

MINUTES

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

May 4, 2007

The Commission convened for its regularly scheduled meeting at 1:31 p.m. on Friday, May 4, 2007, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Meegan, Meredith and Bruce Nelson were present. Commissioners Johnson and Raymond Nelson were absent.

CONSENT CALENDAR

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

- A. **Minutes 4/20/07**
- H. **Corrected Minutes: April 6, 2007 Commission Meeting**

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

SEPARATE MATTERS

- B. **Departmental Requests To Extend Provisional Appointments – NONE**
- C. **Appeals Pursuant To Civil Service Rule 4.2, Application Rejections – NONE**
- D. **Department Of Personnel Services And Municipal Services Agency: Proposed Revisions To The Recycling Specialist Class Series, Including Revisions To The Class Of Recycling Coordinator, Inclusive Of Revising The Minimum Qualifications; And Request To Abolish The Assistant Recycling Specialist (Level II), Assistant Recycling Specialist (Level I), And Associate Recycling Specialist Classes**

ACTION: By unanimous vote of those present, approved as recommended in the Department of Personnel Services and the Municipal Services Agency March 27, 2007 report, as amended by the Executive Officer in the April 23, 2007 staff report, and as further modified by the Commission during the public hearing:

1. **Revise** the class of Recycling Coordinator, inclusive of Minimum Qualifications;
2. **Abolish** the Assistant Recycling Specialist (Level I), Assistant Recycling Specialist (Level II), and Associate Recycling Specialist classes; and,
3. **Correct –**
 - On the first page under **DEFINITION**, change the word “*coordinates*” to *coordinate* so that the sentence reads:

“Under direction positions in this class plan and promote recycling programs and coordinate solid waste program outreach efforts for the County of Sacramento.”

And,

- On the first page under **DISTINGUISHING CHARACTERISTICS**, change the word “*performs*” in the second line to *perform* so that it reads:

“...in that the latter classes perform professional planning work related to solid waste...”

E. Department Of Personnel Services And Municipal Services Agency: Proposed Revisions To The Class Of Solid Waste Planner, Inclusive Of Minimum Qualifications And Re-titling To Solid Waste Planner 2; Request To Establish The New Class Of Solid Waste Planner 1, And Request To Abolish The Current Solid Waste Planner Eligible List

ACTION: By unanimous vote of those present, approved as recommended by the Department of Personnel Services and the Municipal Services Agency March 27, 2007 report, as amended by the Executive Officer in the April 23, 2007 staff report, and as further modified by the Commission during the public hearing:

1. **Revise** the class of Solid Waste Planner, inclusive of Minimum Qualifications, and modifying the current 12-month probationary period to 6 months;
2. **Re-title** the class of Solid Waste Planner to Solid Waste Planner 2;
3. **Adopt** the new class of Solid Waste Planner 1;
4. **Abolish** the current Solid Waste Planner Eligible List; and,
5. **Correct** –
 - On the second page of the Solid Waste Planner 2 classification specification, under minimum qualifications, the word “year” to “years”, so that it reads:

“Three years of full-time experience in solid waste facility and/or program planning activities, . . .”

F. Department Of Personnel Services And Municipal Services Agency: Proposed Revisions To The Class Of Waste Management Program Manager, Inclusive Of Revising The Minimum Qualifications

ACTION: By unanimous vote of those present, approved the revisions to the above titled classes as recommended by the Department of Personnel Services and the Municipal Services Agency March 27, 2007 report, and as modified by the Commission during the public hearing:

1. **Remove** – Under **Minimum Qualifications**, remove the language “progressively responsible” from both patterns #2 and #3, so that each reads:

Pattern 2: “Four years of full-time experience, with at least two years . . .”

Pattern 3: “Six years of full-time experience, including at least two years . . .”

G. Paul Williams: Ratification Of Withdrawal Of Appeal From Release From Probation As A Utility Billing Service Representative With The Department Of County Engineering Of The Municipal Services Agency

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

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote of those present, the meeting was adjourned at 1:59 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, May 18, 2007, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

/S/
Jeanette King,
Executive Secretary

/S/
Leslie Leahy,
Executive Officer

APPROVED:

/S/
Bruce Nelson,
Chairperson