

**Sacramento County Civil Service Commission  
February 20, 2015 ~ 1:30pm**

**ADOPTED  
ACTION MINUTES**

**LOCATION:** Sacramento County Board of Supervisors' Chambers<sup>1</sup>  
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, and Commissioners Michael Johnson and Gordon Purdy and were present. Vice Chair Ron Suter and Commissioner Bruce Nelson were marked absent. A quorum was declared.

Note: Commissioner Bruce Nelson arrived at 1:45pm.

**PUBLIC COMMENT**

- 4) Public Comment: None received.

**CONSENT MATTERS**

- 5) Adoption of Commission Meeting Minutes:  
*January 23, 2015 Regular Meeting*
- 6) Reports: The following status reports prepared by the Department of Personnel Services are submitted for receipt and filing:
  - A) *Student Class Appointments*: report for January 2015

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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 (916) 874-7647 (TTY) no later than five working days prior to the meeting.

B) *Promotional Exams and Late Applications*: report for January 2015

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Purdy, to adopt items 5 and 6 on consent. The motion was adopted unanimously (3 to 0).

### **TIMED MATTERS**

7) 1:35pm: Appeal Hearing – Disqualification from an Exam for Failure to Appear (Civil Service Rule 5.6 b))

*Appeal No. 6044-15*

Before the hearing began, the Executive Officer reminded the Commission that the burden in this case was on the Appellant to demonstrate with clear and convincing evidence that DPS' action in disqualifying her from an exam was improper, discriminatory or otherwise fraudulent not whether or not her excuse for missing the exam was worthy of affording her the opportunity to take the exam at a later date.

The majority of the Commission's discussion was with regards to the Civil Service Rules and policies governing this type of appeal as opposed to the merits of the instant appeal. As a result of those discussions, Commissioner Johnson requested that the Executive Officer schedule for discussion at a subsequent meeting the Commission's policies and practices in deciding failure to appear appeals and whether or not changes to the long standing policies would be helpful and/or appropriate at this time. The Executive Officer agreed to work with DPS and Commission Counsel on the development of this item for consideration and discussion at a future Commission meeting. Commissioner Macht asked that in the item staff include a brief summary as to how other jurisdictions manage candidates who fail to appear at exams, and Commissioner Johnson asked that DPS discuss how possible changes to the policies might impact them.

ACTION: Commissioner Johnson moved to adopt the Executive Officer's recommendations to deny the appeal and uphold the action of the DPS to disqualify the Appellant from the Human Services Supervisor Exam for failure to appear at said exam. The motion was seconded by Commissioner Purdy and adopted unanimously (4 to 0).

Commissioner Nelson asked that the record reflect that the Appellant was not present at the hearing.

## SEPARATE MATTERS

- 8) Reports: The following report was prepared and presented by the Department of Personnel Services.

*Provisional Appointments: report for January 2015*

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

- 9) Unfinished Business: NONE

- 10) New Business: NONE

## INFORMATIONAL MATTERS

- 11) Executive Officer's Report: This was a verbal presentation to the Commission

Executive Officer Dowdin Calvillo announced that the March 6 meeting will be canceled and that the next Commission meeting will be on March 20. She reported that she will have the 2015/16 FY Budget ready for Commission approval at this meeting as well as the DPS informational report outlining the TSA background/security check requirements for firefighters working at the Sacramento Airport. This report was requested by the Commission at its Nov 21 meeting.

She also reported that within the last two weeks, the Commission received one release from probation, one medical disqualification, and one psychological disqualification appeal. The Commission also we received a disciplinary appeal; however, the Executive Officer rejected it on the grounds that there was no official disciplinary action taken in which to appeal to the Commission. Lastly, the Executive Officer stated that she administratively closed one exam disqualification appeal (the Appellant was subsequently admitted to the exam) and one medical disqualification appeal.

Executive Officer Dowdin Calvillo reported that currently, there are five release from probation, two allocation, one psychological disqualification, one disciplinary, and one medical disqualification appeal pending before the Commission.

## ADJOURNMENT

### ACTION:

Seeing no further business, Commissioner Nelson moved to adjourn the meeting. Commissioner Purdy seconded the motion, and it was adopted unanimously (4 to 0). Chair Macht then adjourned the meeting at 2:25pm.

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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Patricia Macht  
Chair