

**Sacramento County Civil Service Commission
November 21, 2014 ~ 1:30pm**

**ADOPTED
ACTION MINUTES**

LOCATION: Sacramento County Board of Supervisors' Chambers
700 H Street, Sacramento, California 95814

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Patricia Macht at 1:31 pm in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Chair Macht 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 Macht, Vice Chair Ron Suter, and Commissioners Michael Johnson and Gordon Purdy and were present and that Commissioner Bruce Nelson was absent. A quorum was declared.

Commissioner Suter requested a moment of silence in observation of the recent passing of former District 5 Supervisor Toby Johnson. Chair Macht granted the request with no objection from the Commission.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:
 - A) *November 7, 2014 Regular Meeting*
- 6) Reports: The following status reports were prepared by the Department of Personnel Services submitted for receipt and filing:
 - A) *Student Class Appointments*: report for October 2014

B) *Promotional Exams and Late Applications*: report for October 2014

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy, to adopt the items on consent. The motion was adopted unanimously (4 to 0).

SEPARATE MATTERS

7) Reports: The following report was prepared and presented by Department of Personnel Services staff.

A) *Provisional Appointments*: report for October 2014

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Suter, to accept and file the report. The motion was adopted unanimously (4 to 0).

8) Unfinished Business: NONE

9) New Business:

A) Approval of proposed revisions to the Sacramento County Classification Plan to amend the following class specifications: Firefighter, Airport Rescue and Firefighting (Level I/II); Fire Captain, Airport Rescue and Firefighting; and Fire Battalion Chief, Airport Rescue and Firefighting. Revisions include changes to the minimum qualifications.

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Purdy to adopt the Executive Officer's recommendations to: 1) approve the Department of Personnel Services' proposed revisions to the Classification Plan to amend the following class specifications: Firefighter, Airport Rescue and Firefighting (Level I/II); Fire Captain, Airport Rescue and Firefighting; and Fire Battalion Chief, Airport Rescue and Firefighting, including modifications to the MQs; and 2) 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 (4 to 0).

In addition, the Commission requested that the Department of Personnel Services put together a brief report on the process used by TSA in issuing its security clearances for all County employees working at the airport as well as the process used by the County in conducting its background checks for County employees.

INFORMATIONAL MATTERS

10) Executive Officers Report: This was a verbal presentation to the Commission

Upcoming Commission Meetings

Executive Officer Alice Dowdin Calvillo announced that the December 5, 2014 meeting would be canceled and that December 19, 2014 would be the Commission's only meeting in December. She said that at that meeting, the Commission is tentatively scheduled to hear one failed drug test appeal and one release from probation appeal. Packets will be sent out December 5, 2014.

She reported that at its January 9, 2015 meeting, the Commission is poised to hear one release from probation appeal and possibly one psychological evaluation disqualification appeal.

Appeals

Executive Officer Dowdin Calvillo said that this week the Commission received one exam evaluation appeal and that she and DPS Director Dave Devine were able to administratively resolve one exam disqualification appeal.

She further reported that there are currently six release from probation appeals, four exam evaluation appeals, two failed drug test appeals, two allocation appeals, one medical disqualification appeal and one psychological disqualification appeal pending before the Commission.

Request for Additional Spending Authority and Hearing Officer and Court Reporter Contract Renewals

She told Commissioners that these items are pending before the Board of Supervisors who are scheduled to act upon them at their December 9, 2014 meeting. No opposition is expected.

Office Closure

The office will be closed next Thursday and Friday in observance of Thanksgiving.

ADJOURNMENT

ACTION:

Commissioner Suter moved to adjourn the meeting. Commissioner Johnson seconded the motion, and it was adopted unanimously (4 to 0). Chair Macht then adjourned the meeting at 2:15pm.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist



Alice Dowdin Calvillo
Executive Officer

APPROVED:

Patricia Macht
Chair