

MINUTES

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

February 6, 2009

The Commission convened for its regularly scheduled meeting at 1:31 p.m. on Friday, February 6, 2009, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Suter Meredith and Nelson were present.

CONSENT CALENDAR

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

- A. **Minutes 1/23/09**
- G. **Department Of Personnel Services Report Back Concerning An Error Found In The Title Of The Submitted Specification For The Chief, Division Of Facility Planning And Management Classification Study Approved By Civil Service Commission At Its January 25, 2008 Meeting**
- H. **Receive And File Department Of Personnel Services Quarterly Report Of Promotional Examinations And Late Applications For The Period October, November and December 2008** *(Continued from 1/23/09)*

ACTION: On a motion by Commissioner Nelson and by unanimous vote, item G was removed from Consent for discussion and action as a Separate Matter.

ACTION: On a motion by Commissioner Nelson and by unanimous vote, item H was removed from Consent for discussion and action as a Separate Matter.

ACTION: By unanimous vote of those present, approved the Consent Calendar, (Item A).

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 Proposed New Class Of Sanitation District Laboratory Quality Assurance Officer**

ACTION: By the following vote, took the following action:

1. Approved the New Class of Sanitation District Laboratory Quality Assurance Officer, Inclusive of a 6 Month Probationary Period; and
2. Granted Status to Srivi Ramamoorthy in the New Class of Sanitation District Laboratory Quality Assurance Officer.

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

E. Department Of Personnel Services Proposed Revisions To The Class Of Sanitation District Laboratory Manager, Inclusive Of Revising The Minimum Qualifications

ACTION: By unanimous vote, took the following action as requested by the Department of Personnel Services in their report dated December 18, 2008:

1. Approved revisions to the class of Sanitation District Laboratory Manager, inclusive of the Minimum Qualifications; and
2. Acknowledged the cycle of work is appropriate for a 12 month probationary period.

F. Department Of Personnel Services Proposed Revisions To The Paralegal And Paralegal (Confidential) Class Specification, Inclusive Of Revising The Minimum Qualifications

ACTION: By unanimous vote, approved as recommended by the Department of Personnel Services in their report dated December 12, 2008, revisions to the Paralegal and Paralegal (Confidential) class specifications, inclusive of revising the minimum qualifications, and as directed during the public hearing:

1. Directed that the language *as may be amended from time to time* be added to paragraph one of the Minimum Qualifications, so that it reads: In accordance with the California Business and Professions Code, Section 6450 (c), as may be amended from time to time, applicants must...."; and
2. Directed that the language *as may be amended from time to time* be added to the Continuing Education Requirement under the General Qualifications section, so that it reads: "Incumbents assigned to the Paralegal class are required to meet mandatory continuing education requirements pursuant to California Law, Business and Professions Code, Section 3645(d), as may be amended from time to time....."

G. Department Of Personnel Services Report Back Concerning An Error Found In The Title Of The Submitted Specification For The Chief, Division Of Facility Planning And Management Classification Study Approved By Civil Service Commission At Its January 25, 2008 Meeting

This item was removed from the Consent Calendar for discussion.

ACTION: By unanimous vote, approved.

H. Receive And File Department Of Personnel Services Quarterly Report Of Promotional Examinations And Late Applications For The Period October, November and December 2008 (Continued from 1/23/09)

This item was removed from the Consent Calendar for discussion.

ACTION: By unanimous vote, received and filed.

