

Sacramento County Civil Service Commission  
September 23, 2022 ~ 1:30pm

ADOPTED  
ACTION MINUTES

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Chair Nick Bloise at 1:34pm on Friday, August 19, 2022
- 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, Steve Booth, Mike Johnson, Bruce Nelson and Ron Suter were present. A quorum was declared.

Executive Officer Alice Dowdin Calvillo announced that item 10 was pulled from the agenda as the appeal was withdrawn by the Appellant and was closed.

**PUBLIC COMMENT**

- 4) Public Comment: None

**CONSENT MATTERS**

- 5) Adopt Commission Meeting Minutes
  - August 19, 2022 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports
  - Promotional Exams & Late Applications: report for August 2022

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to adopt items 5 and 6 on consent. The motion was adopted 5 to 0.

**SEPARATE MATTERS**

- 7) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Reports
  - Report for August 2022

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Johnson, to accept the Monthly Provisional Appointments reports for August 2022. The motion was adopted unanimously (5 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2022 Health Service Coordinator Series Class Study to:

- Revise, including changes to the minimum qualifications, and retitle, the Claims Assistance Specialist to Health Service Coordinator classification
- Establish the Senior Health Service Coordinator classification

ACTION: Motion by Commissioner Booth, seconded by Commissioner Suter, to adopt the Executive Officer's recommendations stemming from the 2022 Health Service Coordinator to: 1) Revise, including changes to the minimum qualifications, and retitle, the Claims Assistance Specialist to Health Service Coordinator classification; 2) Establish the Senior Health Service Coordinator classification; and 3) Refer these actions to the Board of Supervisors for its concurrence. Motion adopted unanimously (5 to 0).

9) Revise the Sacramento County Classification Plan as recommended by the 2021 Therapist Series Class Study to:

- Revise, including changes to the minimum qualifications, and retitle the Senior Therapist to Pediatric Occupational/Physical Therapist Lv. I/II classification
- Revise, including changes to the minimum qualifications, the Supervising Therapist classification
- Abolish the Therapist classification
- Pursuant to Civil Service Rule 2.6(b), grant probationary status to one specified incumbent into the Pediatric Occupational/Physical Therapist Lv. I/II classification

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Nelson, to adopt the Executive Officer's recommendations stemming from the stemming from the 2021 Therapist Series Class Study to: 1) Revise, including changes to the minimum qualifications, and retitle the Senior Therapist to Pediatric Occupational/Physical Therapist Lv. I/II classification; 2) Revise, including changes to the minimum qualifications, the Supervising Therapist classification; 3) Abolish the Therapist classification; 4) Refer these actions to the Board of Supervisors for its concurrence; and pursuant to Civil Service Rule 2.6 (b): 6) Grant probationary status to Sarah Schirle into the proposed Pediatric Occupational/Physical Therapist Lv. I/II classification. Motion adopted unanimously (5 to 0).

**APPEAL HEARING**

~~10) Release from Probation (Civil Service Rule 12.3): This hearing will be conducted in closed session per Government Code section 54957 (b) starting no earlier than 1:30pm.~~

- ~~• Appeal No. 6301-21~~

## INFORMATIONAL MATTERS

(Non-action items)

11) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission will next meet on October 21 when Commissioners are tentatively scheduled to consider revisions to the County's Classification Plan stemming from the 2022 Human Resources Information Systems Analyst Series Class Study. Two exam disqualification appeals are also scheduled for hearing.

Commissioners are also scheduled to meeting November 18 when they will consider revisions to the County's Classification Plan stemming from the 2022 Behavioral Health Director Class Study.

Dowdin Calvillo informed Commissioners that she received one exam disqualification and one release from probation appeal this week. She reported that there are three release from probation, two exam disqualification; one failed psychological evaluation; and one allocation appeal pending before the Commission.

### ADJOURNMENT

Seeing no further business before the Commission, and without objection, Chair Bloise adjourned the meeting at 2:10pm.

*Adopted 21 October 2022*