

ACTION MINUTES

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

March 8, 2013

PROCEDURAL MATTERS

- 1) Call to Order: Commission Chair Johnson convened for its regularly scheduled meeting at 1:30p.m. on Friday, March 8, 2013, at 700 H Street, in Suite 1450, Sacramento, California.
- 2) Pledge of Allegiance: Led by Commission Chair Johnson
- 3) Roll Call and Declaration of a Quorum: Commissioners Bowler, Johnson, Nelson, Purdy, and Suter were present. A quorum was declared.

CONSENT MATTERS

- 4) Adoption of Commission Meeting Minutes: February 22, 2013 Regular Meeting
- 5) Reports: The following status reports prepared by the Department of Personnel Services are submitted for receipt and filing:
 - A) *Student Class Appointments*: report for January 2013
 - B) *Promotional Exams and Late Applications*: report for January 2013

ACTION: Motion by Commissioner Suter and seconded by Commissioner Bowler to adopt all matters on consent. The motion was adopted unanimously.

TIMED MATTERS

- 6) CLOSED SESSION: Release from Probation Appeals Filled Pursuant to Civil Service Rule Section 12:
 - A) *Appeal No. 5941*

ACTION: At the request of the appellant, the Commission convened and acted on this matter in closed session. Motion by Commissioner Purdy and seconded by

Commissioner Bowler, to adopt the proposed decision as its own and deny the appeal. The motion was adopted unanimously by roll call vote.

SEPARATE MATTERS

- 7) **Reports:** The following report prepared by the Department of Personnel Services will be presented by staff. Please note that any matter pertaining to these reports requiring Commission action, and not included on this agenda, will be calendared for a subsequent Commission meeting:

A) *Provisional Appointments: report for January 2013*

ACTION: Motion by Commissioner Suter seconded by Commissioner Bowler, to receive and file the Provisional Appointments report for January 2013. The motion was adopted unanimously.

- 8) **Unfinished Business:** The following item was continued from the Commission's November 2, 2013 regular meeting:

A) *Consideration for approval the establishment of the following new classes within the Economic Development and Marketing Series: 1) Senior Economic Development and Marketing Specialist and 2) Economic Development and Marketing Specialist*

ACTION: Motion by Commissioner Suter seconded by Commissioner Johnson, as recommended by Department of Personnel Services (DPS) as well as by Executive Officer Dowdin Calvillo, to approve DPS' February 28, 2013 proposed revisions to the County's Classification Plan adding the Senior Economic Development and Marketing Specialist and Economic Development and Marketing Specialist classes within the Economic Development and Marketing Series, with the following changes:

For the class of Senior Economic Development and Marketing Specialist:

Under ESSENTIAL DUTIES:

- Works collaboratively with the business community, including business and property owners , business and trade associations, and local and regional chambers of commerce, to provide assistance in areas such as County permits and regulations, workforce training, financing, marketing and tax abatement.

Under Minimum Qualifications:

1a. Three years of full-time, paid, demonstrated experience, in economic development, redevelopment or community development, business assistance, commercial development, public and/or private finance or workforce development.

AND

1b. A Bachelor's Degree or above from an accredited four-year college or university. ~~A Master's of Business Administration~~ A Master's Degree or other graduate degree is desirable.

For the class of Economic Development and Marketing Specialist:

Under Minimum Qualifications:

1a. One year of full-time, paid, demonstrated experience, in economic development, redevelopment or community development, business assistance, commercial development, public and/or private finance or workforce development.

AND

1b. A Bachelor's Degree or above from an accredited four-year college or university. ~~A Master's of Business Administration~~ A Master's Degree or other graduate degree is desirable.

The motion was adopted 4 to 1 (Bowler dissenting).

9) **New Business:**

A) *Consideration for approval proposed revisions, including minimum qualifications changes, to the following classes within the Storekeeper Series: 1) Chief Storekeeper, 2) Storekeeper II, 3) Storekeeper I, and 4) Stock Clerk; the consideration for approval a new series entitled Storekeeper – Fleet Services and the following new classes within that new series: 5) Chief Storekeeper – Fleet Services, 6) Senior Storekeeper – Fleet Services, 7) Storekeeper – Fleet Services; and the consideration of granting permanent status for eight incumbents into the three proposed classes within the Storekeeper – Fleet Services Series.*

ACTION: Motion by Commissioner Suter seconded by Commissioner Bowler, as recommended by Department of Personnel Services (DPS) and Executive Officer Dowdin Calvillo, to 1) approve DPS' proposed revisions (dated January 10, 2013) to the Classification Plan affecting the classes within the Storekeeper Series as well as the establishment of a new series entitled Storekeeper – Fleet Services Series and the creation of three classes within that series, with the additional changes noted below:

For the class of Stock Clerk, under **EMPLOYMENT STANDARDS**, remove the words "Learn to" in bullet statements 1-3 and 5 as follows:

- ~~Learn to~~ Understand and follow verbal and written instructions
- ~~Learn to~~ Communicate clearly and concisely, both verbally and in writing
- ~~Learn to~~ Develop and maintain cooperative, effective working relationships and customer service skills
- ~~Learn to~~ Perform basic mathematical computations related to stockroom work;

And

2) grant permanent status for the following employees into the following classes:

- A) David Sutcliff in the class of Chief Storekeeper – Fleet Services
- B) Michael McIntyre in the class of Senior Storekeeper – Fleet Services
- C) Tracy Yates, Michael Paulson, Gary Bottimore, James Dotson, Corey Hogue, and Gabriel Vasquez in the class of Storekeeper – Fleet Services

The motion was adopted unanimously.

INFORMATIONAL MATTERS

10) **Public Comment:** None received.

11) **Executive Officer's Report:**

In her verbal report to the Commission, Executive Officer Dowdin Calvillo stated the following:

- A) The Study Session on the County's Classification Process is scheduled for March 22. The Commissioners received a draft agenda today, and reading materials will be mailed to the Commissioners next week.
- B) Received the FY 2013-14 Budget instructions and schedule this week:
 - General Fund appropriation increased by \$3,800 but allocated costs went up \$5,300 – The Executive Officer will be working to reduce the allocated costs;
 - Last year we had a \$5,000 carry over from the previous year; this year it is likely that have less than \$500 carry over;

- Last year we, as most departments, we received a refund from General Service's for over collection – not sure if it will be received again this year;
 - We will need to augment our General Fund appropriation by at least \$40,000 to keep expenditures where they were last year;
 - As in the past few years, our General Fund appropriate includes a forced annual savings of \$14,000. The Executive Officer will be asking for that directive to be removed; and
 - Draft budget is due to County CEO by March 27 – we will keep the Commission apprised.
- C) We were able to administratively work with DPS to resolve an issue that was just appealed to the Commission regarding the notice of determination for an exam. We are confident that the appeal will thus be withdrawn.

ADJOURNMENT

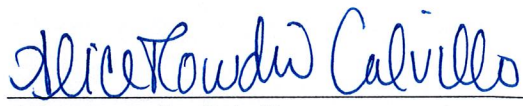
There being no further business to come before the Commission, motion by Commissioner Nelson seconded by Commissioner Purdy, by unanimous voice vote, Commission Chair Johnson adjourned the meeting at 3:54 p.m. The Commission will reconvene for its Special Session at 1:30 p.m. on Friday, March 22, 2013, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:



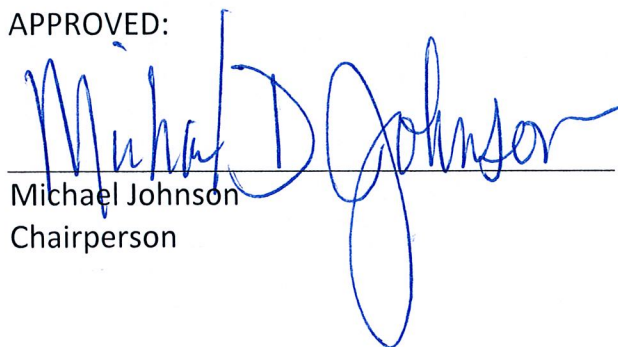
Jeanette King
Civil Service Specialist

Approval Recommended:



Alice Dowdin Calvillo
Executive Officer

APPROVED:



Michael Johnson
Chairperson