 25 Commission meeting was distributed to Commissioners today, and that as reflected on the April 25 agenda, the Park Maintenance Mechanic I Class Study will be considered at that meeting. Minutes from today's meeting will be forwarded to Commissioners under separate cover early next week. The meeting will be held in Hearing Room 2 as opposed to in the Board Chambers.

She also noted that unless an appeal is filed warranting action at this meeting, the May 9 meeting will be canceled. In addition, the Fleet Management Series Class Study is tentatively scheduled for Commission consideration at the May 30 meeting.

Executive Officer Dowdin Calvillo reported that as an agent of the Commission, she rejected a late application exam appeal this week on the grounds that it had been filed prematurely. The Appellant has until May 5 to appeal the Executive Officer's

action to the full Commission. Currently, there are no exam appeals pending before the Commission; however, there are five release from probation appeals still pending.

Lastly she told Commissioners that the County CEO was still reviewing the

Commission's proposed budget and that she would notify Commissioners when action is finally taken.

### **ADJOURNMENT**

There being no further business before the Commission, Commissioner Suter moved to adjourn the meeting and Commissioner Johnson seconded the motion. The motion was adopted unanimously (5 to 0). Chairman Purdy then adjourned the meeting at 1:55pm.

Respectfully Submitted:

Approval Recommended:

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Jeanette King  
Civil Service Specialist

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Alice Dowdin Calvillo  
Executive Officer

APPROVED:

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Gordon Purdy  
Chair