

**Sacramento County Civil Service Commission  
June 12, 2015 ~ 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 1:32 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 Executive Officer Alice Dowdin Calvillo, and it was noted that Chair Macht, and Commissioners Michael Johnson and Gordon Purdy were present and that Commissioners Bruce Nelson and Ron Suter were absent. A quorum was declared.

**PUBLIC COMMENT**

- 4) Public Comment: None received

**CONSENT MATTERS**

- 5) Adoption of Commission Meeting Minutes:

*May 29, 2015 Regular Meeting*

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

## TIMED MATTERS

6) 1:35pm: Appeal Hearing –Release from Probation (Civil Service Rule 12.3)

*Appeal No. 6018-15*

ACTION: Without objection, the Commission adjourned to closed session for the purposes of conducting said hearing. During closed session, Commissioner Johnson moved, and it was seconded by Commissioner Purdy, to adopt the proposed decision and recommendation of the Hearing Officer to deny the instant appeal. The motion was adopted unanimously (3 to 0).

Once the Commission adjourned back to open session, and at the request of the appellant's attorney in the aforementioned appeal, Commissioner Macht re-opened General Public Comment. During the re-opened Public Comment segment, Mr. Randall Ensminger, Esq., representing the Appellant in the aforementioned appeal hearing, requested that the Commission remand Appeal No. 6018-15 to a new hearing officer for a new hearing to address his concerns that the County may have violated Labor Code Section 432.7(a) by considering a specific action taken against the Appellant as a factor in its decision to release the Appellant from probation. Executive Officer Dowdin Calvillo and Commission Counsel June Powells-Mays opined that pursuant to Civil Service Rule 14.13, matters not placed upon the agenda shall not be considered by the Commission (except under strict circumstances); therefore, no action could be taken. Further, the issue raised related directly to the appeal previously considered by the Commission and pursuant to Rule 12.11(d)(2), evidentiary, procedural or legal issues raised or which could have been raised before the hearing officer cannot be raised before the Commission. Therefore, it would have been inappropriate for the Commission to even consider taking the requested action at that time.

## SEPARATE MATTERS

7) Unfinished Business: NONE

8) New Business:

*Approval of proposed revisions to the Sacramento County Classification Plan to establish the following new class specifications within the proposed Crime and Intelligence Analyst series: 1) Crime and Intelligence Analysis Program Coordinator; 2) Senior Crime and Intelligence Analyst; and 3) Crime and Intelligence Analyst.*

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Purdy, to adopt the Executive Officer's recommendation to:

- 1) Approve DPS' proposed revisions (dated May 6, 2015) to the Classification Plan to establish the following class specifications: A) Crime and Intelligence Analysis Program Coordinator, B) Senior Crime and Intelligence Analyst, and C) Crime and Intelligence Analyst, with the following amendment to the minimum qualifications for all three class specifications;
  - A Bachelor's Degree from an accredited college or university in criminal justice, crime analysis, intelligence studies, homeland security, geographic information systems, statistics, applied mathematics, data mining, computer science, public or business administration, or a closely related field.
- 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 (3 to 0).

### **INFORMATIONAL MATTERS**

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

Ms. Dowdin Calvillo congratulated Chair Macht on her recent re-appointment to the Commission. She then reported that packets will be distributed by June 16 for the Commission's June 26 meeting. In addition to monthly reports by DPS, the Commission will consider a class study on Water Distribution and Water Treatment Plant Management and a request from DPS to grant status to three incumbents working within classes in the Storekeeper – Fleet Services series. In addition, she informed Commissioners that it is anticipated that a single class study affecting the Assistant Tax Collector class may be ready for consideration at the July 10 meeting. In addition, there will be a hearing for a release from probation appeal as well as elections of Commission Officers scheduled for that July meeting.

The Executive Officer also reported that the Commission received one request to withdraw a pending appeal before the Commission this week which was accepted. In addition, the Commission received a new exam disqualification appeal and an intent to file an allocation appeal in response to the recently Commission approved Information Technology Management Class Study this week. The allocation appeal cannot be filled until the class study recommendations have been approved by the Board of Supervisors.

She also reported that she is getting closer to securing an agreement with a human resources consulting firm to conduct the Commission's third party reviews for the allocation appeals pending before the Commission.

Lastly, she informed Commissioners that there are three psychological disqualifications, two releases from probation, two allocations, one exam disqualification, and one disciplinary appeal pending before the Commission.

### **CLOSED SESSION**

- 10) Conference with Legal Counsel – Significant Exposure to Litigation: (Government Code Section 54956.9(d))

#### *One Potential Case*

Without objection, the Commission convened closed session from 2:49pm to 3:21pm to discuss one case of potential litigation. No action was taken during said closed session.

### **ADJOURNMENT**

With no further business pending before the Commission, Commissioner Johnson moved to adjourn the meeting. Commissioner Purdy seconded the motion, and it was adopted unanimously (3 to 0). Chair Macht then adjourned the meeting at 3:21pm.

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