

**Sacramento County Civil Service Commission
March 22, 2024 ~ 1:30pm**

ADOPTED ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order
The Meeting was called to order at 1:30pm by Chairman Bruce Nelson.
- 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, Sally Ly and Chairman Bruce Nelson were present and that Commissioner Noah Painter was absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None

CONSENT MATTERS

- 5) Adopt Commission Meeting Minutes
 - February 9, 2024 Regular Business Meeting
- 6) Revise the Commission's Meeting Schedule to cancel the June 7 and 21, 2024 meetings and establish a meeting on June 14, 2024

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

SEPARATE MATTERS

- 7) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Reports
 - Reports for January and February 2024

ACTION: Motion by Commissioner Booth, seconded by Commissioner Bloise, to accept item 7. The motion was adopted unanimously (4 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2024 Administrative Assistant to the County CEO Class Study to:

- Revise, including changes to the minimum qualifications, and retitle the Administrative Assistant to the County Executive classification to Executive Assistant to the County Executive (Supervisory)

ACTION: Motion by Commissioner Booth, seconded by Commissioner Bloise, to 1) revise, including changes to the minimum qualifications, and retitle the Administrative Assistant to the County Executive classification to Executive Assistant to the County Executive (Supervisory); and 2) refer this action to the Board of Supervisors for its concurrence. The motion was adopted 3 to 1 (Ly no).

Commissioner Ly said she voted no on this item as she did not support the ongoing requirement that candidates possess a valid California Drivers License as she did not find that pursuant to the class spec it was essential that the candidate drive to perform her/his job duties.

9) Revise the Sacramento County Classification Plan as recommended by the 2024 Assistant Director of Airports Class Study to:

- Establish the Assistant Director of Airports classification
- Abolish the Airport Chief Operating Officer

ACTION: Motion by Commissioner Booth, seconded by Commissioner Bloise, to: 1) Re-establish the Assistant Director of Airports classification; 2) abolish the Airport Chief Operating Officer classification; and 3) refer this action to the Board of Supervisors for its concurrence. The motion was adopted unanimously 4 to 0.

10) Approval of the Commission's Fiscal Year 2024-25 Proposed Budget Prepared by the Executive Officer

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Booth, to approve the Commission's Fiscal year 2024-25 Proposed Budget as prepared by the Executive Officer. The motion was adopted unanimously 4 to 0.

INFORMATIONAL MATTERS

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

- Report for the Fourth Quarter of 2023 (Oct/Nov/Dec)

12) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is scheduled for April 26 as the April 12 meeting will be cancelled due to a scheduling conflict. At this point, we have one class study scheduled for consideration – the 2023 Communications and Operations Dispatcher II.

She informed Commissioners that since the Commission's last meeting, we received one release from probation appeal. In addition, she closed one exam disqualification appeal and one release from probation appeal after the Appellants signaled that they did not wish to move forward with their respective appeals.

Currently, there are seven release from probation; two failed psychological evaluation; one eligible list; and one promotional exam – oral panel appeals pending before the Commission.

Executive Officer Dowdin Calvillo also reported that since the last meeting, she conducted a preliminary review of the 2024 Sr. Public Information Officer Class Study.

ADJOURNMENT

Seeing no further business before the Commission, without objection, Chair Nelson adjourned the meeting at 2:04pm.

Adopted 26 Apr 2024