

# MINUTES

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

December 7, 2007

The Commission convened for its regularly scheduled meeting at 1:31 p.m. on Friday, December 7, 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 11/16/07

ACTION: By unanimous vote, approved the Consent Calendar.

## SEPARATE MATTERS

### B. Departmental Requests To Extend Provisional Appointments

(1) Sacramento County Sheriff's Department: Katherine Dietz and Sylvia Roberts in the Class of Sheriff's Records Officer III

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

### 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) Proposed 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) Proposed Revisions To The Class Of Code Enforcement Manager, Inclusive Of Minimum Qualifications And A Twelve Month Probation Period; And 3) Request To Abolish The Current Principal Code Enforcement Officer And Code Enforcement Manager Eligible Lists *(Continued from 11/16/07)*

ACTION: By unanimous vote, granted the request of Department of Personnel Services to continue the Principal Code Enforcement Officer and Code Enforcement Manager class study to the meeting of January 4, 2008 to allow additional time to make the changes directed by the Commission at its November 16, 2007 meeting.

**E. Department Of Personnel Services: Proposed New Classes Of Volunteer Program Coordinator And Volunteer Program Specialist, Each Inclusive Of 12-Month Probationary Periods; And Request To Grant Status To Study Incumbents, Civil Service Rule 2.6(c)(1)**

ACTION: By unanimous vote, granted the request of Department of Personnel Services on behalf of Office of Labor Relations to continue the Volunteer Program classification study to January 25, 2008 to allow additional time for a meet and discuss process to be completed with United Public Employees, Local 1.

**F. Department Of Personnel Services: Proposed 1) New Class Of Chief Criminal Investigator, Inclusive Of A 12-Month Probationary Period; 2) Revisions To The Class Of Assistant Chief Criminal Investigator, Inclusive Of Minimum Qualifications And Increasing The Probationary Period To Twelve Months; 3) Revisions To The Class Of Supervising Criminal Investigator, Inclusive Of Increasing The Probationary Period To Twelve Months; 4) Revisions To The Class Of Criminal Investigator (Level I/II), Inclusive Of Minimum Qualifications; 5) Deletion Of The Chief, Bureau Of Investigation Office Of The District Attorney Class ; 6) Deletion Of The Chief, Bureau Of Investigation Office Of The Public Defender Class; 7) Granting of Status To The Study Incumbents In Accordance With Civil Service Rule 2.6 (c)(1)**

ACTION: By a vote of four to one, the Civil Service Commission:

- 1) Approved the new class of Chief Criminal Investigator, inclusive of a 12-month probationary period based on the cycle of work performed;

ACTION: By unanimous vote, the Civil Service Commission:

- 2) Continued consideration of revisions to the Assistant Chief Criminal Investigator class and directed the following modifications be made to the specification:
  - Increase the experience required in the minimum qualification for the outside pattern from five to at least six years;
  - Leave the number of years of supervisory experience required in the minimum qualifications for the outside pattern at two;
  - Better describe what work as a “*supervisor*” means in the outside pattern of the minimum qualification which states, *Or: “Five years of criminal investigator experience in a recognized public law enforcement agency, two years of which included experience as a supervisor of an investigative staff, team, or unit; or detectives or peace officers.”*; and

- Additionally, the Commission requested a report back on input gathered from Department of Human Assistance and the Office of the Public Defender regarding increasing the experience required in the minimum qualification for the outside pattern from five to at least six years.
- 3) Approved revisions to the Supervising Criminal Investigator class, but leaving the probationary period at six months;
  - 4) Continued consideration of revisions to the Criminal Investigator (Level I/II) class;
  - 5) Deleted the Chief, Bureau of Investigation Office of the District Attorney class;
  - 6) Deleted the Chief, Bureau of Investigation Office of the Public Defender class; and
  - 7) Continued consideration of the granting of status to the study incumbents.

### ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote of those Commissioners present, the meeting was adjourned at 3:54 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, December 21, 2007, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

\_\_\_\_\_  
/S/  
Jeanette King,  
Civil Service Specialist

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

APPROVED:

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