

## MINUTES

Sacramento County Civil Service Commission Meeting  
700 H Street, Suite 1450  
Sacramento, California 95814

June 29, 2012

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, June 29, 2012, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Nelson, Purdy and Suter were present. Commission Suter was absent for Items C, G, J, and K.

### CONSENT CALENDAR

(Matters on The consent calendar are acted upon as one motion.)

- A. **Minutes 6/8/12**
  
- E. **Receive And File: Department Of Personnel Services Monthly Status Report On Exempt Student Classes For MAY**
  
- F. **Receive And File: Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For MAY**

**ACTION:** By unanimous vote, approved the Consent Calendar.

### SEPARATE MATTERS

- B. **Departmental Requests To Extend Provisional Appointments**
  - 1) **Elvira Abe in the Class of Senior Mental Health Counselor**

**ACTION:** By unanimous vote, extended the above mentioned provisional appointment for five months and 29 days from date of expiration, or until 20 days after the eligible list is established, whichever occurs sooner.

- C. **Appeals Pursuant To Civil Service Rule 4.2, Application Rejections**
  - 1) **Tony Deala – Personnel Analyst Exam**

**ACTION:** By unanimous vote of those present, granted the appeal noting that Department of Personnel Services' unintentionally abused its discretion when it too narrowly interpreted its policy when rejecting this application. The Commission suggested that Department of Personnel Services review the Personnel Series classes so that the inconsistencies in the minimum qualifications can be corrected.

**D. Receive And File: Department of Personnel Services Monthly Status Report On Provisional Appointments For MAY**

**ACTION:** By unanimous vote Received and Filed.

**G. Department of Personnel Services: Proposed New Class Of Emergency Medical Services Coordinator; Proposed Revisions To The Emergency Medical Services Specialist (Level I/II) Class, Inclusive Of Revising The Minimum Qualifications; And Proposed Revisions To The Emergency Medical Services Administrator Class, Inclusive Of Revision The Minimum Qualifications, And Maintaining The Current Twelve Month Probationary Period**

**ACTION:** By unanimous of those present, continued the matter to a date to be set by Department of Personnel Services, directing that the classes of Emergency Medical Services Coordinator and Emergency Medical Service Administrator be modified by enhancing administrative/managerial experience and educational requirements as discussed during the public hearing.

**H. CLOSED SESSION: Proposed Decision Of The Hearing Officer**

**ACTION:** At the request of the appellant, the Commission convened and acted on this matter in closed session. By the following vote adopted as the decision of the Civil Service Commission, County of Sacramento, State of California, the hearing Officer's findings of fact, conclusions of law, and order denying the appeal.

**AYES:** Commissioners Suter, Bowler, Johnson, and Purdy

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Commissioner Nelson

**I. CONTINUED: AMENDED Department Of Personnel Services/Bryce Consulting, Inc.: Proposed 1) New Classes Of Retirement Benefits Specialist (Level I/II), And Senior Retirement Benefits Specialist; 3) Revisions To The Retirement Services Supervisor, Retirement Services Analyst, and Retirement Services Manager Classes, Inclusive Of Revising Minimum Qualifications; 4) Revisions To The Retirement System Disability Specialist Class, Inclusive Of Revising The Minimum Qualifications And Its Retitling To Retirement Disability Specialist; 5) And Request To Grant Status The Study Incumbents, Pursuant To Civil Service Rule 2.6 (c) (Continued from 4/13/12 by CSC)**

**ACTION:** By unanimous vote, approved the above classification study and granting of status to the study incumbents as recommended by Department of Personnel Services/Bryce Consulting, Inc. in their May 21, 2012 Report and as

noted for correction as follows in the Executive Officer's Staff Report dated June 21, 2112:

**Retirement Services Supervisor** Correct "Either: 1a." in the first pattern of the minimum qualifications to Either: 1., and Correct "Or: 2a." in the second pattern of the minimum qualifications to Or: 2.; and

**Retirement Benefits Specialist (Level I/II)** Correct "Either: 1a." in the first pattern of the minimum qualifications to Either 1.

- J. Department of Personnel Services: Proposed Revisions To The Classes Of Supervising Identification Technician And Identification Technician (Level I/II), Inclusive Of Revising The Minimum Qualifications; And Retitling The Classes To Supervising Forensic Identification Specialist And Forensic Identification Specialist (Level I/II) Respectively**

**ACTION:** By unanimous vote of those present approved the above classification study as recommended by Department of Personnel Services in their May 31, 2012 report.

- K. CONTINUED: AMENDED Department Of Personnel Services Proposed New Class Of Economic Development And Marketing Director (Continued from 6/8/12 by CSC)**

**ACTION:** By unanimous vote of those present, approved the new class of Economic Development and Marketing Director with Minimum Qualifications modified by the Commission at its June 8, 2012 meeting and a Twelve Month Probationary Period as submitted by Department of Personnel Services in their initial report dated May 23, 2012, and in their amended June 14, 2012 report.

- L. Request By Department Of Personnel Services That The Civil Service Commission Reconsider The Planning Director Study Previously Approved By The Commission On Jun 8, 2012, Civil Service Rule 14.18, Reconsideration Or Rescission**

**ACTION:** No Action was taken by the Commission, by consensus Received and Filed.

- M. Receive And File: Report Back From Department Of Personnel Services On The Use Of Contracted Consultants Rather Than Department of Personnel Services Staff To Conduct The Classification Studies (Continued from 6/8/12 by CSC)**

**ACTION:** By unanimous vote, Received and Filed.

## ADJOURNMENT

There being no further business to come before The Commission and by unanimous vote of those present, the meeting was adjourned at 5:45 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, July 13, 2012, in Suite 1445 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

/S/  
Jeanette King,  
Civil Service Specialist

/S/  
Leslie Leahy,  
Executive Officer

APPROVED:

/S/  
Bruce Nelson,  
Chairperson