

Sacramento County Civil Service Commission
May 13, 2022 ~ 1:30pm

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Acting Commission Chair Nick Bloise at 1:43pm on Friday, May 13, 2022.

Acting Chair Bloise announced that due to a temporary lack of quorum, the Commission would recess until 2:05pm or until a third commissioner arrived. The meeting was reconvened at 2:20pm once a third commissioner arrived.

- 2) Flag Salute
- 3) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Commissioners Nick Bloise, Bruce Nelson, and Ron Suter were present with Chair Mike Johnson absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None received

CONSENT MATTERS

- 5) Adopt Commission Meeting Minutes
 - March 11, 2022 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports
 - A) Promotional Exams & Late Applications: reports for February and March 2022
 - B) Extended Eligible Lists: quarterly report for January, February and March 2022

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, 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 Reports
 - Reports for February and March 2022

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to accept the Monthly Provisional Appointments reports for February and March 2022. The motion was adopted unanimously (3 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2021 Dental Services Class Study to:

- Establish the Registered Dental Assistant Classification
- Revise, including changes to the minimum qualifications, and Retitle the Dental Hygienist Classification to the Registered Dental Hygienist Classification

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to adopt the Executive Officer's recommendations stemming from the 2021 Dental Services Class Study to: 1) Establish the Registered Dental Assistant Classification; 2) Revise, including changes to the minimum qualifications, and Retitle the Dental Hygienist Classification to the Registered Dental Hygienist; and 3) Refer these actions to the Board of Supervisors for its concurrence. The Motion was adopted unanimously (3 to 0).

9) Revise the Sacramento County Classification Plan as recommended by the 2021 Liability Claims Officer and Risk Manager Class Study to:

- Establish the Liability Claims Officer Classification
- Revise, including changes to the minimum qualifications, and retitle the Risk and Loss Control Division Manager Classification to the Risk Manager Classification

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to adopt the Executive Officer's recommendations stemming from the 2021 Liability Claims Officer and Risk Manager Class Study to: 1) Establish the Liability Claims Officer Classification; 2) Revise, including changes to the minimum qualifications, and Retitle Risk and Loss Control Division Manager Classification to the Risk Manager Classification; and 3) Refer these actions to the Board of Supervisors for its concurrence. The Motion was adopted unanimously (3 to 0).

10) Revise the Sacramento County Classification Plan as recommended by the 2022 Sacramento County Employees Retirement System (SCERS) Series Class Study to:

- Revise, including changes to the minimum qualifications, the following classifications within the SCERS Series:
 - Senior Retirement Benefits Specialist
 - Retirement Services Supervisor
 - Retirement Services Analyst
 - Retirement Services Manager

Commissioner Suter announced his recent appointment by the Sacramento County Board of Supervisors to the SCERS Board. He said he would vote on this item as, according to Commission Legal Counsel, there was no conflict of interest for him to hear and/or take action on this item.

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Bloise, to adopt the Executive Officer's recommendations stemming from the 2022 SCERS Class Study to: 1) Revise, including changes to the minimum qualifications, the following classifications within the SCERS series: Senior Retirement Benefits Specialist; Retirement Services Supervisor; Retirement Services Analyst; and Retirement Services Manager; and 2) Refer this action to the Board of Supervisors for its concurrence. The Motion was adopted unanimously (3 to 0).

INFORMATIONAL MATTERS

(Non-action items)

11) Quarterly Status Report by the Department of Personnel Services on Classification Studies Previously Approved by the Civil Service Commission

- Report for the First Quarter of 2022

12) Quarterly Status Report by the Department of Personnel Services on Continuous Exams

- Report for the First Quarter of 2022

13) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the next Commission meeting is May 27 and Commissioners will likely consider recommendations for revisions to the County's Classification Plan stemming from the 2022 Sanitation Worker (single class, technical change only); 2021 Pathologist Assistant (single class); 2021 Water System Series; and 2021 Waste Management Systems Technician series class studies at this meeting. They will also adopt the proposed meeting schedule for the 2022-23 FY.

Tentatively scheduled for Commission consideration at the June 10 meeting are recommendations of revisions to the County's Classification Plan stemming from the 2020 Environmental Regulation and Legislative Affairs Series and the 2022 Director of Mental Health class studies. They will also hear a release from probation appeal.

Tentatively scheduled for Commission consideration at the July 15 meeting will be recommendations of revisions to the County's Classification Plan stemming from the 2020 Human Service Program series class study. Commissioners may also hear an exam disqualification appeal, and will elect officers for the next fiscal year.

Dowdin Calvillo informed Commissioners that she received two exam disqualification appeals and closed one after the Appellant withdrew his appeal. Currently, there are three release probation, one exam disqualification, and one allocation appeal pending before the Commission.

Lastly, she reported that she forwarded her preliminary comments on the Administrative Assistant to the County CEO class study to DPS this week.

ADJOURNMENT

Seeing no further business before the Commission, and without objection, Acting Chair Bloise adjourned the meeting at 2:37pm.

Adopted June 17, 2022