

Sacramento County Civil Service Commission  
June 26, 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 1:34 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, Gordon Purdy, and Ron Suter were present and that Commissioner Bruce Nelson was absent. A quorum was declared.

*Note: Commissioner Nelson arrived at 1:44pm*

**PUBLIC COMMENT**

- 4) Public Comment: None received

**CONSENT MATTERS**

- 5) Adoption of Commission Meeting Minutes:  
*June 12, 2015 Regular Meeting*
- 6) Reports: The following status reports were prepared by the Department of Personnel Services and submitted for receipt and filing:
  - A) *Student Class Appointments*: report for May 2015
  - B) *Promotional Exams and Late Applications*: report for May 2015

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy, to adopt items 5 and 6 on consent. The motion was adopted unanimously (4 to 0).

## SEPARATE MATTERS

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

*Provisional Appointments: report for May 2015*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, to accept and file the Provisional Appointments report for May 2015. The motion was adopted unanimously (4 to 0).

- 8) Unfinished Business: NONE

- 9) New Business:

- A) *Request to Grant Status to: an Incumbent into the Senior Storekeeper – Fleet Services class, and two Incumbents into the Storekeeper – Fleet Services class, in accordance with Civil Service Rule 2.6.*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, to adopt the Executive Officer's recommendation to, in accordance with Civil Service Rule 2.6: 1) grant probationary status to incumbent Mr. Tracy Yates into the Senior Storekeeper – Fleet Services class; 2) grant permanent status to incumbent Mr. Joseph Paul into the Storekeeper – Fleet Services class; 3) grant probationary status to incumbent Mr. Theron Brinson into the Storekeeper – Fleet Services class; and 4) direct that this approval be forwarded as an addendum to the Storekeeper and Storekeeper Fleet Services Class Study scheduled to go before the Board of Supervisors for its consideration and action at one of its August 2015 meetings.<sup>1</sup>

The motion was adopted unanimously (5 to 0).

In addition, Executive Officer Dowdin Calvillo suggested that the Department of Personnel Services notify the Commission at the time a class study is submitted for review if it believes that general labor negotiations could cause a delay of four or months in the subsequent submittal of proposed changes to the County's Classification Plan resulting from that study to the Board of Supervisors for its final review and approval. Commissioners endorsed this suggestion.

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<sup>1</sup> The Commission first approved changes (including granting status to eight incumbents) to the County's Classification Plan affecting the Storekeeper and Storekeeper – Fleet Services classifications in March 2013. Since that time, three of the original eight incumbents granted status left County employment and the affected department then appointed three additional people to fill those vacancies using the existing eligibility lists.

B) *Approval of proposed revisions (including changes to the minimum qualifications) to the Sacramento County Classification Plan to amend the following class specifications: Water Treatment Plant Manager II; Water Treatment Plant Manager I; and Water Distribution Manager.*

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

1) Approve the Department of Personnel Services proposed revisions (dated April 24, 2015) to the Classification Plan to amend the following class specifications within the Water Treatment and Water Distribution series as follows:

A) Water Systems Superintendent (formerly known as Water Treatment Plant Manager II), with the following new amendments:

➤ Amendments to the MQs:

*Possession of a valid Water Treatment Operator Grade (T5) certificate or a Water Distribution Operator Grade 5 (D5) certificate issued by the State of California Water Resources Control Board;*

*Note: A valid Water Treatment Operator Grade 5 (T5) certificate or a Water Distribution Operator Grade 5 (D5) certificate issued by the California Department of Public Health ~~is also acceptable~~ may be substituted for the Water Treatment Operator Grade 5 (T5) certificate or a Water Distribution Operator Grade 5 (D5) certificate issued by the State Water Resources Control Board.*

➤ Amendments to "Essential Duties"

- May serve as the ~~C~~chief ~~O~~operator of a T-5 surface water treatment plant in the absence of the Treatment Plant Manager.
- May serve as the chief operator of a D-5 water distribution system in the absence of the Water Distribution Manager.

➤ Amendments to the "Certification Requirement" section

All incumbents must possess and maintain a valid Water Treatment Operator 5 (T5) certificate or a Water Distribution Operator Grade 5 (D5) certificate issued by the State of California Water Resources Control Board (SWRCB) prior to appointment. Failure to maintain the required certificate may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining unit agreement. The appropriate amounts of continuing education hours must be complete a required by the State of California to maintain the required certification.

- B) Treatment Plant Manager (formerly known as Water Treatment Plant Manager I), with the following new amendment to the MQs:

*Note: A valid Water Treatment Operator Grade 4 (T4) certificate issued by the California Department of Public Health ~~is also acceptable~~ may be substituted for the Water Treatment Operator Grade 4 (T4) certificate issued by the State Water Resources Control Board.*

- C) Water Distribution Manager class with the following new amendment to the MQs:

*Note: A valid Water Distribution Operator Grade 5 (D5) certificate issued by the California Department of Public Health ~~is also acceptable~~ may be substituted for the Water Distribution Operator Grade 5 (D5) certificate issued by the State Water Resources Control Board.*

- 2) Refer the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval.

### **INFORMATIONAL MATTERS**

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

Executive Officer Dowdin Calvillo reported that Commissioners will consider a single class study affecting the Assistant Tax Collector classification in addition to holding a hearing for a release from probation appeal hearing and Commission elections for the upcoming fiscal year at its July 10 meeting. In addition, Commissioners will hold hearings for two psychological evaluation appeals at its July 24 meeting. She also reported that the August 7 meeting may be cancelled, and that a third psychological evaluation disqualification appeal may be ready for hearing at the August 21 meeting.

She told Commissioners that no new appeals were filled this week and that there are currently three psychological evaluation disqualifications, two releases from probation, two allocations, one disciplinary, and one exam disqualification appeal pending before the Commission.

Lastly, she reported that there are several end of the fiscal year tasks that she will complete in the coming weeks and that she is happy to report that the Commission will end the fiscal year with a slight surplus.

## ADJOURNMENT

With no further business pending before the Commission, Commissioner Nelson moved to adjourn the meeting. Commissioner Purdy seconded the motion, and it was adopted unanimously (5 to 0). Chair Macht then adjourned the meeting at 2:44pm.

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