

Sacramento County Civil Service Commission
September 8, 2017 Meeting

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Acting Chair Patricia Macht at 1:33pm on Friday, September 8, 2017 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Acting Chair Macht 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 Acting Chair Macht and Commissioners Gordon Purdy and Ron Suter were present and that Commissioners Michael Johnson and Bruce Nelson were absent. A quorum was declared.

Executive Officer Alice Dowdin Calvillo announced that the Appellant for Agenda Item No. 7 requested that said appeal hearing be rescheduled due to a family medical emergency. Her request was granted and today's hearing is hereby cancelled.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:

August 18, 2017 Regular Business Meeting

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy to adopt the August 18, 2017 Regular Business Meeting Minutes. The motion was adopted unanimously (3 to 0).

APPEAL HEARINGS

6) Exam Disqualification (Civil Service Rule 5.7)

Appeal No. 6148-17

ACTION: Motion by Commissioner Suter with a second by Commissioner Purdy, to adopt the Executive Officer's findings that the Appellant did not demonstrate that the Department of Personnel's decision to disqualify her from the CI Exam was improper, discriminatory, or otherwise fraudulent, and that although the Appellant met the educational requirements, she did not possess the required work experience, and hence, she did not qualify for said exam. The Commission; therefore, DENIES the appeal thus allowing the Department of Personnel Services' decision to stand.

The motion was adopted unanimously (3 to 0).

~~7) Disciplinary Action (Civil Service Rule 11.6) This hearing will be conducted in closed session per Government Code section 54957 (b).~~

~~*Appeal No. 6141-17*~~

SEPARATE MATTERS

8) Unfinished Business: NONE

9) New Business:

Approval of proposed revisions to the Sacramento County Classification Plan to:

1) Amend and re-title the class specifications of Business Citizen Assistance Representative I/II and Business Citizen Assistance Officer (including changes to the minimum qualifications); and 2) Establish the class of Permit and Environmental Regulatory Consultant III.

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Suter to adopt the Executive Officers recommendations to: 1) Approve the Department of Personnel Service's proposed revisions (dated May 4, 2017) to the County's Classification Plan to: A) revise and retitle the Business Citizen Assistance Representative I/II and the Business Citizen Assistance Officer class specs¹ (including revisions to the minimum qualifications); and B) establish a new class of Permit and Environmental Regulatory Consultant III; and 2) 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).

¹ The Business Citizen Assistance Representative I/II class title was changed to Permit and Environmental Regulatory Consultant I/II and the Business Citizen Assistance Officer title was changed to Permit and Environmental Regulatory Officer.

INFORMATIONAL MATTERS

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

If the parties are available, Executive Officer Dowdin Calvillo stated that she would reschedule the disciplinary action appeal hearing scheduled today to the September 22, meeting. She also reported that the October 6, 2017 meeting would likely be cancelled, and that if all Commissioners planned to attend the October 20 meeting that she may schedule the discussion of the criteria under the Civil Service Rules used to determine when the Commission can accept releases from probation appeals for this meeting. She further reported that the Information Technology Business Systems class study has been tentatively scheduled for the November 3, 2017 meeting.

Executive Officer Dowdin Calvillo informed Commissioners that to date there are six releases from probation; one psychological disqualification evaluation, and one disciplinary appeal pending before the Commission.

She also told Commissioners that she received the Airport Operations Officer class study for her preliminary review this week.

Lastly, Executive Officer Dowdin Calvillo reported that the Board of Supervisors approved a \$4 billion budget for the County's 2017/18 fiscal year on September 7, 2017. This included an operating budget of \$403,221 for the Commission.

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, Acting Chair Macht adjourned the meeting at 1:43 pm.

Adopted October 20, 2017