

**Sacramento County Civil Service Commission
November 4, 2016 ~ 1:30PM**

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Bruce Nelson at 1:30pm 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 Acting Clerk Greg Teron, and it was noted that Commissioners Nelson, Michael Johnson and Ron Suter were present and that Commissioners Patricia Macht 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:
 - A) *October 7, 2016 Regular Business Meeting*
 - B) *October 21, 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 September 2016
 - B) *Promotional Exams and Late Applications*: report for September 2016
 - C) *Eligible Lists Extended*: quarterly report for July, August and September 2016

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

SEPARATE MATTERS

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

Provisional Appointments: report for September 2016

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

- 8) Unfinished Business:

Approval of proposed revisions to the Sacramento County Classification Plan to establish the Airport Safety Management System Manager class (continued from the October 21, 2016 meeting).

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson to: 1) approve the proposed revisions (dated September 8, 2016) to the Classification Plan establishing the Airport Safety Management System Manager class, with the following amendment to the minimum qualifications (MQs):¹

A Bachelor's degree or higher from an accredited college or university;

AND

Five (5) years of full-time, paid experience in airport/aviation operations, risk or safety management, or another field closely related to the intent of this class.

Three (3) years of this experience must have been ~~in a supervisory position~~ with an airport or in the aviation industry.

Note: Additional experience in safety management with an airport or in the aviation industry may substitute for the required degree on a year for year basis.

and 2) referred the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval.

¹ The Commission revised the MQs because it believed that as proposed, they would be too restrictive and would not allow for the recruitment of a large enough candidate pool. In addition, the Commission was concerned that as proposed, the incumbent within the Safety Specialist position, the only staff assigned to the Airport Safety Management System Manager class at this time, would be unable to meet the MQs given the supervisory experience requirement. It should be noted that the County Department of Airports supported the amendment.

9) New Business:

Approval of proposed revisions to the Sacramento County Classification Plan affecting the Therapist series to: 1) establish the Chief Therapist and Therapist classes; 2) revise the Supervising Therapist, Senior Therapist, and Therapist Aide classes, including revisions to the minimum qualifications; 3) abolish Physical Therapist and Occupational Therapist classes; 4) grant status to individuals within the Chief Therapist and Therapist classes; and 5) abolish the eligible lists for Supervising Therapist, Senior Therapist, Physical Therapist, and Occupational Therapist classes.

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson to: 1) approve the proposed revisions to the Classification Plan (dated July 21, 2016) establishing the Chief Therapist and Therapist classes; revising the Supervising Therapist, Senior Therapist, and Therapist Aide classes, including revisions to the minimum qualifications; and abolishing the Physical Therapist and Occupational Therapist classes; 2) grant status to Ms. Andrea Battle to the Therapist class; 3) abolish the eligible lists for Supervising Therapist, Senior Therapist, Physical Therapist, and Occupational Therapist classes; and 4) 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) Quarterly Report:

Quarterly Status Report on Classification Plan Revisions Approved by the Commission: report for July, August and September 2016

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

Executive Officer Dowdin Calvillo announced that the Commission's November 18 meeting would be cancelled. The Commission's next meeting will be on December 2, 2016, and that the agenda will include two exam disqualification appeal hearings.

She informed Commissioners that she formerly accepted two exam disqualification appeals this week and that currently; the Commission has five releases from probation; four allocations; four exam disqualifications; one psychological evaluation disqualification; and one disciplinary action appeal pending.

Executive Officer Dowdin Calvillo reported that she submitted her preliminary comments on the Auditor series class study this week. In addition, she received two, non-management IT class studies for her preliminary review and comment. She said that there are three additional class studies that will come to the Commission for formal action in the near future: Park Ranger; Mental Health Workers series; and Sheriff's Communications Dispatcher series.

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 Johnson seconded it. The motion was adopted unanimously (3 to 0) and the meeting adjourned at 2:51pm.