

MINUTES

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

November 16, 2007

The Commission convened for its regularly scheduled meeting at 1:31 p.m. on Friday, November 2, 2007, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Meegan, Meredith, and Nelson were present.

CONSENT CALENDAR

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

- A. **Minutes 11/2/07**
- H. **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. **Appeals Pursuant To Civil Service Rule 4.2, Application Rejections – NONE**
- D. **Department Of Personnel Services And Department Of Planning And Community Development, Municipal Services Agency: 1) Revisions To The Class Of Principal Code Enforcement Officer, Inclusive Of Minimum Qualifications, A Twelve Month Probationary Period, And Re-titling The Class To Chief, Code Enforcement Division; 2) Revisions To The Class Of Code Enforcement Manager, Inclusive Of Minimum Qualifications And A Twelve Month Probation Period; And 3) Abolish The Current Principal Code Enforcement Officer And Code Enforcement Manager Eligible Lists**

ACTION: By unanimous vote, continued consideration of revisions to the Principal Code Enforcement Officer and Code Enforcement Manager classes to the meeting of December 7, 2007 to allow Personnel Services time to make the following changes as directed by the Commission during the public hearing:

CHIEF, CODE ENFORCEMENT DIVISION:

Correct the proposed class specification as follows:

1. On the first page, the Example of Duties section should read:
EXAMPLES OF DUTIES
Duties may include but are not limited to the following:
 - Directs and manages professional and/or technical staff engaged in various code enforcement activities.
2. On the third page, above the **Certifications Requirements** section, add the subheading, **GENERAL QUALIFICATIONS**.
3. On the fourth page under **Minimum Qualifications** remove “with major coursework” from patterns 1b, 2b and 3c, so that each sentence reads: *”A 4 year degree from an accredited college or university in Criminal Justice, Sociology, Public Administration, Business Administration, Political Science, or a related field.”*
4. Remove the request to abolish the current Principal Code Enforcement Officer eligible list.

CODE ENFORCEMENT MANAGER:

Correct the proposed class specification as follows:

1. On the second page, in patterns 1b and 2b under **Minimum Qualifications** remove “with major coursework” and add language specific to how many of the completed units must be in Criminal Justice, Sociology, Public Administration, Business Administration, Political Science, or related field.
2. Remove the request to abolish the current Code Enforcement Manager eligible list.

E. Department Of Personnel Services And Sacramento County Airport System: New Class Of Airport Operations Dispatcher (Level I/II); Revisions To The Communications/Operations Dispatcher Series Classification Specifications; And Grant Status To Study Incumbents, Pursuant To Civil Service Rule 2.6(c)

ACTION: By unanimous vote, granted Department of Personnel Services’ (DPS) request to continue, to a date to be determined, the proposed new class of Airport Dispatcher (Level I/II); revisions to the Communications/Operations Dispatcher series; and request to grant status to the study incumbents as submitted in the October 25, 2007 DPS report.

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

ACTION: By unanimous vote, received and filed.

H. Continuance Of Appeal Of David Holtz From Disqualification And Removal Of Name From Probation Aide Eligible List, Failure To Pass Pre-Employment Medical Examination, CSC Rules 4.7 And 4.8 (Continued from 7/27, 8/10, 9/21, and 10/5/07)

ACTION: By the following vote, denied the appeal.

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

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote of those Commissioners present, the meeting was adjourned at 4:50 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, December 7, 2007, in Suite 1450 at 700 H Street, Sacramento.

Approval Recommended:

_____/S/
Leslie Leahy,
Executive Officer

APPROVED:

_____/S/
Bruce Nelson,
Chairperson