

MINUTES

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

April 13, 2012

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, April 13, 2012, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Nelson, Purdy and Suter were present.

CONSENT CALENDAR

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

- A. **Minutes 1/27/12** (*Continued from 2/10, 2/24, 3/9, & 3/30/12*)
- H. **Receive And File: Department Of Personnel Services Monthly Status Report On Exempt Student Classes For February** (*Continued from 3/30/12*)
- I. **Receive And File: Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For February** (*Continued from 3/30/12*)
- K. **Receive And File: Department Of Personnel Services Monthly Status Report On Exempt Student Classes For March** (*Continued from 2/24, 3/9 & 3/30/12*)
- L. **Receive And File: Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For March** (*Continued from 2/24, 3/9 & 3/30/12*)

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**

1) Daniel Schiele: Criminal Investigator (Level I/II) Examination

ACTION: By the following vote, granted the appeal and, as requested by Craig Uchida, Department of Personnel Services (DPS) Human Resources Manager, directed that the Commission's Executive Officer submit to DPS written notifying that use of the Criminal Investigator (Level I/II) eligible list is to be suspended pending completion of Mr. Schiele's testing process.

AYES: Commissioners Suter, Johnson, & Purdy

NOES: Commissioners Bowler & Nelson

ABSTAIN: None

ABSENT: None

2) Peter Lovecchio: Criminal Investigator (Level I/II) Examination

ACTION: By unanimous vote, denied the appeal.

- D. Department Of Personnel Services/Bryce Consulting, Inc. Proposed: 1) New Class Of Retirement Benefits Specialist (Level I/II); 2) New Class Of Senior Retirement Benefits Specialist; 3) Revisions To The Retirement Services Supervisor Class, Inclusive Of Revising The Minimum Qualifications; 4) Revisions To The Retirement System Disability Specialist Class, Inclusive Of Revising The Minimum Qualifications And Retitling The Class To Retirement Disability Specialist; 5) And, Request To Grant Status The Study Incumbents, Pursuant To Civil Service Rule 2.6 (c)**

ACTION: By a vote of 3 to 2, the Civil Service Commission, deferred action on the Department of Personnel Services and Bryce Consulting, Inc. proposed recommendations concerning the above titled classification study pending completion of review and submission of revisions to the Retirement Services Manager and Retirement Services Analyst classes to bring the Retirement Services/Retirement Benefits classification series into proper alignment and to better define the relationship to the Retirement Disability Specialist class.

Following discussion, the Commission directed modification be made to the Retirement Benefits Specialist (Level I/II), and Senior Retirement Benefits Specialist class specifications revising the Minimum Qualification educational patterns that were recommended to read, *2a. Completion of 60 semester (90 quarter) units of coursework from an accredited college or university in business, finance, or a closely related field, to language making it clear the precise number of units that are required in the named fields or close related fields.*

Commissioner Suter made a motion to have Department of Personnel Services submit a letter to the Commission explaining why an outside consulting firm was hired to conduct and present the class study.

ACTION: By the following vote, approved the above:

AYES: Commissioners Suter, Johnson, Bowler, & Nelson
NOES: None
ABSTAIN: Commissioner Purdy
ABSENT: None

- E. Department Of Personnel Services Proposed: Revisions To The Class Of Labor Relations Supervisor, Inclusive Of Revising The Minimum Qualifications, Maintaining The Current Twelve Month Probationary Period And Retitling The Class To Labor Relations Manager**

ACTION: By unanimous vote, approved the following as recommended by Department of Personnel Services in their initial report dated March 27 and their amended report dated April 2, 2012:

1. Revisions to the Labor Relations Supervisor class, inclusive of Revising the Minimum Qualifications, and Maintaining the Twelve Month Probationary Period;
And,
2. Retitling of the revised class to Labor Relations Manager.

F. Fiscal Year 2012-13 Proposed Civil Service Commission Budget

Executive Officer, Leslie Leahy presented the Fiscal Year 2012-13 Proposed Civil Service Commission Budget with its recommendation for full funding in order to maintain the Commission's current staff level, and requested approval of the budget as submitted to the County Executive assuring the Commission she would update them when she has the meeting with the County Executive.

Ms. Leahy provided the following overview of recent budget issues for the Commission:

- During FY 2008-09 budget hearings because the Board of Supervisors disagreed with the County Executive's recommended reduction to the Commission budget they approved a \$27,366 Interfund Transfer which maintained funding for the Commission's 1.0 FTE Executive Secretary position.
- During the FY 2009-10 mid-year budget hearings the Board approved a \$9,936 cut to Commission requiring a reduction of the Executive Secretary position to a .5 FTE position.
- During FY 2010-11 budget hearings the Board approved a \$52,368 reduction to Commission funding which required the elimination of the .5 FTE Executive Secretary position, a full 33% reduction to the Commission staffing levels.
- The County Executive's recommended FY 2011-12 \$219,584 *Preliminary General Fund Allocation* would have resulted in a 50% reduction in the Commission's remaining staff level, a 66% reduction since 2008-09. After meeting with the Executive Officer, the County Executive restored \$67,986 to the Commission budget.
- The County Executive's recommended FY 2012-13 \$219,584 *Preliminary General Fund Allocation* represents a \$64,095 shortage that would require a 50% reduction in the Commission's remaining staff by deletion of the Civil Service Staff Specialist 1.0 FTE, a 66% reduction in staff since 2008-09.

Commissioner Bowler noted that the Commission had the same discussion during last year's budget and that the County Executive had not heeded the Board of Supervisors warning that no more cuts should be made to the Commission's budget. He recalled that Commission Counsel's opinion last year reported continued cuts would "cripple" the Commission's *efforts to meet their "Charter-mandated duties"*.

Commission Counsel had noted the "Commission's business *is* the County's business" and further un-funding will impair County business because it would cause substantial delay in resolution to studies, and examination disqualifications, releases of probation, and discipline appeals; and that the Board of Supervisors needed to be made cognizant of the foregone impairment to County business as it relates to Commission Charter-mandated duties, and how this impairment will most certainly violate the Charter.

Commissioner Johnson indicated that the Commission would be forced to adopt a modified meeting scheduled that would reduce the current twice monthly meetings.

Commissioner Bowler added that even going to one meeting a month would be problematic since one employee alone could not carry out all of the duties of the Commission Office.

Commissioner Suter made a motion that was seconded by Commissioner Bowler, that directed the Executive Officer to execute a letter to the County Executive informing him that the Civil Service Commission opposes the recommended funding levels, and to set up a meeting so she can explain the function of the Civil Service Commission as a Charter-mandated County department; and to explain the Commission opposes the *Proposed* Budget funding in totum, and requests that full funding be granted in order for the Commission to continue to fulfill its Charter-mandated duties.

ACTION: By unanimous vote, rejected the Executive Officer's request to approve the Commissioner's Fiscal Year 2012-13 Proposed Budget Request, directing she instead execute a letter to the County Executive requesting a meeting be scheduled so that she may explain the Civil Service Commission's function as a Charter-mandated County department, that the Commission opposes the recommended funding levels in totum, and that full funding needs to be maintained in order for the Commission to continue to fulfill its Charter-mandated duties.

G. *There is no Item G – No Item Submitted By Department Of Personnel Services*

J. Receive And File: Department Of Personnel Services Monthly Status Report On Provisional Appointments For *February* (Continued from 3/30/12)

ACTION: By the following vote, Received and Filed:

AYES: Commissioners Bowler, Johnson, Nelson, & Purdy

NOES: Commissioner Suter

ABSTAIN: None

ABSENT: None

M. Receive And File: Department Of Personnel Services Monthly Status Report On Provisional Appointments For *January* (Continued from 2/24, 3/9 & 3/30/12)

ACTION: By the following vote, Received and Filed:

AYES: Commissioners Bowler, Johnson, Nelson, & Purdy

NOES: Commissioner Suter

ABSTAIN: None

ABSENT: None

OTHER

Commissioner Nelson welcomed back Craig Uchida as the interim Human Resource Manager for Department of Personnel Services and thanked him for standing in until a permanent appointment is made by the DPS Director.

ADJOURNMENT

There being no further business to come before The Commission and by unanimous vote, the meeting was adjourned at 4:17 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, April 27, 2012, in Suite 1445 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

/S/
Jeanette King,
Civil Service Specialist

/S/
Leslie Leahy,
Executive Officer

APPROVED:

/S/
Bruce Nelson,
Chairperson