

**Sacramento County Civil Service Commission
December 2, 2016 ~ 1:30pm**

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Bruce Nelson at 1:32 pm in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Chair Nelson led the Pledge of Allegiance
- 3) Roll Call and Declaration of a Quorum: Roll was called by Deputy Clerk II Amanda Bishop, and it was noted that Commissioners Nelson, Michael Johnson, Patricia Macht, and Ron Suter were present and that Commissioner Gordon Purdy was 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:
November 4, 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 October 2016
 - B) *Promotional Exams and Late Applications*: report for October 2016

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson to adopt all consent items. The motion was adopted unanimously (4 to 0).

APPEAL HEARINGS

- 7) Examination disqualification (Civil Service Rule 5.7):

Appeal No. 6123-16

ACTION: At the conclusion of the public hearing, motion by Commissioner Suter, seconded by Commissioner Macht to: 1) adopt as their own the Executive Officer's findings that the

Appellant did not demonstrate that the Department of Personnel Services' decision to disqualify him from the Senior Accounting Manager Exam was improper, discriminatory, or otherwise fraudulent, and that although the Appellant had sufficient work experience to meet the minimum qualifications work experience requirement, because he did not demonstrate that he also met the educational requirement, he did not and does not qualify for the Senior Accounting Manager Exam; and 2) deny the appeal. The motion was adopted unanimously (4 to 0).

8) ~~Examination disqualification (Civil Service Rule 5.7)~~

~~Appeal No. 6124-16~~ hearing cancelled.

SEPARATE MATTERS

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

Provisional Appointments: report for October 2016

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson to accept and file the *Provisional Appointments*: report for October 2016. The motion was adopted unanimously (4 to 0).

- 10) Unfinished Business: NONE

- 11) New Business: NONE

INFORMATIONAL MATTERS

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

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is on December 16 and that the agenda will include review and approval of the Park Ranger series class study. She also informed Commissioners that a meeting was scheduled for January 6, 2017, and that there may be two class studies ready for review and approval: 1) Sheriff's Communication Dispatchers series, and 2) Auditor series. She told Commissioners that they would also have one release from probation appeal hearing scheduled during that meeting.

She reported that she received one failed drug test, one release from probation, and one exam disqualification appeal this period. In addition, she formerly closed one psychological disqualification and one exam disqualification appeal this week. In both instances, the Appellants did not wish to continue with their appeals. She informed Commissioners that currently, there are five releases from probation; four allocations; three exam disqualifications; one failed drug test; and one disciplinary action appeal pending before the Commission.

Lastly, she told Commissioners that she submitted her preliminary comments on the first of two, non-management information technology class studies this week and has one remaining to review. She said that she anticipates receiving the final version of the Mental Health Workers series class study in the near future and will subsequently schedule it for Commission action at a later date.

ADJOURNMENT

Seeing no further business before the Commission, Chair Nelson asked for a motion to adjourn. Commissioner Suter moved to adjourn the meeting and Commissioner Macht seconded it. The motion was adopted unanimously (4 to 0) and the meeting adjourned at 2:39pm.