

**Sacramento County Civil Service Commission  
October 23, 2015**

**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 Vice Chair Bruce Nelson at 1:30pm in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Vice Chair Nelson 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 Vice Chair Nelson and Commissioners Michael Johnson, Patricia Macht, and Gordon Purdy were present and that Commissioner Ronald Suter was absent. A quorum was declared.

**PUBLIC COMMENT**

- 4) Public Comment: None received

**CONSENT MATTERS**

- 5) Adoption of Commission Meeting Minutes:
  - A) *September 25, 2015 Regular*
- 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 September 2015
  - B) *Promotional Exams and Late Applications*: report for September 2015
  - C) *Eligible Lists Extended*: quarterly report for July, August and September 2015

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Mach 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 September 2015*

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

- 8) Unfinished Business: NONE

- 9) New Business:

*Approval of proposed revisions (including changes to the minimum qualifications) to the Sacramento County Classification Plan to amend the following class specification: Business License Inspector.*

ACTION: Motion by Commissioner Macht, seconded by Commissioner Johnson, to continue this item at the request for the Department of Personnel Services to a subsequent Commission meeting to allow time for the union representing incumbents within this class and DPS to meet and discuss any outstanding concerns regarding the study. The motion was adopted unanimously (4 to 0).

### INFORMATIONAL MATTERS

- 10) Reports: The following quarterly report was prepared by the Department of Personnel Services per the Commission's request. This was an informational item only.

*Status Report on Classification Plan Revisions Approved by the Commission: report for July, August and September 2015*

Commissioner Macht requested a copy of an existing list of all classifications within the Sacramento County civil service system and, if possible, the date in which each classification was last updated.

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

Executive Officer Dowdin Calvillo reported that there will be one disciplinary action appeal hearing at the November 6 meeting and that hopefully, the Business License Inspector class study will also be ready for consideration at that same meeting. She told Commissioners that there would be a least one placed on inactive status appeal hearing as well as an exam disqualification appeal hearing and perhaps an eligible list removal appeal hearing on the November 20 meeting agenda.

She reported that the Commission received one exam disqualification appeal, two eligible list removal appeals, and one request to re-evaluate a list ranking this week. Currently, there is one exam disqualification, one disciplinary action, one psychological disqualification, one placed in inactive status, two eligible list removals, four releases from probation, and six allocations appeals pending before the Commission.

**ADJOURNMENT**

ACTION: With no further business pending before the Commission, Commissioner Purdy moved to adjourn the meeting. Commissioner Macht seconded the motion, and it was adopted unanimously (4 to 0). Vice Chair Nelson then adjourned the meeting at 1:45pm.

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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Ronald Suter  
Chair