

Sacramento County Civil Service Commission
March 16, 2018 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, March 16, 2018 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 Carol Smith, and it was noted that Chair Johnson and Commissioners Patricia Macht, Bruce Nelson, and Gordon Purdy were present and Commissioner Ron Suter was absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adopt Commission Meeting Minutes:
February 16, 2018 Regular Business Meeting
- 6) Receipt and File of the Monthly Department of Personnel Services Reports:
 - A) *Student Class Appointments*: report for February 2018
 - B) *Promotional Exams and Late Applications*: report for February 2018

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Macht, to adopt items 5 and 6 on consent. The motion was adopted unanimously (4 to 0).

APPEAL HEARING

- 7) Release from Probation (Civil Service Rule 12.3): *This hearing was conducted in closed session per Government Code section 54957 (b).*

Appeal No. 6154-17

Because the Appellant was absent at the time the hearing was initially opened, Commissioners recessed back to open session, and at the end of the meeting, recessed back into closed session in the event that the Appellant arrived late. The Appellant did not appear, and action by the Commission was subsequently taken.

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Purdy, to deny the appeal and adopt the Proposed Decision in its entirety as prepared by Hearing Officer Catherine Harris as their own. The motion was adopted unanimously (4 to 0).

SEPARATE MATTERS

- 8) Acceptance of the Provisional Appointments Status Report:

Report for February 2018

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Purdy, to accept and file the Provisional Appointments Status Report for February 2018. The motion was adopted unanimously (4 to 0).

- 9) Approval of the following recommended changes to the Sacramento County Classification Plan to revise the classification specifications (including minimum qualifications) for following classes: Chief Deputy Clerk/Recorder; Assistant Chief Deputy Clerk/Recorder; and Supervising Deputy Clerk/Recorder.

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Macht to: 1) Approve DPS' proposed revisions, including changes to the MQs, (dated December 1, 2017) to the Classification Plan revising the Chief Deputy Clerk/Recorder (retitle to Deputy Clerk/Recorder); Assistant Chief Deputy Clerk/Recorder (retitle to Assistant Deputy Clerk/Recorder); and Supervising Deputy Clerk/Recorder (retitle to Clerk/Recorder Supervisor) classifications; and 2) Refer the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval.

- 10) Approval of the Commission's Proposed Budget for the 2018-19 fiscal year, as prepared by the Commission's Executive Officer.

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Purdy, to 1) approve the proposed budget for the 2018/19 FY with total spending authority in the amount of \$435,930 and General Fund appropriation in the amount of \$375,930; and 2) direct the Executive Officer to work with the CEO and the County's Chief Financial Officer to finalize the Commission's budget for submittal to the Board of Supervisors for their approval.

INFORMATIONAL MATTERS

- 11) Executive Officer's Report:

Executive Officer Alice Dowdin Calvillo announced that the next meeting would be on April 6 and that she would schedule one release from probation appeal hearing. She announced that the next meeting after April 6 would be April 20 at which the Sanitation District Maintenance Mechanic class study is scheduled for consideration.

She stated that she received one exam disqualification appeal this week, and currently, there are four releases from probation, one exam disqualification, and one exam evaluation appeals pending before the Commission.

Dowdin Calvillo reported that she finished with Executive Secretary interviews this week and will make an offer very soon.

ADJOURNMENT

Seeing no further business before the Commission, Commissioner Nelson moved and Commissioner Purdy seconded, to adjourn the meeting. With a 4 to 0 vote in support of the motion, Chair Johnson adjourned the meeting at 2:12 pm.

Adopted 6 April 2018