

Sacramento County Civil Service Commission
May 29, 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 1:30 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, Bruce Nelson, Ron Suter and Gordon Purdy were present. A quorum was declared.

Executive Officer Dowdin Calvillo announced the following proposed changes to the agenda: 1) remove Item 8 under TIMED MATTERS as the Appellant withdrew her appeal on May 27, 2015; and 2) switch the order of Items 10 A and 10 B so that Item 10 B is heard first. Chair Macht made the changes seeing that there were no objections.

In addition, Chair Macht congratulated Commissioner Nelson on his May 19, 2015 re-appointment to the Commission.

PUBLIC COMMENT

- 4) Public Comment: None received

CONSENT MATTERS

5) Adoption of Commission Meeting Minutes:

May 8, 2015 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 April 2015

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

7) Adoption of the Commission's Meeting Schedule for the 2015/16 Fiscal Year, including tentative meeting dates for the second half of 2016

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy, to adopt items 5, 6 and 7 on consent. The motion was adopted unanimously (5 to 0).

~~TIMED MATTERS~~

~~*{Timed Matters cannot be acted upon before the set time, items will be taken up as close to the specified time as possible}*~~

~~8) 1:35pm: Appeal Hearing – Exam Disqualification (Civil Service Rule 5.7)~~

~~*Appeal No. 6051-15*~~

SEPARATE MATTERS

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

Provisional Appointments: report for April 2015

ACTION: Commissioner Johnson moved and Commissioner Nelson seconded to accept and file the Provisional Appointments report for April 2015. The motion was adopted unanimously (5 to 0).

Unfinished Business: NONE

10) New Business:

A) *Approval of proposed revisions (including changes to the minimum qualifications) to the Sacramento County Classification Plan to: 1) amend the following class specifications: Deputy Director, Office of Communication and Information Technology, Information Technology Division Chief, Information Technology Manager, GIS Manager, and Telecommunications Systems Manager; 2) abolish the Deputy Director, Airport Information Technology and Telecommunications and the Chief of E-Government and Business Services classifications; 3) abolish the current eligible list for the class of E-Government and Business Services; and 5) grant status of an incumbent to the class of Information Technology Division Chief*

ACTION: Commissioner Suter moved to adopt the Executive Officer's recommendation to: 1) Approve DPS' proposed revisions to the Classification Plan to amend the following class specifications: A) Deputy Director, Office of Communication and Information Technology (including retitling this class to Assistant Chief Information Officer), as amended to add examples of related degrees to each of the affected Minimum Qualifications; B) Information Technology Division Chief, as amended to add examples of related degrees to the Minimum Qualifications; C) Information Technology Manager; D) Telecommunications System Manager; and E) Geographic Information Systems Manager; 2) Abolish the Deputy Director, Airport Information Technology and Telecommunications and the Chief of E-Government and Business Services classifications; 3) Abolish the Chief of E-Government and Business Services Eligibility List; 4) Grant status of incumbent Ms. Kristin Echols to the class of Information Technology Division Chief; and 5) Refer the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval). Commissioner Purdy seconded the motion and it was adopted unanimously (5 to 0).

B) *Approval of proposed revisions (including changes to the minimum qualifications) to the Sacramento County Classification Plan to amend the following class specifications: Assistant Clerk, Board of Supervisors; Supervising Clerk, Board of Supervisors; and Deputy Clerk, Board of Supervisors*

ACTION: Commissioner Suter moved to adopt the Executive Officer's recommendation to: 1) Approve DPS' proposed revisions to the Classification Plan to amend the following class specifications: A) Deputy Clerk, Board of Supervisors Level I/II, B) Supervising Deputy Clerk, Board of Supervisors, and 3) Assistant Clerk, Board of Supervisors; and 2) Refer the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval). Commissioner Nelson seconded the motion, and it was adopted unanimously (5 to 0).

INFORMATIONAL MATTERS

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

Executive Officer Dowdin Calvillo congratulated Commissioner Nelson on his recent re-appointment.

She then reported that the June 12 meeting packet was, in part, distributed to Commissioners this afternoon and that the remaining components would be mailed to Commissioners by June 2. She also said that for the Commission's June 26 meeting, Commissioners can expect to: receive the Water Treatment and Water Distribution Management Class Study for review and action; and conduct a hearing for a placement in inactive status appeal. In addition, DPS will be asking that the Commission grant status to three incumbents within the Storekeeper series via the Storekeeper Class Study. She reported that there may be another class study – Assistant Tax Collector, ready for Commission action at the July 10 meeting. In addition, Commissioners will elect a Chair and Vice Chair for the 2015-16 fiscal year.

Executive Officer Dowdin Calvillo reported that per the Commissioner's May 8, 2015 request, she spoke to Ms. Sara Connors with United Public Employees of California, Local 792 regarding their concerns with Phase 2 of the Information Technology class study. Specifically, they discussed the union's concerns that some staff are being asked by managers to revise their PDQs completed as part of the class study which is inconsistent with the instructions provided to staff during the initial PDQ process. Ms. Dowdin Calvillo informed Department of Personnel Services Director Dave Devine of the unions' concerns, and he vowed to discuss this with the Chief Information Officer to ensure that the PDQ process is not compromised. In addition, Executive Officer Dowdin Calvillo updated Ms. Conner on the status of a pending allocation appeal and provided an overview of the two allocation appeal processes.

She also reported to Commissioners that she did not receive any new appeals this week; however the Commission did receive two requests to withdraw appeals - one exam disqualification and one release from probation. Currently, there are two release from probation, three psychological disqualification, two allocation, one discipline, and one placement on inactive status appeals pending before the Commission.

ADJOURNMENT

ACTION:

With no further business pending before the Commission, Commissioner Johnson moved to adjourn the meeting. Commissioner Nelson seconded the motion, and it was adopted unanimously (5 to 0). Chair Macht then adjourned the meeting at 2:36pm.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Patricia Macht
Chair