

## MINUTES

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

May 15, 2009

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, May 15, 2009, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Meredith, and Nelson were present. Commissioners Johnson and Suter were absent.

### CONSENT CALENDAR

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

- A. **Minutes 4/03/09**
- E. **Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes (April)**
- I. **Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes (March), (Continued from 04/17/2009)**
- J. **Receive And File Department Of Personnel Services Quarterly Report Of Eligible Lists Extended For The Period January, February, March 2009, (Continued from 04/17/2009)**
- K. **Receive And File Department Of Personnel Services Quarterly Report Of Promotional Examinations And Late Applications For The Period January, February, March 2009, (Continued from 04/17/2009)**

ACTION: On a motion by Commissioner Bowler and by unanimous vote of those present, item J was removed from Consent for discussion and action as a Separate Matter.

ACTION: By unanimous vote of those present, approved the Consent Calendar. (Items A, E, I, and K)

### SEPARATE MATTERS

- B. **Departmental Requests To Extend Provisional Appointments – NONE**
- C. **Appeals Pursuant To Civil Service Rule 4.2, Application Rejections – NONE**
- D. **Receive And File Department Of Personnel Services Monthly Status Report On Provisional Appointments (April)**

ACTION: By unanimous vote of those present, received and filed.

**F. 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 (Continued from 04/03/2009)**

ACTION: By unanimous vote of those present, took the following action as recommended by Department of Personnel Services, in their March 12 report and Amended April 1, 2009 report:

1. Revisions to the Workers' Compensation Manager Class, inclusive of Minimum Qualifications, and the continued use of the Board of Supervisors' approved Criminal History and Background Checks language which includes "may" in the first sentence of both paragraphs under that section of the class specification;
2. Revisions to the Workers' Compensation Supervisor Class, inclusive of the Minimum Qualifications, and the continued use of the Board of Supervisors' approved Criminal History and Background Checks language which includes "may" in the first sentence of both paragraphs under that section of the class specification, Reducing the 12-Month Probationary Period to Six (6) Months; and Granting of Status to study incumbent, Carol Wiseman as Worker's Compensation Supervisor; and
3. Revisions to the Workers' Compensation Examiner Class, inclusive of Minimum Qualifications, and the continued use of the Board of Supervisors' approved Criminal History and Background Checks language which includes "may" in the first sentence of both paragraphs under that section of the class specification.

**G. Department Of Personnel Services Proposed Revisions To The Class Of Medical Transcriber (Level I/II), Inclusive Of Revisions To The Minimum Qualifications (Continued from 05/01/2009)**

ACTION: By unanimous vote of those present, continued to the June 26, 2009 meeting recommending that the Minimum Qualifications second pattern, Or: 2. *Completion of anatomy and physiology related medical terminology and medical transcription training courses at an accredited college, business school, or training school*, be further revised by defining the specialty areas of medical transcription training, and the minimum number of courses or units required for entry into the classification.

**H. 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 (Continued from 04/03/2009)**

ACTION: By unanimous vote of those present, took the following action as recommended by Department of Personnel Services, in their February 13, 2009 report:

1. Revisions to the Supervising Dietitian class, inclusive of Minimum Qualifications, and the continued use of the Board of Supervisors' approved Criminal History and Background Checks language which includes "may" in the first sentence of both paragraphs under that section of the class specification; and
2. Revisions to the Dietitian class, inclusive of Minimum Qualifications, and the continued use of the Board of Supervisors' approved Criminal History and Background Checks language which includes "may" in the first sentence of both paragraphs under that section of the class specification.

**J. Receive And File Department Of Personnel Services Quarterly Report Of Eligible Lists Extended For The Period January, February, March 2009, (Continued from 04/17/2009)**

This item was removed from the Consent Calendar for discussion.

ACTION: By unanimous vote of those present, approved.

**L. Receive And File Department Of Personnel Services Monthly Status Report On Provisional Appointments (March), (Continued from 04/17/2009)**

ACTION: By unanimous vote of those present, received and filed.

### ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote of those present, the meeting was adjourned at 2:12 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, June 5, 2009, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

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Jeanette King,  
Civil Service Specialist

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Leslie Leahy,  
Executive Officer

APPROVED:

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Gregory Meredith,  
Chairperson