

Sacramento County Civil Service Commission
September 20, 2019 Meeting

ADOPTED
ACTION MINUTES

- 1) The meeting was called to order by Commission Vice Chair Bruce Nelson at 1:30pm on Friday, September 20, 2019 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Vice Chair Nelson led the Pledge of Allegiance
- 3) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Vice Chair Nelson and Commissioners Patricia Macht and Gordon Purdy were present and Commissioner Michael Johnson and Chair Ron Suter were absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None.

CONSENT MATTERS

- 5) Adopt Commission Meeting Minutes:
August 9, 2019 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports:
 - A) *Student Class Appointments: reports for July and August 2019*
 - B) *Promotional Exams and Late Applications: reports for July and August 2019*

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

SEPARATE MATTERS

- 7) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Report:
Reports for July and August 2019

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Macht, to accept the DPS Monthly Provisional Appointments Status reports for July and August 2019. The motion was adopted unanimously (3 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2019 Information Security Manager class study to:

- *Revise, including revisions to the minimum qualifications, the Information Technology Manager classification; and*
- *Establish the proposed Information Security Manager classification.*

ACTION: Motion by Commissioner Macht, seconded by Commissioner Purdy, to adopt the Executive Officer's recommendations to:

- 1) *Revise, including revisions to the minimum qualifications, the Information Technology Manager classification;*
- 2) *Establish the proposed Information Security Manager classification; and*
- 3) *Refer these actions to the Board of Supervisors for its approval.*

The motion was adopted unanimously (3-0).

INFORMATIONAL MATTERS

(Non-action items)

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

A) General Update

Executive Officer Alice Dowdin Calvillo reported that the next scheduled meeting is October 4 wherein the Commission will consider recommended changes to the Sacramento County Classification Plan (Classification Plan) stemming from the 2019 Retirement Investment series class study in addition to likely hearing a release from probation appeal hearing. She noted that Commissioners Johnson and Nelson will be absent and requested that if any of the remaining Commissioners find that they cannot make the meeting to let her know ASAP as another absence would put the Commission's quorum in jeopardy.

After October 4, the Commission will meet again on October 18 when it will consider changes to the Classification Plan based on recommendations from the 2019 Sheriff's Community Services Officer class study. The Commission will also hear an exam disqualification appeal.

For the Commission's November 1 meeting, Executive Officer Dowdin Calvillo plans to schedule one exam disqualification appeal hearing and possibly a medical disqualification appeal hearing as well.

She reported receiving three exam disqualification appeals this week and closing one after it was administratively resolved. As the Commission's agent, she also rejected one failed drug test appeal as it was outside of the Commission's jurisdiction. Currently, there are three release from probation; three exam disqualification; one failed medical exam; one failed drug test; and one psychological disqualification appeal pending before the Commission.

B) Update on public comments made at July 12, 2019 meeting wherein allegations were made of violations of the civil service rules regarding civil service retention and merit based promotions.

Executive Officer Dowdin Calvillo stated that she had nothing new to report under this item since she last reported to the Commission on August 9, 2019. Per the Commission Chair, this item will only be added to a future agenda when there is something new to report. There was no public comment on this item.

ADJOURNMENT

Seeing no further business before the Commission, Vice Chair Nelson adjourned the meeting at 2:29 pm after it was moved by Commissioner Purdy and seconded by Commissioner Macht with the motion adopted unanimously (3 to 0).

Adopted: 18 October 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.