

Sacramento County Civil Service Commission  
October 5, 2018 Meeting

ADOPTED  
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Patricia Macht at 1:30pm on Friday, October 5, 2018 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Chair Macht led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Acting Commission Clerk Gina Volpi, and it was noted that Chair Macht and Commissioners Gordon Purdy and Bruce Nelson were present and Commissioner Michael Johnson, and Ron Suter were absent. A quorum was declared.

**PUBLIC COMMENT**

- 4) Public Comment: None received.

**CONSENT MATTERS**

*(Consent Matters are acted upon as one unit. If an item is removed from consent for discussion, it will be heard under Separate Matters.)*

- 5) Adopt Commission Meeting Minutes:  
  
*August 17, 2018 Regular Business Meeting*
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports:
  - A) Student Class Appointments: report for August 2018
  - B) Promotional Exams and Late Applications: report for August 2018

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Nelson, to adopt Items 5 and 6 on Consent. The motion was adopted unanimously (3 to 0).

## SEPARATE MATTERS

*(Non-consent items requiring action by the commission)*

- 7) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Report:

*Report for August 2018*

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Nelson, to accept the DPS Monthly Provisional Appointments Status report for August 2018. The motion was adopted unanimously (3 to 0).

- 8) Approve the following recommended changes to the Sacramento County Classification Plan resulting from the Sanitation District Mechanic Maintenance series class study (Continued from July 20, 2018):

- *Establish the following new classes: Sanitation District Mechanic Supervisor; Sanitation District Senior Mechanic; Sanitation District Mechanic III; and Sanitation District Mechanic I/II classes; and*
- *Designate the following classes as Hold classes: Mechanical Maintenance Manager; Mechanical Maintenance Supervisor; Mechanical Maintenance Technician; and Assistant Mechanical Maintenance Technician.*

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Nelson, to adopt the Executive Officer's recommendations to: 1) Approve DPS' proposed revisions (dated May 8, 2018) to the Classification Plan establishing the following new classes within the proposed Sanitation District Mechanic series: Sanitation District Mechanic Supervisor, Sanitation District Senior Mechanic, Sanitation District Mechanic III, and Sanitation District Mechanic I/II; and placing a hold designation on the following existing classes within the Mechanical Maintenance series: Mechanical Maintenance Manager, Mechanical Maintenance Supervisor, Mechanical Maintenance Technician, and Assistant Mechanical Maintenance Technician; 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).

## INFORMATIONAL MATTERS

*(Non-action items)*

- 9) Executive Officer's Report:

Executive Officer Alice Dowdin Calvillo informed Commissioners that the next Commission meeting is scheduled for October 19, 2018 but that the meeting will likely be cancelled. She told Commissioners that at the November 2, 2018 meeting they would consider proposed changes to the Sacramento County Classification Plan resulting from the Auditor series class study as well as hear one release from probation appeal.

She reported that she received one intent to file an exam disqualification appeal that week and moved to reject one failed drug test appeal for noncompliance with the Civil Service Rules. She said that there are seven releases from probation, two failed drug, and one psychological disqualification appeal currently pending before the Commission.

Executive Officer Dowdin Calvillo also reminded Commissioners that the office would be closed on Monday, October 8 in observation of Columbus Day.

### **ADJOURNMENT**

Seeing no further business before the Commission, Chair Macht adjourned the meeting at 2:33 pm after it was moved by Commissioner Nelson and seconded by Commissioner Purdy with the motion adopted unanimously (3 to 0).

*Adopted: November 2, 2018*