

Sacramento County Civil Service Commission
May 24, 2019 Meeting

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Patricia Macht at 1:32pm on Friday, May 24, 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, Gordon Purdy and Ron Suter were present. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

ACTION: Without objection, Chair Macht removed item number 7 from consent so that it could be discussed.

- 5) Adopt Commission Meeting Minutes:

May 10, 2019 Regular Business Meeting

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

- A) Student Class Appointments: report for April 2019
- B) Promotional Exams and Late Applications: report for April 2019

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

- 7) Adopt the Commission's Meeting Schedule for the 2019/20 Fiscal Year, including tentative meeting dates for the second half of 2020.

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Nelson, to adopt the Commission's Meeting Schedule for the 2019/20 Fiscal Year, including tentative meeting dates for the second half of 2020. The motion was adopted (4 to 0) with one abstention (Suter).

SEPARATE MATTERS

(Non-consent items requiring action by the commission)

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

Report for April 2019

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to accept the DPS Monthly Provisional Appointments Status reports for April 2019. The motion was adopted unanimously (5 to 0).

- 9) Revise the Sacramento County Classification Plan as recommended by the 2019 Animal Control Officer series class study to:

➤ *Revise, including revisions to the minimum qualifications (MQs), the following classes within the Animal Control Officer series: Animal Care Attendant; Animal Control Officer; Senior Animal Control Officer; Animal Shelter Volunteer Program Coordinator; and Supervising Animal Control Officer; and*

➤ *Establish the Animal Care Program Coordinator class within the same series.*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy, to adopt the Executive Officer's recommendations to: 1) Revise, including revisions to the MQs, the following classes within the Animal Control Officer series: Animal Care Attendant; Animal Control Officer; Senior Animal Control Officer; Animal Shelter Volunteer Program Coordinator; and Supervising Animal Control Officer; 2) Establish the Animal Care Program Coordinator class within the same series; and 3) Refer their recommendations to the Board of Supervisors for their approval. The motion was adopted unanimously (5 to 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 June 7, 2019 meeting would be canceled so the next meeting will be on June 21, 2019. She said there is a chance that she will schedule an exam disqualification appeal hearing at the June 21 meeting.

She said that at the July 12 meeting, 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 Audio/Visual Specialist series. She said that Commissioners will also elect a Chair and Vice Chair for the upcoming fiscal year.

She informed Commissioners that she received no new appeals this week, but that she will close an exam appeal within the next few days at the request of the Appellant. She reported that currently, there are three release from probation; two psychological disqualification; and one exam disqualification appeals pending before the Commission.

Executive Officer Dowdin Calvillo also told Commissioners that on May 22, 2019 she received the Sheriff's Community Services Officer series class study for her preliminary review.

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, Chair Macht adjourned the meeting at 2:19 pm after it was moved by Commissioner Nelson and seconded by Commissioner Suter with the motion adopted unanimously (5 to 0).

Adopted July 12, 2019