

MINUTES

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

April 3, 2009

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, April 3, 2009, 2009, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Johnson, Bowler, Meredith, Nelson and Suter were present.

CONSENT CALENDAR

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

A. Minutes 3/20/09

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. John Dunlap Appeal From Position Allocation As Stationary Engineer II And Request To Reallocate Position To Senior Stationary Engineer

ACTION: By the following vote, denied the appeal.

AYES: Commissioners Suter, Johnson, Bowler and Meredith

NOES: Commissioner Nelson

ABSTAIN: None

ABSENT: None

E. Department Of Personnel Services: Proposed Revisions To The Following Classes: 1) Workers' Compensation Supervisor, Inclusive Of Reducing The Probationary Period To Six Months; And Request To Grant Status To Study Incumbent Pursuant To Civil Service Rule 2.6(c); 2) Workers' Compensation Manager, Inclusive Of Revising The Minimum Qualifications; And, 3) Workers' Compensation Examiner

ACTION: By unanimous vote, continued consideration of revisions to the above-titled classes, as submitted in the Department Of Personnel Services March 12, 2009 report, and their April 1, 2009 Amended report, to a date to be determined.

The Commission noted that the March DPS report states "*it is a business*

necessity that a criminal history and/or background check be conducted on all applicants prior to appointment.” However, the proposed revised class specifications for Workers’ Compensation Supervisor, Workers’ Compensation Manager, and Workers’ Compensation Examiner each contained the Board of Supervisor approved Criminal History and Background Check language “*may access.*”

The Commission requested clarification of the County policy regarding Criminal History and Background Checks and recommended, so candidates are correctly notified, that when it is the appointing authority’s intention to always run the Criminal History and Background Checks check prior to appointment, that the language “*may*” be modified to “*shall*” in the first sentence of both paragraphs of the Criminal History and Background Checks section.

F. Department Of Personnel Services: Proposed Revisions To The Specifications Of The Dietitian Class Series, Inclusive Of Minimum Qualifications; And, Inclusive Of Reformatting Dietitian And Supervising Dietitian Into Separate Class Specifications

ACTION: By unanimous vote, continued consideration of revisions to the above-titled classes, as submitted in the Department Of Personnel Services (DPS) February 13, 2009 report, to a date to be determined.

The Commission noted that the DPS report stated “*it is a business necessity that a criminal history and background check be conducted on all applicants prior to appointment*” yet the proposed revised class specifications for Dietitian and Supervising Dietitian contained the Board of Supervisor’s approved Criminal History and Background Check language “*may access.*”

The Commission requested that DPS seek clarification of the County policy regarding Criminal History and Background Checks and recommended, so that candidates are correctly notified, that when it is the user department’s intent to always run the checks prior to appointment, that the language “*may*” be modified to “*shall*” in the first sentence of both paragraphs of the Criminal History and Background Checks section.

The Commission further requested that DPS report back within thirty (30) days regarding whether the Dietitian and Supervising Dietitian eligible lists will be retained or abolished.

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote, the meeting was adjourned at 3:19 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, April 17, 2009, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

Jeanette King,
Civil Service Specialist

Leslie Leahy,
Executive Officer

APPROVED:

Gregory Meredith,
Chairperson