

# MINUTES

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

**July 23, 2010**

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, July 23, 2010, 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 7/9/10**
- E. **Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes For *June***
- F. **Receive And File Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For *June***
- G. **Receive And File Department Of Personnel Services Quarterly Report Of Eligible Lists Extended For The Period *April, May, And June 2010***

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. **Receive And File: Department Of Personnel Services Monthly Status Report On Provisional Appointments For *June***

ACTION: By unanimous vote, Received and Filed.

- H. **AMENDED Department of Personnel Services Proposed Revisions To The Environmental Analyst Series, Inclusive Of The 1) Senior Environmental Analyst, And 2) Associate Environmental Analyst Classes, Inclusive Of Revising The Minimum Qualifications And Increasing The Current Six Month Probationary Periods To Twelve Months For Both Classes; Revisions To The 3) Assistant Environmental Analyst, And 4) Environmental Technician Classes, Each Inclusive Of Revising The Minimum Qualifications; And, 5)**

**Request To Abolish The Senior Environmental Analyst And Associate Environmental Analyst Eligible Lists** *(Continued by the Commission on 6/18/10)*

**ACTION:** By unanimous vote, the Civil Service Commission approved the following as submitted by Department of Personnel Services in their initial report dated May 12, 2010; and their June 30, 2010 Amended Request; and as modified by the Commission at the June 18 and July 23, 2010 public hearings:

1. **Revised** the Senior Environmental Analyst class, inclusive of Minimum Qualifications to include the “*Either: 1a. And 1b. Or: 2a. And 2b*” formatting used by DPS in their May 12, 2010 report, and inclusive of retaining the current Six Month Probationary Period;
2. **Revised** the Associate Environmental Analyst class, inclusive of Minimum Qualifications to include the “*Either: 1a. And 1b. Or: 2a. And 2b*” formatting used by DPS in their May 12, 2010 report, and inclusive of a Twelve Month Probationary Period;
3. **Revised** the Assistant Environmental Analyst, and Environmental Technician classes, inclusive of revising the Minimum Qualifications for both classes; and,
4. **Abolished** the Senior Environmental Analyst and Associate Environmental Analyst Eligible Lists.

**I. Department of Personnel Services Proposed Revisions To The Class Of Principal Environmental Analyst, Inclusive Of Revising The Minimum Qualifications And Request To Increase The Current Six Month Probationary Period To Twelve Months**

**ACTION:** By unanimous vote, continued to a date to be determined by Department of Personnel Services directing that the Minimum Qualifications be modified to match the formatting used for the other classes in the series as submitted by DPS in their May 12, 2010 report. Following discussion, the Commission directed the following:

1. **Amend** the Minimum Qualifications to the “*Either: 1a. And 1b. Or: 2a. And 2b*” formatting used by DPS in their May 12, 2010 report recommending revisions to the Senior, Associate, Assistant and Technician classes in the Environmental Analyst class series;
2. **Amend** the second pattern Minimum Qualification by increasing the years of required experience to “*Five (5)*” as noted by DPS was their original intention, and by adding language similar to “*and performing 1<sup>st</sup> level management work*”; and
3. **Provide** further justification for increasing the current 6 month Probationary Period to twelve months.

### ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote of those present, the meeting was adjourned at 3:13 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, August 6, 2010, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

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/S/

Jeanette King,  
Civil Service Specialist

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/S/

Leslie Leahy,  
Executive Officer

APPROVED:

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/S/

Ron Suter,  
Chairperson