

**Sacramento County Civil Service Commission
June 2, 2017 Meeting**

ADOPTED
ACTION MINUTES

- 1) Call to Order: The meeting was called to order by Commission Chair Bruce Nelson at 1:35pm on Friday, June 2, 2017 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 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 Gina Volpi, and it was noted that Chair Nelson and Commissioners Michael Johnson and Ron Suter were present and that Commissioners Patricia Macht and Gordon Purdy were absent.

PUBLIC COMMENT

- 4) Public Comment: None received

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:
May 5, 2017 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 April 2017
 - B) *Promotional Exams and Late Applications*: report for April 2017
- 7) Adoption of the Commission's Meeting Schedule for the 2017/17 Fiscal Year, including tentative meeting dates for the second half of 2018.

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

SEPARATE MATTERS

- 8) Report: The following status report was prepared by the Department of Personnel Services.

Provisional Appointments: report for April 2017

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson to accept and file the Provisional Appointments report for April 2017. The motion was adopted unanimously (3 to 0).

- 9) Unfinished Business: NONE

- 10) New Business:

Approval of proposed revisions to the Sacramento County Classification Plan establishing the Human Services Hearings Supervisor class.

Ms. Mercedes Riggleman, SEIU Representative, spoke in opposition to establishing the proposed Human Services Hearing Supervisor (Supervisor) class. She stated that SEIU believes that establishing this class is not only unnecessary, but that it would also “dilute” the Human Services Program Specialist (Specialists) class which would be supervised by persons in proposed Supervisor class. Specifically, she stated that the Specialists are experts in their field and work independently. She stated that if the manager overseeing the Hearings Unit needed assistance, then the Department of Human Assistance should consider hiring Human Service Program Planner (the class immediately above the Specialist class) to provide that support as opposed to establishing a new supervisor class.

Ms. Riggleman informed Commissioners that as a result of recent labor negotiations between the union and the county, the Board of Supervisors is scheduled to authorize a class study for the Specialist class, and that as a result, the Commission should wait to act on the proposed class until after that study is completed.

Ms. Ann Ngo, a Specialist within the Hearings Unit, also testified in opposition to the proposed class. She concurred with Ms. Riggleman’s comments and added that the proposed minimum qualifications for the Supervisor class would make it impossible for her and several of her colleagues within the Hearings Unit to qualify because of the requirement for one year of supervisory experience.

ACTION: Motion by Commissioner Suter, seconded by Chair Nelson to continue this item thereby awarding the County time to discuss the concerns expressed by

employees and the union regarding the establishment of the Supervisor class. Under the motion, Commissioner Suter stated that it appears that the Supervisor class would be a first level supervisor, and as a result, he would not likely support requiring applicants to possess supervisory experience in order to qualify for the exam. He also suggested that DPS and the Department of Human Assistance further review the existing organizational structure to determine if it is appropriate to make this a stand-alone class or incorporate it into the Human Services Specialist series.

Commissioner Johnson said he shared Commissioner Suter's position, and voiced his own concern about the claim that many Specialists within the Hearing Unit would not meet the minimum qualification for the class due to the supervisory requirement.

The motion was adopted unanimously (3 to 0).

INFORMATIONAL MATTERS

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

Executive Officer Alice Dowdin Calvillo reported that the next meeting will be on June 16 and that the Chief of Financial Reporting and Control class study will be scheduled for review and action at that meeting. At the July 7 meeting, Commissioners will hear one release from probation appeal and elect a Chair and Vice Chair for the 2017-18 fiscal-year. Commissioners will hear one release from probation appeal as well as take action on the IT Analyst class study at the July 21 meeting.

She informed Commissioners that the IT Business Systems series class study is penned for the August 4 meeting, and it is likely that they will also have an exam evaluation appeal hearing. At the August 18 meeting, the GIS Analyst, GIS Tech and Telecommunications System Analyst class study is scheduled for consideration. If possible, she said that she would also schedule the discussion of the criteria used to determine when a release from probation appeal can be accepted under the Civil Service Rules.

Executive Officer Dowdin Calvillo said that currently, there are seven releases from probation, one exam evaluation, and one disciplinary action appeal pending before the Commission.

She also reported that she is currently reviewing the GIS Analyst, GIS Tech, and Telecommunications Systems Analyst class study with her comments due to DPS this week.

ADJOURNMENT

Seeing no further business before the Commission, without objection, Chair Nelson adjourned the meeting at 2:37 pm.

Adopted 16 June 2017