

Sacramento County Civil Service Commission
September 19, 2014 ~ 1:30pm

ADOPTED
ACTION MINUTES

LOCATION: Sacramento County Board of Supervisors' Chambers¹
700 H Street, Sacramento, California 95814

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Patricia Macht at 1:30 pm in the Chambers of the Sacramento County Board of Supervisors.
- 2) Pledge of Allegiance: Chair Macht led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Civil Service Specialist Jeanette King, and it was noted that Chair Macht, Vice Chair Ron Suter, Commissioners Michael Johnson and Gordon Purdy and were present and that Commissioner Bruce Nelson was absent. A quorum was declared.

Note: Commissioner Nelson arrived at 1:48pm, after roll call was taken.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:
 - A) *August 22, 2014 Regular Meeting*

¹ The meeting facilities are accessible to persons with disabilities. Requests for interpreting services, assistive listening devices, or other considerations should be made through the County Disability Compliance Office at (916) 874-7642 or (916) 874-7647 (TTY) no later than five working days prior to the meeting.

6) Reports: The following status reports were prepared by the Department of Personnel Services (DPS) and were submitted for receipt and filing:

A) *Student Class Appointments*: report for August 2014

B) *Promotional Exams and Late Applications*: report for August 2014

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, to adopt the August 22, 2014 Minutes and receive and file the *Student Class Appointments and Promotional Exams and Late Applications* reports for August 2014. The motion was adopted unanimously (4 to 0).

TIMED MATTERS

7) 1:35pm: Appeal Hearing – Examination Disqualification for Alleged Failure to Meet Exam Minimum Qualifications (Civil Service Rule 5.7(d))

A) *Appeal No. 6010-14*

The Appellant submitted new information at the hearing which consisted of a letter from her former supervisor outlining her duties from 2007 to 2009. The Appellant asserted that the letter demonstrates that she was performing duties required to qualify for the exam.

Commissioners Suter and Purdy stated that because the Appellant qualified to take the exam in the past, and that nothing in the exam process changed since then, that she should be allowed into the exam this time as well regardless of how her qualifications were interpreted in terms of the current exam.

ACTION: Motion by Commissioner Suter and seconded by Commissioner Nelson to grant the appeal. The motion was adopted 3 to 2 (Macht and Johnson voting no).

Commission Chair Macht and Commissioner Johnson voted no on the motion as they found that the Appellant did not meet her burden of proof in establishing that she met the exam minimum qualifications nor did she prove that the DPS Director abused his discretion in reviewing and rejecting her exam application.

SEPARATE MATTERS

8) Reports: The following report prepared by DPS was presented by staff:

A) *Provisional Appointments*: report for August 2014

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Johnson, to receive and file the *Provisional Appointments* report for August 2014. The motion was adopted unanimously (5 to 0).

9) Unfinished Business: NONE

10) New Business:

A) *Adoption of proposed revisions to the minimum qualifications for the Eligibility Supervisor classification and a minor, related change to the essential duties for that class.*

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Suter, to 1) approve DPS' revisions to the Classification Plan to amend the Eligibility Supervisor class specification (as submitted on August 21, 2014), specifically modifications to the MQs and a related change to the essential duties for this class; and 2) authorize DPS' referral of the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval. The motion was adopted unanimously (5 to 0).

INFORMATIONAL MATTERS

11) Executive Officer's Report: This was a verbal presentation to the Commission

Upcoming Meetings

Executive Officer Alice Dowdin Calvillo reported that so far, one release from probation appeal has been scheduled for hearing and action at the October 10 Meeting and that meeting packets will be distributed next Friday.

She also reported that the Firefighter, Airport Rescue and Firefighting Series Class Study is tentatively scheduled for Commission consideration at the October 24 meeting.

Appeals

According to the Executive Officer, the Commission received no new appeals this week; however, acting as an agent of the Commission, she closed one release from probation appeal on the grounds that the Appellant did not submit her Statement of Facts are required by the Rules.

Currently, there are six formal release from probation appeals, two allocation appeals, one psychological disqualification appeal, and one medical disqualification appeal pending before the Commission. They are all in various stages of the appeal process.

Administration

Executive Officer Dowdin Calvillo told Commissioners that she is currently updating contracts for court reporter and hearing officer services. The contracts are scheduled for Commission review and approval at the October 24 meeting. The contracts must be approved by the Board of Supervisors before they can be executed.

ADJOURNMENT

ACTION:

Commissioner Nelson moved to adjourn the meeting. Commissioner Johnson seconded the motion, and it was adopted unanimously (5 to 0). Chair Macht then adjourned the meeting at 2:43pm.

Respectfully Submitted:

Approval Recommended:

Jeanette King
Civil Service Specialist

Alice Dowdin Calvillo
Executive Officer

APPROVED:

Patricia Macht
Chair