

MINUTES

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

August 28, 2009

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, August 28, 2009, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Meredith, Nelson, and Suter were present.

CONSENT CALENDAR

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

- A. **Minutes 7/24/09**

- J. **Receive And File Department Of Personnel Services Report Back On Actions Taken In Response To The Civil Service Commission July 24, 2009 Directives Concerning The Appeal Of Thomas Trimberger From The Chief Building Official Examination Process, Alleging Improper Scoring And Ranking Of An Application Accepted After Establishment Of The Eligible List**

- K. **Receive And File Department Of Personnel Services Quarterly Report Of Promotional Examinations And Late Applications For The Period April, May, And June 2009** *(Continued from 7/24 & 8/14/09 not received timely)*

- L. **Receive And File Department Of Personnel Services Quarterly Report Of Eligible Lists Extended For The Period April, May, And June 2009** *(Continued from 7/24 & 8/14/09 not received timely)*

- P. **Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes** *(July)*

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

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

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

ACTION: By unanimous vote, approved the Consent Calendar. (Items A and P)

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 Classes Of Sheriff's Crime/Intelligence Analyst (Level I/II) And Sheriff's Crime Analysis Program Coordinator, Each Inclusive Of Twelve-Month Probationary Periods; Proposed Revisions To The Sheriff's Records Officer II Class Specification; And Request To Grant Status To Study Incumbents In The New Classes, Pursuant To Civil Service Rule 2.6 (c) (1) (Continued From 6/5, 6/26 & 8/14/09) (WITHDRAWN by Sheriff's Department on 8/19/09)**
- E. Civil Service Commission Consideration Of The Deferred Allocation Appeals Of Homeland Security Intelligence Analysts And Crime Prevention Specialists Resulting From The July 2008 Sheriff's Records Officer Class Study Allocation Decisions And Continued By The Commission On March 20 And June 5, 2009 Pending Submission Of The Crime Analyst Classification Study (Deferred / Continued from 3/20, 6/5, 6/26 & 8/14/09) (All Appeals WITHDRAWN 8/26/09 through 8/28/09)**
- F. Civil Service Commission Consideration Of The Deferred Allocation Appeal Of The Work Release Division, Sheriff's Records Officer Resulting From The July 2008 Sheriff's Records Officer Class Study Allocation Decision And Continued By The Commission On March 20 And June 5, 2009, Pending Submission Of The Completed Desk Audit (Deferred/Continued from 3/20, 6/5, 6/26 & 8/14/09) (Appeal WITHDRAWN on 8/26/09)**
- G. Civil Service Commission Reconsideration Of The March 20, 2009 Denied Sheriff's Records Officer Incumbent Allocation Appeals Resulting From The July 2008 Sheriff's Records Officer Classification Study Allocation Decisions (Continued from 3/20, 6/5, 6/26 & 8/14/09) (All Appeals other than those identified below were WITHDRAWN)**

ACTION: By unanimous vote, denied the allocation appeal of Sheriff's Records Officer I Michael DeCuir.

ACTION: By unanimous vote, denied the allocation appeal of Sheriff's Records Officer I Jacque Morgan.

- H. Mark Sabin Appeal From Action Of Executive Officer Denying Request For Appeal To Be Reinstated To Previous Position Held And Appointed As Fire Captain With The Sacramento County Airport System**

ACTION: By unanimous vote, the Commission upheld the Executive Officer's denial of appeal.

I. AMENDED: Department Of Personnel Services Proposed New Class Of Supervising Deputy Coroner, Inclusive Of A Twelve-Month Probationary Period; And Revisions To The Classes Of Assistant Coroner And Deputy Coroner (Level I/II), Each Inclusive Of Revising The Minimum Qualifications (Continued From 7/24 & 8/14/09)

ACTION: By unanimous vote, the Commission, as recommended by Department of Personnel Services (DPS) in their initial June 19, 2009 report and as amended in their July 29, 2009 report, took the following action:

1. Approved the new class of Supervising Deputy Coroner, inclusive of a Twelve Month Probationary Period, as recommended by DPS in their initial June 19, 2009 report, and in their amended July 29, 2009 report modifying the Physical Requirements section of the specification by adding *with assistance* so that first bullet reads, "*Lift and move bodies weighting up to 150 pounds with assistance,*"
2. Revised the Assistant Coroner class, inclusive of Minimum Qualifications; as recommended by DPS in their initial June 19, 2009 report; and
3. Revised the Deputy Coroner (Level I/II) class, as recommended by Department of Personnel Services (DPS) in their initial June 19, 2009 report, and amended in their July 29, 2009 report, modifying the Physical Requirements section of the specification by adding *with assistance* so that first bullet reads, "*Lift and move bodies weighting up to 150 pounds with assistance,*"

The Commission requested that the Coroner Technician (Level I/II), Senior Coroner Technician, and Supervising Coroner Technician classes approved in 2007 be brought back in the next couple of months to revise the physical requirements language to be consistent with that just approved for Supervising Deputy Coroner and Deputy Coroner (Level I/II). DPS stated it would take longer to return with the revisions because they would need to meet with the union prior to submittal. The Commission requested a progress report within the next couple of months on the status of the study.

J. Receive And File Department Of Personnel Services Report Back On Actions Taken In Response To The Civil Service Commission July 24, 2009 Directives Concerning The Appeal Of Thomas Trimberger From The Chief Building Official Examination Process, Alleging Improper Scoring And Ranking Of An Application Accepted After Establishment Of The Eligible List

This item was removed from the Consent Calendar for discussion.

ACTION: By unanimous vote, the Commission directed that Department of Personnel Services report back at the **September 18, 2009** Commission meeting, providing the following information:

1. What is the status of appellant Thomas Trimberger;
2. On what date did the Sacramento County Principal Building Inspector eligible list expire;
3. How many Sacramento County Building Inspection Department employees have been laid off as a result of Fiscal Year 2008-2009 (mid-year) and Fiscal Year 2009-2010 budget reductions; and,
4. What are the classifications of each of the employees laid off in the Sacramento County Building Inspection Department.

The Commission also directed that Department of Personnel Service report back to the Commission within the next two years, as soon as:

1. The Sacramento County Chief Building Official examination is administered;
2. A requisition is submitted for the Sacramento County Chief Building Official eligible list; and/or,
3. A request to abolish the Sacramento County Chief Building Official eligible list is received.

K. Receive And File Department Of Personnel Services Quarterly Report Of Promotional Examinations And Late Applications For The Period April, May, And June 2009 (*Continued from 7/24 & 8/14/09 not received timely*)

This item was removed from the Consent Calendar for discussion.

ACTION: By unanimous vote, the Commission requested the following, concerning Department of Personnel Services' quarterly report of promotional examinations administered and late applications accepted for each quarter:

1. That the report be submitted on a monthly basis.
2. That the report, provide information regarding the status of late applications, such as, was it simply received, marked "late" and added to the timely applications; and was the late applicant interviewed.
3. That at the next Commission meeting, on **September 18, 2009**, Department of Personnel Services provides its definition of "late" in relation to the late applications accepted.

L. Receive And File Department Of Personnel Services Quarterly Report Of Eligible Lists Extended For The Period April, May, And June 2009 (*Continued from 7/24 & 8/14/09 not received timely*)

ACTION: By unanimous vote, received and filed.

M. Department Of Personnel Services Proposed Revisions To The Motor Vehicle Operator Class Specification, Inclusive Of Revising The Minimum Qualifications

ACTION: By unanimous vote, the Commission approved revisions to the class of

Motor Vehicle Operator, inclusive of revising the Minimum Qualification, as submitted by Department of Personnel Services in their June 24, 2009 report.

N. AMENDED: Department Of Personnel Services Proposed Revisions To The Class Of Medical Transcriber (Level I/II), Inclusive Of Revisions To The Minimum Qualifications *(Continued from 5/1, 5/15, and 6/26/09)*

ACTION: By unanimous vote, the Civil Service Commission approved revisions to the class of Medical Transcriber (Level I/II), inclusive of revising the Minimum Qualifications as recommended in the initial April 7, 2009 Department of Personnel Services (DPS) report; as recommended for modification by the Commission at its May 15, 2009 public hearing, and as revised by DPS in their May 27, and June 30, 2009 Amendment Reports.

O. Receive And File Department Of Personnel Services Monthly Status Report On Provisional Appointments (July)

ACTION: By unanimous vote, received and filed.

P. OPEN SESSION: Civil Service Commission Discussion Regarding Proposed Budget Update For Fiscal Year 2009-2010
NO ACTION REQUIRED

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote, the meeting was adjourned at 3:48 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, September 18, 2009, 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/
Bernard Bowler,
Chairperson