

Sacramento County Civil Service Commission
October 20, 2017 Meeting

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Michael Johnson at 1:32pm on Friday, October 20, 2017 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Chair Johnson 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 Johnson and Commissioners Gordon Purdy and Ron Suter were present and that Commissioners Patricia Macht and Bruce Nelson were absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment:

Mr. Bruce Coker – Mr. Coker is a Senior Information Technology Analyst with Sacramento County and relayed his concerns regarding the Non-management Information Technology class study scheduled for review and discussion by the Commission at its November 3, 2017 meeting. Specifically, Mr. Coker is concerned about the allocation process and that it may bypass the County's "open-hiring requirements." Mr. Coker also expressed concern with regards to the designation of certain classes to a "hold" status and how that status could impact incumbents within those classes.

Ms. Suzan Batt – Ms. Batt is also a Senior Information Technology Analyst with Sacramento County and relayed her concerns regarding the Non-management Information Technology class study scheduled for review and discussion by the Commission at its November 3, 2017 meeting. Specifically, Ms. Batt is concerned the allocation process could result in automatic "promotions" for certain staff bypassing the usual competitive hiring process. She also expressed concern that staff currently on probation in one class could be allocated into a new class without the benefit of completing/passing probation in the new class.

Mr. Eddie Appell - also a Senior Information Technology Analyst with Sacramento County, echoed the concerns voiced by Mr. Coker and Ms. Batt and added that in his case, although he has five direct reports, his position is not recommended for allocation to the proposed Supervising Information Technology Analyst class. He is unclear as to the reason for that decision and has been unsuccessful in obtaining a justification for it.

Commissioners encouraged the three speakers to present their testimony again at the November 3, 2017 meeting once Commissioners have had the opportunity to review the class study and thus put their concerns into context.

CONSENT MATTERS

5) Adoption of Commission Meeting Minutes:

September 8, 2017 Regular Business Meeting

6) Approval of Monthly Department of Personnel Services Reports:

- A) *Student Class Appointments:* reports for August and September 2017
- B) *Promotional Exams and Late Applications:* reports for August and September 2017
- C) *Eligible Lists Extended:* quarterly report for July, August and September 2017

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy to adopt the September 8, 2017 Regular Business Meeting Minutes. The motion was adopted unanimously (3 to 0).

SEPARATE MATTERS

7) Provisional Appointments Status Report:

Review and approve reports for August and September 2017

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Suter to approve the Provisional status reports for August and September 2017. The motion was adopted unanimously (3 to 0).

8) Unfinished Business: NONE

9) New Business:

Review and approve proposed revisions to the Sacramento County Classification Plan to:1) Amend the class specifications of Veterans Claims Representative and County Veterans Service Officer (including changes to the minimum qualifications); and 2) Establish the class of Senior Veterans Claims Representative.

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Suter to adopt Executive Officer Dowdin Calvillo's recommendation to: A) Approve DPS' proposed revisions (dated September 21, 2017) to the Classification Plan amending the Veterans Claims Representative and County Veterans Service Officer classes (including technical changes to the minimum qualifications) with the following October 20 amendments to the County Veterans Service Officer minimum qualifications:

Must be a veteran who, pursuant to Title 38 of the Code of Federal Regulations, was discharged or released under conditions other than dishonorable.

AND

Either: 1a. Five years of full-time paid experience providing assistance and/or advocacy in pursuit of veteran's benefits at the federal, state, or local level. One year of the required experience must be in a lead or supervisory role.

Or: 2a. Bachelor's degree or higher from an accredited college or university ~~in business or public administration, administrative law, or in another human services field closely related to the intent of the class such as social work~~ Social Work, psychology, public health, health sciences, or sociology.

AND

2b. Two years of full-time paid experience providing assistance and/or advocacy in pursuit of veteran's benefits at the federal, state, or local level. One year of the required experience must be in a lead or supervisory role.

Note: Coursework from an accredited college, university, or career school ~~in the fields of business or public administration, administrative law, or in another human services field closely related to the intent of the class such as social work, psychology, public health, health sciences, or sociology~~ may be substituted for up to 3 year(s) of the required non-supervisory experience of pattern #1 on the basis of ~~3 2.5 semester (4 quarter) units equal one month of work experience (.667 quarter units = 1.0 semester unit).~~

and B) Establish the Senior Veterans Claims Representative class within the Veterans Service series; 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

(No Action Taken)

- 10) Status Report of Classification Plan Revisions Approved by the Commission and Previously Pending Approval by the Board of Supervisors:

Report for July, August and September 2017

11) Executive Officer's Report:

Executive Officer Dowdin Calvillo reported that she scheduled the non-management information technology class study for discussion only at the Commission's next meeting on November 3. Given the complexity and size of this study, in addition to known concerns of at least one of the affected unions, the study has been broken down into three sections to be discussed at a minimum of two separate meetings. The intent is to discuss the study at the November 3 and November 17 meetings, and if the Commission is ready to take formal action on the complete study at the November 17 meeting, it will be agenzized as such. However, if additional time is needed, formal action will be scheduled at the Commission's December 1, 2017 meeting.

She reported that there is a disciplinary action appeal hearing scheduled for the November 17 meeting as well.

Executive Officer Dowdin Calvillo also informed Commissioners that in addition to possible action on the non-management information technology class study, the Deputy Director for the Environmental Management Division class study is scheduled for consideration at the December 1 meeting. There may also be an exam disqualification appeal hearing scheduled.

For the Commission's December 15 meeting, she reported that the Sanitation District Real Time Process Control Systems class study has been scheduled.

Executive Officer Dowdin Calvillo told Commissioners that she received one disqualification; one exam evaluation; and one psychological disqualification appeal this week and that she closed one exam disqualification appeal as it was administratively resolved and subsequently withdrawn. Currently, there are six releases from probation, one disciplinary action, four exam disqualifications; one exam evaluation; and one psychological disqualification appeals pending before the Commission.

Lastly, she informed Commissioners that she submitted her preliminary comments to the Department of Personnel Services on the Auditor series class study this week.

ADJOURNMENT

Seeing no further business before the Commission, Commissioner Suter moved and Commissioner Purdy seconded, to adjourn the meeting. With a 3 to 0 vote in support of the motion, Chair Johnson adjourned the meeting at 2:33 pm.

Adopted November 3, 2017