

## MINUTES

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

October 13, 2006

The Commission convened for its regularly scheduled meeting at 1:35 p.m. on Friday, October 13, 2006, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Johnson, Meredith, Bruce Nelson, and Raymond Nelson were present. Commissioner Meegan was absent.

### CONSENT CALENDAR

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

- A. **Minutes 9/29/06**
- J. **Department Of Personnel Services Request To Abolish Environmental Program Manager II Eligible List**

At the request of Commissioner Johnson, Item J was removed from the Consent Calendar for discussion.

ACTION: By unanimous vote of those present, approved the Consent Calendar (Item A).

### SEPARATE MATTERS

- B. **Departmental Requests To Extend Provisional Appointments**
  - (1) **Office Of The District Attorney – Bassam Amrou, In The Class Of I.T. Division Chief**
  - (2) **Office Of The District Attorney – Christina Barrett, In The Class Of Investigative Assistant**

ACTION: By unanimous vote of those present, extended the above provisional appointments for five months and 29 days from their respective dates of expiration or until 20 days after the eligible lists are established, whichever occurs sooner.

- C. **Appeals Pursuant To Civil Service Rule 4.2, Application Rejections**
  - (1) **Dirulislam Abdullah – Appeal From Rejection Of Application For The Equal Employment Opportunity Officer Examination**

ACTION: By unanimous vote of those present, denied the appeal.

- (2) **Maria Sandoval – Appeal From Rejection Of Application For The Senior Accountant Examination** *(Continued from 9/8/06)*

ACTION: By unanimous vote of those present, and at the request of Department of Personnel Services, continued consideration of this item to the November 17, 2006 meeting to give Personnel Services an opportunity to meet with appellant regarding her qualifications.

**D. Huy Nguyen Appeal From Disqualification And Removal Of Name From Eligible List For Probation Aide, Failure To Pass The Pre-Employment Medical Examination, Rules 4.7 And 4.8**

Mr. Nguyen was not present at the meeting.

ACTION: By unanimous vote of those present, denied the appeal.

**E. Commission Discussion Regarding Review Of The Information Packet And Instructions Provided To The Hearing Officers To Better Ensure That Sufficient Information Is Presented In The Proposed Decisions And That The Proposed Decisions Comport With Sections 11 And 12 Of The Civil Service Rules (*Continued from 7/14, 7/28, 8/11, 8/25/ & 9/8/06*)**

ACTION: By unanimous vote of those present, removed the item from the Agenda. The Commission requested that Commission Counsel review the matter and report back as to whether or not, in her opinion, any changes should be made to the instructions provided to hearing officers.

**F. Kenneth Bender Appeal From Executive Officer's Action Rejecting His Untimely Appeal From Disqualification For Failure To Pass The Pre-Employment Medical/Drug Examination For Transfer Equipment Operator**

ACTION: By unanimous vote of those present, granted the appeal and calendared Mr. Bender's appeal from disqualification for failure to pass the pre-employment medical/drug examination for Transfer Equipment Operator for the December 1, 2006 Commission meeting.

**G. Department Of Personnel Services Proposed New Class Of Principal Land Surveyor, Inclusive Of A 12-Month Probationary Period, and Proposed Revisions To The Class Of Chief, Development And Surveyor Services Division**

ACTION: By unanimous vote of those present, adopted the new class of Principal Land Surveyor, and approved revisions to the class of Chief, Development and Surveyor Services Division, as recommended by Department of Personnel Services in their August 10, 2006 report, as recommended in the Executive Officer's Staff Report of 10/4/06, and as further amended during the public hearing as follows:

Regarding Principal Land Surveyor,

1. Under **Distinguishing Characteristics**, add the word "a" so that it reads:

**"Principal Land Surveyor is a management level class . . ."**

2. Delete the entire **Physical Requirements** section.
3. Change the requested 12-month probationary period to **6-months**.

**H. Department Of Personnel Services Proposed Revisions To The Minimum Qualifications Of Employee Benefits Manager (*Continued from 9/29/06*)**

**ACTION:** By the following vote, approved the revisions to the above class, as recommended by Department of Personnel Services in their September 29, 2006 amended report:

AYES: Commissioners Johnson, Meredith and Bruce Nelson  
NOES: Commissioner Raymond Nelson  
ABSTAIN: None  
ABSENT: Commissioner Meegan

**I. Department Of Personnel Services Proposed Revisions To Investigative Assistant, Inclusive Of Revisions To The Minimum Qualifications**

**ACTION:** By unanimous vote of those present, approved revisions to the Investigative Assistant class specifications as recommended in the Department of Personnel Services September 28, 2006 report and as amended in their October 11, 2006 addendum report, as recommended in the October 6, 2006 Executive Officer's Staff Report, and as further modified during the public hearing as follows:

1. In the Distinguishing Characteristics section, in the fourth paragraph, the first sentence, change the word "non-complex" to "less complex" so that it reads:

- ". . . assist in the routine or *less complex* investigations under . . ."

2. In the "Note:" section, under Minimum Qualifications, add "*and/or Human Services Specialists*" so that it reads:

*Note: Eligibility Specialist experience must have been evaluating cases prepared by other Eligibility Workers, and/or Human Services Specialists to determine their completeness. . .*

3. Under Physical Requirements: delete the first bullet, "Stand and walk for extended periods of time;" and add, "*Some positions may be required to:*" before the remaining bullets so that it reads:

*Some positions may be required to:*

- Bend, stoop, squat, and crawl in small, low, and/or confined areas
- Climb ladders and work at aboveground levels and
- Lift up to 50 pounds occasionally

4. Change the subheading title Other Requirements: of the drivers license requirement section to General Qualifications:

**J. Department Of Personnel Services Request To Abolish Environmental Program Manager II Eligible List**

This item was removed from the Consent Calendar for discussion.

ACTION: By unanimous vote of those present approved the request to abolish the Environmental Program Manager II eligible list.

**ADJOURNMENT**

There being no further business to come before the Commission and by unanimous vote, the meeting was adjourned at 3:52 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, October 27, 2006, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

\_\_\_\_\_  
/S/  
Jeanette King,  
Office Specialist II (C)

\_\_\_\_\_  
/S/  
Leslie Leahy,  
Executive Officer

APPROVED:

\_\_\_\_\_  
/S/  
Bruce Nelson,  
Chairperson