

Sacramento County Civil Service Commission
July 12, 2019 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, July 12, 2019 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 Commission Clerk Marika Garcia, and it was noted that Chair Macht and Commissioners Michael Johnson, Bruce Nelson, and Ron Suter were present and Commissioner Gordon Purdy was absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment:
Mr. Bennie Freeman and Mr. Patrick Hunter briefly stated that they, along with Ms. Ruby Bradley, (all Sacramento County employees) wanted to report alleged discrimination occurring within the County as it related to promotional opportunities. Executive Officer Dowdin Calvillo explained that the Commission did not have express authority to address such allegations unless they were tied to the civil service examination process. After much discussion regarding the Commission's jurisdiction, the Commission directed Executive Officer Dowdin Calvillo and Commission Counsel, Mr. Robert Parrish, to meet with the parties to hear their concerns and determine whether or not they were within the Commission's jurisdiction. Commissioner Suter requested that Executive Officer Dowdin Calvillo inform Commissioners of the outcome of said meeting at an upcoming Commission meeting.

CONSENT MATTERS

- 5) Adopt Commission Meeting Minutes:
May 24, 2019 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports:
 - A) *Student Class Appointments: report for May 2019*
 - B) *Promotional Exams and Late Applications: report for May 2019*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, to adopt Items 5 and 6 on Consent. The motion was adopted unanimously (4 to 0).

SEPARATE MATTERS

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

Report for May 2019

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Suter, to accept the DPS Monthly Provisional Appointments Status reports for May 2019. The motion was adopted unanimously (4 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2019 Communication and Media Officer series class study to:

- *Revise, including revisions to the minimum qualifications (MQs) and class retitling, the following classes within the Communication and Media Officer series: Communication and Media Director (retitle to Public Information Director); Sanitation District Agency Public Affairs Manager; Communication and Media Officer III (retitle to Public Information Manager); Communication and Media Officer II (retitle to Senior Public Information Officer); Communication and Media Officer I (retitle to Public Information Officer); and*
- *Establish the Public Information Specialist class within the same series.*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, to adopt the Executive Officer's recommendations to:

A) Revise, including revisions to the minimum qualifications (MQs) and retitling, the following classes as depicted in the April 11, 2019 DPS class study: Communication and Media Director (retitle to Public Information Director); Sanitation District Agency Public Affairs Manager; Communication and Media Officer III (retitle to Public Information Manager); Communication and Media Officer II (retitle to Senior Public Information Officer); and Communication and Media Officer I (retitle to Public Information Officer) with the following additional revisions:

- Public Information Director; Sanitation District Agency Public Affairs Manager; and Public Information Manager – revise the educational MQs of each to read:

A Bachelor's degree from an accredited college or university ~~with major course work in Communications, Public Relations, Public or Business Administration, Journalism, English or closely related field.~~

- Public Information Director; Public Information Manager; and Senior Public Information Officer – revise the Knowledge Of section to include the following bullet:

Crisis communication and emergency response roles

- B) Establish the Public Information Specialist class as proposed in the April 11, 2019 DPS Class Study; and
- C) Refer the aforementioned actions to the Board of Supervisors for its approval.

The motion was adopted unanimously (4-0).

9) Election of Commission Chair and Vice Chair for the 2019/20 fiscal year, pursuant to Civil Service Rule 14.9

ACTION: Nomination of Commissioner Suter for Chair made by Commissioner Johnson. Commissioner Suter was elected Chair unanimously (4-0).

ACTION: Nomination of Commissioner Nelson for Vice Chair made by Chair Elect Suter. Commissioner Nelson was elected Vice Chair unanimously (4-0).

INFORMATIONAL MATTERS
(Non-action items)

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

Executive Officer Dowdin Calvillo reported that the next regularly scheduled meeting is July 26 and that Commissioners will consider recommendations resulting from the Audio Visual Specialist class study. She said that Commissioners may hear an Eligible List Removal appeal at the August 9 meeting, and that Commissioners may discuss release from probation appeal criteria at the August 23 or the September 20 meeting.

She informed Commissioners that this week, she submitted her preliminary comments to DPS on the propose Retirement Investment Officer class study. She also said that she received one release from probation appeal this week and that currently, there are two release from probations, one exam disqualification, one psychological evaluation disqualification, and one eligible list removal appeal pending before the Commission.

Executive Officer Dowdin Calvillo said that she would submit the Commission’s final budget write up to the CEO’s office next week.

Lastly, she reported the following statistics for the Commission during the 2018/19 fiscal year:

Class Studies

Class Studies received and reviewed: 8; Number of affected classes within those studies: 33

Class Studies approved by the Commission: 5; Number of affected classes: 23

Class Studies approved by the Board of Supervisors: 5; Number of affected classes within those studies: 16

Appeals

Release from Probation Appeals	Opened: 6	Closed: 13	
Exam Disqualification Appeals	Opened: 20	Closed: 19	Intent to File: 7
Exam Evaluation Appeals	Opened: 2	Closed: 2	
Eligible List Removal Appeals			Intent to File: 1
Failed Drug Test Appeals	Opened: 3	Closed: 4	
Medical Evaluation Disqualification Appeals	Opened: 1	Closed: 2	
Psychological Evaluation Disqualification Appeals	Opened: 2	Closed: 3	
Allocation Appeals			Intent to File: 1
Executive Officer Action Appeal	Opened: 1	Closed: 1	
Total Appeals	Opened: 35	Closed: 44	Intent to File: 9

ADJOURNMENT

Seeing no further business before the Commission, Chair Macht adjourned the meeting at 3:27 pm after it was moved by Commissioner Nelson and seconded by Chair Elect Suter with the motion adopted unanimously (4 to 0).

Adopted August 09, 2019

<p>The Civil Service Commission’s Mission Statement <i>To provide policy direction and oversight for the merit selection, promotion, retention, classification, and discipline of civil service employees pursuant to Article XVI of the Sacramento County Charter.</i></p>
