

# MINUTES

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

November 17, 2006

The Commission convened for its regularly scheduled meeting at 1:32 p.m. on Friday, November 17, 2006, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Johnson, Meegan, Meredith, Bruce Nelson, and Raymond Nelson were present. Commissioner Meegan was absent for Items I, J, and K.

## CONSENT CALENDAR

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

- A. **Minutes 10/27/06**
- F. **Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes**

ACTION: By unanimous vote, approved the Consent Calendar.

## SEPARATE MATTERS

- B. **Departmental Requests To Extend Provisional Appointments – NONE**
- C. **Delette Ziegelmann-Jackson Appeal From Executive Officer's Action Rejecting Her Untimely Appeal From Disqualification From Release From Probation As A Clerical Supervisor II With The Department Of Environmental Management**

ACTION: By the following vote, granted the appeal:

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

- D. **Appeals Pursuant To Civil Service Rule 4.2, Application Rejections**

**(1) Maria Sandoval – Senior Accountant Examination** (Continued from 9/8 & 10/13/06)

ACTION: By the following vote, granted the appeal:

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

**E. Department Of Personnel Services Proposed New Class Of Pharmacy Manager**

ACTION: By unanimous vote, continued to the December 1, 2006 meeting for final approval with the directive that Department of Personnel Services add a California driver's license requirement to the class specification.

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

Joseph Hsieh, Personnel Services Manager was present and explained that a correction needed to be made to the monthly status report.

The two Personnel System Manager Range A appointments listed an "Effective Date" (initial appointment date) of July 9, 2006. The correct effective dates are January 22, 2006 with an expiration date of July 21, 2006. Due to an oversight, neither appointment was brought before the Commission in July for extension. Department of Personnel Services has requested that your Executive Officer administratively extend the appointments pending Commission decision at the December 1, 2006 meeting.

The Medical Records Technician appointment with the effective date of May 14, 2006 expired on November 13, 2006. The Medical Records Technician appointment with the effective date of January 22, 2006 expired on July 21, 2006. The Sheriff's Department has requested that these appointments be administratively extend pending Commission decision on December 1, 2006.

Mr. Hsieh further explained that a copy of the October 26, 2006 Commission memo, requesting that more specific and thorough information be included in provisional appointments extension requests, was provided to attendees at the last Human Resources Manager meeting. Timely submission of requests for extensions was also discussed and stressed.

ACTION: By unanimous vote, received and filed.

**H. Appeal Of Dave Tamayo From Allocation Of Position To Environmental Specialist III And Request To Reallocate Position To Environmental Specialist IV**

ACTION: By unanimous vote, granted the appeal, reallocating the Environmental Specialist III Position to Environmental Specialist IV, and granted status to Mr. Tamayo in the Environmental Specialist IV Class

**I. Department Of Personnel Services Proposed New Class Of Geographic Information Systems Manager**

ACTION: By unanimous vote of those present, approved the new class of Geographic Information Systems Manager as recommended by Department of Personnel Services in their October 25, 2006 report, with the understanding that the Manager class specification will be brought back for revision when the GIS Technician and Analyst Class Series is submitted for Commission approval in January, 2007.

**J. Department Of Personnel Services And Sacramento County Airport System: Department Of Personnel Services Proposed Revisions To The Class Of Fire/Operations Worker (Level I/II); And Re-titling To Aircraft Rescue Firefighter (Level I/II); Request To Abolish The Senior Fire/Operations Worker Class And Grant Status To Senior Fire/Operations Worker Incumbents In The Aircraft Rescue Firefighter (Level I/II) Class (Continued to 12/1/06 at the request of Department of Personnel Services)**

**K. Department Of Personnel Services Proposed New Class Of County Hearing Officer**

ACTION: By unanimous vote of those present, granted a continuance to 12/1/06 as requested by Department of Personnel Services at the public hearing.

**ADJOURNMENT**

There being no further business to come before the Commission and by unanimous vote of those present, the meeting was adjourned at 5:30 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, December 1, 2006, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

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

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

APPROVED:

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