

**Sacramento County Civil Service Commission
March 19, 2021 ~ 1:30pm (Teleconference)**

ADOPTED
ACTION MINUTES

Executive Officer Alice Dowdin Calvillo read the following into the record: "In compliance with directives of the County, State, and Centers for Disease Control and Prevention, this meeting was streamed live and closed to the public. Members of the public were encouraged to participate in the meeting by submitting written comments electronically."

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Bruce Nelson at 1:44pm, on Friday, March 19, 2021.
- 2) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Commission Chair Nelson, and Commissioners Nick Bloise, Mike Johnson, and Gordon Purdy were present and that Commissioner Suter was absent. A quorum was declared.

Executive Officer Dowdin Calvillo introduced Acting DPS Director Joseph Hsieh who was appointed after Dave Devine retired last month. Mr. Hsieh has been with DPS for the past 20 years and expressed that he looks forward to working with the Commission in his new position.

PUBLIC COMMENT

- 3) Public Comment: None

CONSENT MATTERS

- 4) Adopt Commission Meeting Minutes
 - February 19, 2021 Regular Business Meeting
- 5) Receive and File Monthly and Quarterly Department of Personnel Services Reports
 - A) Student Class Appointments: report for February 2021
 - B) Promotional Exams & Late Applications: report for February 2021

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

SEPARATE MATTERS

(Non-consent items requiring action by the Commission)

6) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Reports

- Report for February 2021

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Purdy, to accept the February 2021 Monthly Provisional Appointment Status Report. The motion was adopted unanimously (4 to 0).

7) Revise the Sacramento County Classification Plan as recommended by the 2020 Traffic Signs Maintenance Worker Series Class Study

- Revise, including changes to the minimum qualifications, the following classes within the Traffic Signs Maintenance Worker Series:
 - Traffic Signs Maintenance Worker I;
 - Traffic Signs Maintenance Worker II; and
 - Traffic Signs Maintenance Worker III

Commissioner Suter arrived at 2:07pm.

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Nelson, to adopt the Executive Officer's recommendations to: 1) revise, including changes to the minimum qualifications, the following classes within the Traffic Signs Maintenance Worker Series: Traffic Signs Maintenance Worker I; Traffic Signs Maintenance Worker II; and Traffic Signs Maintenance Worker III; and 2) refer these recommendations to the Board of Supervisors for consent. The motion was adopted unanimously (5 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2020 Election Series Class Study

- Revise, including changes to the minimum qualifications, the following classes within the Election Series:
 - Election Clerk;
 - Election Assistant;
 - Senior Election Assistant;
 - Election Supervisor;
 - Election Manager; and
 - Assistant Registrar of Voters

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Suter, to adopt the Executive Officer's recommendations to: 1) Revise, including changes to the minimum qualifications, the following classes within the Election Series: Election Clerk; Election Assistant; Senior Election Assistant; Election Supervisor; Election Manager; and Assistant

Registrar of Voters; and 2) Refer recommendations to the Board of Supervisors for consent. The motion was adopted unanimously (5 to 0).

INFORMATIONAL MATTERS

9) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo announced that the next scheduled Commission meeting is April 9; however, in light of COVID-19 restrictions, the Commission's next meeting will be on April 23, 2021. At that meeting, Commissioners will consider recommendations to the County's Classification Plan stemming from the Airports, Deputy Director Series and the Construction Labor Compliance Series class studies. This meeting will be conducted via Zoom.

At the Commission's May 21 meeting, the Commission will adopt the meeting schedule for the 2021/22 fiscal year.

Executive Officer Dowdin Calvillo reported that she received one release from probation and one exam disqualification appeal this week. Currently there are five releases from probation, two exam disqualifications and one allocation appeal pending before the Commission.

She reported that she conducted a preliminary review of the Facility Manager class study, a secondary review of the proposed 2020 Airport Deputy Director Series class study, and a tertiary review of the Construction Labor Compliance Series class study.

Commissioners requested that DPS present its findings regarding continuous file exams at the April 23 or May 21 meeting. Commissioners also directed Commission Legal Counsel Parrish to review the Civil Service Rules to determine whether or not the Student Class Appointment Report given by DPS each month is required or is discretionary.

ADJOURNMENT

Hearing no further business before the Commission, motion by Commissioner Suter, seconded by Commissioner Johnson to adjourn the meeting. Motion was adopted unanimously (5 to 0) and the meeting was adjourned at 2:47 pm.

Adopted 23 Apr 2021