

# MINUTES

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

September 29, 2006

The Commission convened for its regularly scheduled meeting at 1:42 p.m. on Friday, September 8, 2006, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Johnson, Meredith, and Bruce Nelson were present. Commissioners Raymond Nelson and Meegan were absent.

## CONSENT CALENDAR

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

**A. Minutes 9/8/06**

**J. Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes**

ACTION: By unanimous vote of those present, approved the Consent Calendar.

## SEPARATE MATTERS

**B. Departmental Requests To Extend Provisional Appointments**

**(1) Municipal Services Agency – Christoph Dobson, In The Class Of Chief, Collection Systems Division**

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

**C. Closed Session: Proposed Decision Of The Hearing Officer In The Appeal . . . From Release From Probation As An Animal Control Officer With The Department Of Animal Care And Regulation With The County Of Sacramento**

ACTION: At the request of the appellant, the Commission convened and acted on this matter in closed session. By the following vote the Commission 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 dismissing the appeal.

AYES: Commissioners Johnson, Meredith and Bruce Nelson

NOES: None

ABSTAIN: None

ABSENT: Commissioners Meegan and Raymond Nelson

**D. Floyd Sanders: Ratification Of Withdrawal Of Appeal From Release From Probation As A Human Services Specialist II With The Department Of Human Assistance**

ACTION: By unanimous vote of those present, ratified withdrawal of appeal.

**E. Timm Nguyentong: Ratification Of Withdrawal Of Appeal From Release From Probation As A Medical Assistant With The Department Of Health And Human Services**

ACTION: By unanimous vote of those present, ratified withdrawal of appeal.

**F. Closed Session: Proposed Decision Of The Hearing Officer In The Appeal . . . From Discipline As A Treatment Center Program Coordinator With The Department Of Health And Human Services**

ACTION: At the request of the appellant, the Commission convened and acted on this matter in closed session. By the following vote the Commission 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 Johnson, Meredith and Bruce Nelson

NOES: None

ABSTAIN: None

ABSENT: Commissioners Meegan and Raymond Nelson

**G. Department Of Personnel Services Proposed Revisions To The Classes Of Workers' Compensation Assistant, Workers' Compensation Examiner, And Workers' Compensation Supervisor, Inclusive Of Revising The Minimum Qualifications, And Proposed Revisions To The Class Of Workers' Compensation Manager**

ACTION: By unanimous vote of those present, took the following action as recommended in the August 17, 2006 and September 27, 2006 reports from Department of Personnel Services, as suggested in the Executive Officer's September 19, 2006 staff report, and as further modified by the Commission during the public hearing:

1. Approved revisions to the Workers' Compensation Assistant and Workers' Compensation Examiner classes, each inclusive of a 6-month probation period;
2. Did not abolish the Workers' Compensation Assistant and Workers' Compensation Examiner eligible lists;
3. Approved revisions to the Workers' Compensation Supervisor class; and,
4. Approved revisions to the Workers' Compensation Manager class, inclusive of adding the language "*and managing*" to the minimum qualifications so that it reads:

Minimum Qualifications

Five years of full-time paid experience supervising, administering, and managing a Workers' Compensation staff engaged in claims administration, development, and implementation of Return-to-Work and/or Disability Management programs, in conjunction with Safety and Risk Management programs goals and objectives.

**H. Appeals Pursuant To Civil Service Rule 4.2, Application Rejection – NONE**

I. **Department Of Personnel Services Proposed Revisions To The Minimum Qualifications Of Employee Benefits Manager**

ACTION: By unanimous vote of those present, continued consideration of this item to the October 13, 2006 meeting.

K. **Receive And File Department Of Personnel Services Monthly Status Report On Provisional Appointments**

ACTION: By unanimous vote of those present, received and filed.

L. **Department Of Personnel Services Proposed New Class Of Retirement Services Analyst, And Request To Grant Status To Michele L. Rovito In The New Class Pursuant To Civil Service Rule 2.6**

ACTION: By unanimous vote of those present, took the following action as recommended in the September 8, 2006 report from Department of Personnel Services, as suggested in the Executive Officer's September 19, 2006 staff report, and as further modified by the Commission during the public hearing:

1. Approved the new class of Retirement Services Analyst, inclusive of the following modifications to the class specifications;
2. Changed, on page 9 of the class specifications, the "of" to "a" in the last bullet at the top of the page, so that it reads:
  - "Operate a variety of office equipment, such as computers, scanners, copiers, faxes, etc."
3. Added, under **Minimum Qualifications:** an "s" to the end of the word 'employee' and 'retiree' in the last sentence, after the "Or: 2." pattern so that it reads:

" . . . counseling and calculations) to employees and retirees in a public retirement system."
4. Added, under **Minimum Qualifications:** an "s" to the end of the first line after "And" so that it reads:

"A Bachelor's degree from an accredited college or university in Business Administration, Finance, Economics, . . ."
5. Added to the second sentence in the "Note:" section, under **Minimum Qualifications:** "*or equivalent 45 quarter units*" so that it reads:

"One year of education consists of 30 semester units or *equivalent 45 quarter units.*"
6. Removed the **Work Schedule and Conditions** section; and,
7. Granted status in the new class to Michele L. Rovito.

