

MINUTES

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

February 4, 2011

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, February 4, 2011, 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 1/7/11** (*Continued from 1/21/11*)
- I. **Receive And File: Department Of Personnel Services Monthly Status Report On Exempt Student Classes For *December*** (*Continued from 1/21/11*)
- J. **Receive And File: Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For *December*** (*Continued from 1/21/11*)
- K. **Receive And File: Department Of Personnel Services Quarterly Report On Eligible List Extended For The Period *October, November, And December 2010*** (*Continued from 1/21/11*)

At the request of Commissioner Suter and by unanimous vote, Item K was removed from the Consent Calendar for discussion.

ACTION: By unanimous vote, approved the Consent Calendar, (Items A, I, & J).

SEPARATE MATTERS

- B. **Departmental Requests To Extend Provisional Appointments**
 - (1) **Sacramento County Office Of The District Attorney: Cynthia Besemer, In The Class Of Assistant Chief Deputy District Attorney**

ACTION: By unanimous vote, extended the above mentioned provisional appointment for five months and 29 days from date of expiration, or until 20 days after the eligible list is established, whichever occurs sooner.

- C. **Appeals Pursuant To Civil Service Rule 4.2, Application Rejections *NONE***
- D. **Department Of Personnel Services Proposed New Class Of Emergency Medical Services Administrator, Inclusive Of A 12-Month Probationary Period; And Request To Grant Status To Study Incumbent In The New Class In Accordance With Civil Service Rule 2.6 (c)(2)**

ACTION: By unanimous vote, the Civil Service Commission continued consideration of the proposed new class of Emergency Medical Services

Administrator, directing that the following modification be made:

That the **Minimum Qualifications** as they appear in the December 6, 2010 Department of Personnel Services (DPS) report be retained with the exception that:

1. The *Desirable Qualifications* language be added to both inside and outside patterns of the **Minimum Qualifications** as 1c and 2c, respectively; so that they read:

One year of full-time paid experience as a Paramedic, Army Medic &/or Navy Corpsman, or Mobile Intensive Care Nurse.

2. The Commission directed a report back from DPS on how the career ladder (*12/5/10 DPS Attachment D*) for the proposed new Emergency Medical Services Administrator class can be revised to reflect the Commission's directives that reward for career service exists and that there is a clear promotional pattern for Sacramento County employees.

E. Department of Personnel Services Proposed Revisions To The Class Of Supervising Code Enforcement Officer, Inclusive Of Revising The Minimum Qualifications, And Maintaining The Current 12-Month Probationary Period

ACTION: By unanimous vote, the Civil Service Commission made the decisions to hear Items 'E' and 'F' as one item.

F. Department of Personnel Services Proposed Revisions To The Classes Of Senior Code Enforcement Officer and Code Enforcement Officer (Level I/II), Inclusive Of Revising The Minimum Qualifications For Both Classes, And Request To Maintain The Current 12-Month Probationary Period For Both Classes

ACTION: By unanimous vote, the Civil Service Commission made the decisions to hear Items 'E' and 'F' as one item.

ACTION: By a 4 to 1 vote, the Civil Service Commission continued consideration of (*Item E*) proposed revisions to the Supervising Code Enforcement Officer class; and, (*Item F*) proposed revisions to the Senior Code Enforcement Officer and Code Enforcement Officer (Level I/II) classes. The Commission directed that, as discussed during the public hearing, revisions be made to the class specifications in response to the following concerns raised by United Public Employees, Local #1 and its members.

Senior Code Enforcement Officer

Under Distinguishing Characteristics, since the Senior Code Enforcement Officer class has no supervisory authority, modify "*this class does not have full supervisory authority or exercise full decision-making authority for assigned staff...*" in the second paragraph; and,

From Essential Duties, as it is an Environmental Management Department responsibility, eliminate the second to last bullet, "*Coordinates food vendor inspections with appropriate County department.*"

Code Enforcement Officer (Level I/II)

Include in the Working Conditions section, clarification that incumbents *will be required to work alone in high crime areas*; and,

In the Distinguishing Characteristics section under Code Enforcement Officer (Level I) use language similar to that used for Code Enforcement Officer (Level II) which reads, "*Incumbents at Level II work alone in the field.*"

The Commission recommended that relevant departments, whose duties overlap with Code Enforcement, be consulted in order to more clearly define those joint and/or overlapping duties as they relate to the above class specifications.

- G. CONTINUED: Department Of Personnel Services Countywide Clerical Classification Study, Phase I – Amended Proposed 1) Revisions To The Classes Of Account Clerk (Level I/II) And Account Clerk (Level I/II) (Confidential); 2) Revisions And Re-titling Of The Class Of Account Clerk III To Senior Account Clerk, And Account Clerk III (Confidential) To Senior Account Clerk (Confidential); 3) New Victim/Witness Claims Specialist And Senior Victim/Witness Claims Specialist Classes; And 4) Request To Grant Status To Study Incumbents Pursuant To Civil Service Rule 2.6 (c)(2) (Continued from 10/22/10)**

ACTION: By unanimous vote, the Civil Service Commission took the following action concerning the recommended amended Department of Personnel Services (DPS) January 3, 2011 report concerning the Countywide Clerical Classification Study Phase I:

1. **Adopted** as amended, revisions to the classes of Account Clerk (Level I/II) and Account Clerk (Level I/II) (Confidential), inclusive of revising the minimum qualifications for both classes; and,
2. **Adopted** as amended, revisions to the classes of Account Clerk III, and Account Clerk III (Confidential), inclusive of revising the minimum qualifications for both classes and re-titling the classes to Senior Account Clerk and Senior Account Clerk (Confidential) respectively.

The Commission questioned why the proposed Victim/Witness Claims Specialist minimum qualifications had been written with equal requirements for inside and outside candidates. Mr. Joe Lopez, Human Resources Manager responded that Department of Personnel Services would continue to submit equal minimum qualification requirements for inside and outside patterns until directed to do otherwise by the Commission. The Commission and its Counsel noted DPS had received consistent direction from the Commission that career service be recognized; and as such, each class specification should reflect that directive.

The Commission continued consideration of the new classes of Victim/Witness Claims Specialist and Senior Victim/Witness Claims Specialist and granting of status to study incumbents, and directed the following:

3. **Amend** the proposed new Victim/Witness Claims Specialist class Minimum Qualifications to recognize Sacramento County career service.

Furthermore, the Commission asked Commission's Counsel to draft a formal opinion for the Commission, that states the Commission's directives regarding minimum qualification requirements for inside and outside patterns, wherein County career service is recognized; and that as such, each class specification should reflect that directive. And that opinion will be brought back as a separate matter.

H. Receive And File: Department Of Personnel Services Monthly Status Report On Provisional Appointments For *December* (Continued from 1/21/11)

ACTION: By unanimous vote, Received and Filed.

K. Receive And File: Department Of Personnel Services Quarterly Report On Eligible List Extended For The Period *October, November, And December 2010* (Continued from 1/21/11)

This item was removed from the Consent Calendar for discussion. Commissioner Suter noted that he did not see Park Ranger Manager on the list and that it should have been. Mr. Joe Lopez, DPS HR Manager, responded that he would report back to the Commission with the status of that job class.

NO ACTION TAKEN: Item continued to next meeting for report back from DPS.

**L. CONTINUED: Department Of Personnel Services Amended Proposed New Class Of Executive Director, In-Home Supportive Services (IHSS) Public Authority, Inclusive Of A 12-Month Probationary Period, And Request To Grant Status To The Study Incumbent Identified In The Allocation List (*Attachment I*) Of The Department Of Personnel Services Report (Continued from 1/7/11)
(WITHDRAWN by DPS on 2/2/11 – No Action Required)**

M. CONTINUED: Department Of Personnel Services Proposed Revisions To The Class Of Supervising Scale Attendant, Inclusive Of Revising The Minimum Qualifications (Continued from 12/17/10)

ACTION: By unanimous vote, the Civil Service Commission approved revising the class of Supervising Scale Attendant, inclusive of revising the Minimum Qualifications as recommended by Department of Personnel Services in their November 1, 2010 report.

N. CONTINUED: Civil Service Rule 14.16 Majority Vote Required - Department Of Personnel Services Proposed 1) Revisions To The Class Of Disposal Site Scale Attendant (Range A And Range B), Inclusive Of Revising The Minimum Qualifications; 2) Retitling The Disposal Site Scale Attendant (Range A And Range B) Class To Scale Attendant I; 3) New Class Of Scale Attendant II; 4) Request To Grant Status To The Study Incumbents To The New Scale Attendant II Class; And, 5) Request To Retitle The Scale Attendant (Range A And Range B) Eligible List To Scale Attendant I (Continued from 1/7/11 – Majority Vote Required)

ACTION: By a vote of 4 to 1, the above mentioned classification study, which was

initially heard by the Civil Service Commission at its January 7, 2011 meeting, failed a majority vote, and was continued to the Commission meeting on February 4, 2011.

At the February 4 meeting, the matter was reopened for further dialogue. Subsequent to additional discussion the Commission took the following action as recommended by Department of Personnel Services in their report dated November 1, 2010 and as the Commission amended during the public hearing:

1. **Revised:** the Disposal Site Scale Attendant (Range A and Range B) class with the exclusion of adding minimum qualifications and keeping the current language of, "*There are no mandatory education or experience requirements;*" and, Retitling the class to Scale Attendant I;
2. **Approved:** the new class of Scale Attendant II;
3. **Granted Status:** to the Study Incumbents in the new Scale Attendant II class; and,
4. **Retitled:** the Scale Attendant (Range A and Range B) Eligible List to Scale Attendant I

ADJOURNMENT

There being no further business to come before The Commission and by unanimous vote, the meeting was adjourned at 5:20 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, February 25 2011, 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/
Ron Suter,
Chairperson