

**Sacramento County Civil Service Commission
June 3, 2016 ~ 1:30pm**

**ADOPTED
ACTION MINUTES**

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Ron Suter at 1:34 p.m., in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Chair Suter led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Acting Commission Clerk, Amanda Bishop, and it was noted that Chair Suter and Commissioners Michael Johnson, Bruce Nelson, and Gordon Purdy were present and that Commissioner Patricia Macht was absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:

May 20, 2016 Regular Business Meeting

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Nelson to adopt the one consent item. The motion was adopted unanimously (4 to 0).

SEPARATE MATTERS

- 6) Unfinished Business: NONE
- 7) New Business:

Approval of proposed revisions to the Sacramento County Classification Plan to establish the following class specification: County Veterans Service Officer.

Commissioner Johnson expressed significant concern that while the proposed class was at a management level, the minimum qualifications did not include any supervisory or managerial experience. He was concerned that this would make it difficult for an incoming

hire to perform at the level as required without that experience and that most management classes within the County's civil service system require such experience to qualify, including the Human Service Program Manager who currently manages the County Veterans Service Office. DPS responded that this was somewhat of a unique series in that it would only contain two classes – the proposed County Veterans Service Officer and the rank and file Veterans Claim Representative (VCR). Given that incumbents within the VCR class do not operate at the supervisory or managerial level, requiring such experience to qualify for the County Veterans Service Officer class would result in the likely elimination of upward mobility for incumbents within the VCR class. DPS and the affected department, the Department of Human Assistance, believe that it is more important that candidates for the County Veterans Service Officer have experience working for an agency or program administering/providing public assistance/ advocacy in pursuit of veterans' benefits at the federal, state or local level than to have supervisory and/or managerial experience – they expressed that supervisory and managerial skills could be taught to a newly hired County Veterans Service Officer, if the incumbent did not already possess such skills. In addition, DPS noted that in similar counties, the minimum qualifications for their respective County Veterans Service Officer classes did not require supervisory or managerial experience.

As a result of DPS' comments, Executive Officer Dowdin Calvillo suggested that the Commission amend pattern 2 of the proposed minimum qualifications to require not one, but two years of full time paid experience working for an agency or program administering or providing public assistance or advocacy in pursuit to veterans benefits at the federal, state or local level. Along those same lines, Chair Suter suggested an amendment to the minimum qualifications that would also allow candidates to qualify with one year of lead and/or supervisory experience in that same field.

After further discussion, Chair Suter also suggested an amendment to the minimum qualifications to add a note to pattern 1 of the proposed minimum qualifications to allow for the substitution of specified college level education for up to three of the five years of required work experience.

ACTION: After discussion concluded, Commissioner Nelson moved to approve DPS' proposed revisions (dated March 25, 2016) to the Classification Plan establishing the County Veterans Service Officer class within the Veterans Service series with the three amendments discussed above. Commissioner Purdy seconded the motion, and it failed on a vote of 1 to 3 (Johnson, Nelson and Suter voted no).

ACTION: Commissioner Nelson then moved to refer back to DPS, the County Veterans Service Officer class study (dated March 25, 2016); with the following instructions:

- 1) Please review the proposed class spec for the County Veterans Service Officer to determine whether or not this should be a management or supervisory level (or both as proposed) position and to make revisions to the minimum qualifications to best reflect that level to ensure that candidates possess the level of experience best suited for the position; and

2) Vet said class spec with a veterans group as the DPS Director deems appropriate.¹

The motion was adopted 3 to 0.² In addition, Commissioners expressed desire that DPS add a note to Pattern 1 authorizing the substitution of a pre-determined amount of college level education for up to three years of work experience.

INFORMATIONAL MATTERS

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

Executive Officer Dowdin Calvillo announced that the Commission's next meeting will be on June 17, and that the Commission will hear one release from probation appeal in addition to being briefed on potential litigation during closed session, and consider amendments to the adopted meeting schedule with regards to the August meetings. At the July 8, 2016 meeting, Commissioners will elect a new Chair and Vice Chair, and if it is ready, consider the County Veterans Service Officer class study. She informed Commissioners that DPS may have the Communicable Diseases Investigator class study ready action by the Commission at the July 22 meeting.

She reported that she received one failed drug disqualification appeal and one release from probation appeal this week. She informed Commissioners that they currently have seven releases from probation, four allocation decisions, two psychological evaluation disqualifications, and two failed drug tests appeal pending before the Commission.

ADJOURNMENT

ACTION: With no further business pending before the Commission, Commissioner Nelson moved to adjourn the meeting, and Commissioner Johnson seconded the motion. It was adopted unanimously (3 to 0). Chair Suter then adjourned the meeting at 2:51 p.m.

MINUTES ADOPTED: June 17, 2016

¹ Please note that this directive is not meant to require that said group is to approve the proposed changes.

² Commissioner Purdy left the meeting before this motion was made.