

# MINUTES

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

December 1, 2006

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, December 1, 2006, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Johnson, Meegan Meredith, Bruce Nelson, and Raymond Nelson were present.

## CONSENT CALENDAR

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

- A. **Minutes 11/17/06**
- F. **Department Of Personnel Services Proposed New Class Of Pharmacy Manager**  
*(Continued from 11/17/06)*

ACTION: By unanimous vote, approved the Consent Calendar.

## SEPARATE MATTERS

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

**(1) Office Of The District Attorney – Nick Sheehan, In The Class Of Investigative Assistant**

ACTION: By unanimous vote, extended the above 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.

Because of the controversial nature of three of the provisional appointment extensions contained in B (2) and B (3), in that the appointments had expired nearly five months previous, the Commissioners had an in-depth discussion with Department of Personnel Services. Chairperson Bruce Nelson pointed out that the merit system, which the Commission was tasked with upholding, was not designed to allow for these sorts of delays and questioned how a situation like this might be avoided in the future.

David Devine, the Director of Personnel Services, explained that one of the ways his department has been trying to rectify this problem was that they had been moving more exams to continuous file format so that eligible lists remain constantly filled; thus, requiring less need for provisional appointments. Mr. Devine also stated that this issue was discussed at the last human resources meeting voicing the Commission's concerns

regarding the provisional process. He further stated that in previous times, central HR gave a master report to the departments that tracked provisional appointments, and DPS would be revitalizing that effort with the expectation of significantly minimizing these issues in the future.

Regarding item B (2), there was no representative from the Sheriff's Department present. Joseph Hsieh, Personnel Services Manager, stated that a class study for Medical Records Technician had already been agendaed for January 5, 2007, and that they expect an eligible list to be established no later than February 2007.

Regarding item B (3), Mr. Hsieh explained to the Commission that the exam for Personnel Systems Manager Range A had been fast-tracked, in that they already announced the exam, and expected the eligible list to be established before the end of the year. They do not anticipate asking for another extension for these two provisional appointments.

**(2) Sheriff Department – Maricela Zamora And Coni Newcomb, In The Class Of Medical Records Technician**

ACTION: By the following vote, 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:

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

**(3) Department Of Personnel Services – Catherine Mitchell And Monica Peterson, In The Class Of Personnel Systems Manager Range A**

ACTION: By the following vote, 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:

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

**C. Kenneth Bender Appeal From Disqualification For Failure To Pass The Pre-Employment Medical/Drug Examination For Transfer Equipment Operator**

ACTION: By unanimous vote, denied the appeal.

**D. Appeals Pursuant To Civil Service Rule 4.2, Application Rejections – NONE**

**E. Angela Williams: Ratification Of Withdrawal Of Appeal From Release From Probation As An Account Clerk II With The Department Of Environmental Management**

ACTION: By unanimous vote, ratified withdrawal of appeal.

- F. 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 from 11/17/2006. Withdrawn on November 22, 2006)*
  
- G. Department of Personnel Services: Proposed Revisions To Supervising Probation Officer Class, Inclusive Of Minimum Qualifications** *(Continued to 12/15/06)*
  
- H. Department Of Personnel Services Proposed New Class Of County Hearing Officer And Request To Grant Status To Karyl Marsh In The New County Hearing Officer Class** *(Continued to 12/15/06)*

### ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote of those present, the meeting was adjourned at 2:27 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, December 15, 2006, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

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

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/S/  
Leslie Leahy,  
Executive Officer

APPROVED:

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/S/  
Bruce Nelson,  
Chairperson