

**Sacramento County Civil Service Commission  
December 16, 2016 ~ 1:30pm**

**LOCATION:** Sacramento County Board of Supervisors' Chambers<sup>1</sup>  
700 H Street, Sacramento, California 95814

**ADOPTED  
ACTION MINUTES**

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Vice Chair Michael Johnson at 1:39 pm in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Vice Chair Johnson led the Pledge of Allegiance
- 3) Roll Call and Declaration of a Quorum: Roll was called by Acting Clerk Carol Smith, and it was noted that Commissioners Michael Johnson, Patricia Macht, and Ron Suter were present and that Commissioners Bruce Nelson and Gordon Purdy were absent. It was declared that a quorum had been established.

**PUBLIC COMMENT**

- 4) Public Comment: None received.

**CONSENT MATTERS**

- 5) Adoption of Commission Meeting Minutes:  
  
*December 2, 2016 Regular Business Meeting*
- 6) Reports: The following status reports were prepared by the Department of Personnel Services for receipt and filing:
  - A) *Student Class Appointments*: report for November 2016
  - B) *Promotional Exams and Late Applications*: report for November 2016

ACTION: Motion by Commissioner Suter, seconded by Commissioner Macht to adopt all consent items. The motion was adopted unanimously (3 to 0).

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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.

## SEPARATE MATTERS

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

*Provisional Appointments: report for November 2016*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Macht to accept and file the Provisional Appointments report for November 2016. The motion was adopted unanimously (3 to 0).

- 8) Unfinished Business: NONE

- 9) New Business:

*Approval of proposed revisions to the Sacramento County Classification Plan affecting the Park Ranger series to: 1) establish the Park Ranger Recruit class; and 2) revise the Park Ranger Assistant and Park Ranger classes, including revisions to the minimum qualifications.*

ACTION: Motion by Commissioner Macht, seconded by Commissioner Suter to adopt the Executive Officer's recommendations to: 1) approve DPS' proposed revisions (dated October 11, 2016) to the Classification Plan establishing the Park Ranger Recruit class and revising the Park Ranger Assistant and Park Ranger classes within the Park Ranger series, including revisions to the minimum qualifications; 2) abolish the current eligible list for the Park Ranger class; and 3) 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

- 10) Executive Officer's Report:

Executive Officer Dowdin Calvillo announced that the Commission's next meeting would be on January 6, 2017, and that the Sheriff's Communication Dispatchers series class study, as well as, one release from probation appeal hearing are scheduled. She also informed Commissioners that a failed drug test appeal hearing will be scheduled for the January 20 Commission's meeting and that there will be one disciplinary action appeal hearing scheduled for the Commission's February 3, 2017 meeting.

Dowdin Calvillo also reported that she received one failed drug test appeal this week and formerly closed one release from probation appeal after the appellant withdrew his appeal.

She informed Commissioners that there are currently: five releases from probation; four allocations; three exam disqualifications; two failed drug tests; and one disciplinary action appeal pending before the Commission.

## **ADJOURNMENT**

Seeing no further business before the Commission, Vice Chair Johnson asked for a motion to adjourn. Commissioner Suter moved to adjourn the meeting and Commissioner Macht seconded it. The motion was adopted unanimously (3 to 0) and the meeting adjourned at 2:14pm.