

Sacramento County Civil Service Commission  
May 10, 2019 Meeting

ADOPTED  
ACTION MINUTES

- 1) Call to Order: The meeting was called to order by Commission Acting Chair Ron Suter at 1:30pm on Friday, May 10, 2019 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Acting Chair Suter led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: It was noted that Acting Chair Suter and Commissioners Michael Johnson and Bruce Nelson were present and that Chair Patricia Macht and Commissioner Purdy were absent. A quorum was present.

**PUBLIC COMMENT**

- 4) Public Comment: None received.

**CONSENT MATTERS**

- 5) Adopt Commission Meeting Minutes:

*April 5, 2019 Regular Business Meeting*

- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports:

- A) Student Class Appointments: report for March 2019
- B) Promotional Exams and Late Applications: report for March 2019
- C) Extended Eligible Lists: quarterly report for January, February, and March 2019

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

**APPEAL HEARING**

- 7) Release from Probation (Civil Service Rule 12.3):

*Appeal No. 6190-18*

ACTION: In open session after seeing that the Appellant was not present, motion by Commissioner Nelson, seconded by Commissioner Johnson to adopt as its own, the March 23, 2019 Proposed Decision in the instant appeal thereby denying the appeal and sustaining the release from probation. The motion was adopted unanimously (3 to 0).

## SEPARATE MATTERS

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

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

*Report for March 2019*

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Nelson, to accept the DPS Monthly Provisional Appointments Status report for March 2019. The motion was adopted unanimously (3 to 0).

## INFORMATIONAL MATTERS

*(Non-action items)*

- 9) Quarterly Status Report by the Department of Personnel Services:

*Classification Studies Approved by the Commission during the first quarter of 2019.*

The Commission did not have any questions or comments on this report.

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

Executive Officer Dowdin Calvillo informed the Commission that its next regularly scheduled meeting is on May 24, 2019 whereat the Commission will consider recommendations to the County's Classification Plan as proposed by two separate class studies: the Communications and Media Officer series and the Animal Control Officer series class studies. In addition, the Commission is scheduled to adopt the meeting schedule for the 2019/20 fiscal year.

She reported that the following meeting is scheduled for June 7, but that she did not have any items for said meeting at this time.

Dowdin Calvillo informed Commissioners that she did not receive any new appeals this week, and that currently, there are three release from probation; two psychological disqualification; and two exam disqualification appeals pending before the Commission.

Lastly, she reminded Commissioners that she seeks to schedule a discussion of the Release from Probation Appeal Rules at the Commission's July 26 or August 23 meeting. Per the Commission's request, she wants to ensure all Commissioners will be present at the meeting when this topic is scheduled.

## ADJOURNMENT

Seeing no further business before the Commission, Vice Chair Suter adjourned the meeting at 1:44 pm after it was moved by Commissioner Nelson and seconded by Commissioner Johnson with the motion adopted unanimously (3 to 0).

***Adopted May 24, 2019***

### The Civil Service Commission's Mission Statement

*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.*