

**Sacramento County Civil Service Commission  
December 20, 2013 ~ 1:30pm**

**ACTION MINUTES**

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Chair Gordon Purdy at 1:34p.m in the Chambers of the Sacramento County Board of Supervisors
- 2) Pledge of Allegiance: Chair Purdy led the Pledge of Allegiance.
  - a) Roll Call and Declaration of a Quorum: Roll was called by Civil Service Specialist Jeanette King, and it was noted that Chair Purdy, Vice Chair Michael Johnson and Commissioner Ron Suter were present and that Commissioners Patricia Macht and Bruce Nelson were absent. A quorum was announced.

**CONSENT MATTERS**

- 3) Adoption of Commission Meeting Minutes:
  - A) *December 6, 2013 Regular Meeting*
- 4) Reports: The following status reports prepared by the Department of Personnel Services are submitted for receipt and filing:
  - A) *Student Class Appointments*: report for November 2013
  - B) *Promotional Exams and Late Applications*: report for November 2013

ACTION: Motion by Commissioner Suter and seconded by Commissioner Johnson to adopt the December 6, 2013 Minutes and receive and file the Student Class Appointments and Promotional Exams and Late Applications reports. The motion was adopted unanimously.

**SEPARATE MATTERS**

- 5) Reports:
  - A) *Provisional Appointments*: report for November 2013

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

6) Unfinished Business: NONE

7) New Business:

*A) Consideration for approval proposed revisions to the Sacramento County Classification Plan to amend the Golf Course Superintendent class specification to, in part, retitle it to Golf Division Manager and revise the applicable Minimum Qualifications. Grant permanent status into the classification as proposed to be amended for one existing employee.*

There was much discussion on this item regarding the proposed Minimum Qualifications (MQ) for the proposed Golf Division Manager classification. Specifically, Commissioners desired to broaden the MQ to allow candidates with an appropriate Bachelor's Degree together with pertinent staff supervisory work experience to qualify for the Golf Division Manager exam. In addition, Commissioners sought to clarify the MQ "Note" allowing for an education substitution for non-supervisory work experience as it was believed to be impossible to meet as written. Commissioners also sought to clarify one of the bullets under the "Ability To" section of the class specification to convey its intent in a less offensive manner than proposed.

**ACTION**: After much deliberation, motion by Commissioner Suter and seconded by Commissioner Johnson to approve the Department of Personal Services proposed revisions to the Classification Plan amending Golf Course Superintendent class specification, with the following changes:

***Amend the Minimum Qualifications as follows (new language is underlined):***

1) Five years of full-time paid experience in golf course maintenance or operations, including two years of staff supervision.

OR

2) A Bachelor's Degree from an accredited college or university in golf course management or a closely related field (such as horticulture, golf course turf management, or agricultural and environmental plant sciences) and two years of full time paid staff supervisory experience in golf course maintenance or operations.

**NOTE APPLICABLE TO PATTERN ONE ABOVE ONLY**: Completion of coursework related to golf course maintenance (such as horticulture, turf management, landscape management, or soil/plant sciences) from an accredited college or university may be substituted for up to ~~three~~ two years of the required non-supervisory experience in in

Pattern 1) above on the basis of ~~3.0~~ 1.5 semester units (~~4.0~~ TBD quarter units) = one month of work experience.

***Amend the Employment Standards section of the class specification as follows:***

Under “Ability To,” delete “Influence and persuade others to accept a particular viewpoint or follow a particular course of action,” and replace it with “Influence and persuade others”.

The motion was adopted unanimously.

**ACTION:** Motion by Commissioner Suter and seconded by Commissioner Johnson to grant Mr. Greg Blied permanent status into the newly titled Golf Division Manager classification, and approve the referral of the newly approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval was adopted unanimously.

**INFORMATIONAL MATTERS**

8) Public Comment: None received

9) Executive Officers Report:

Executive Officer Dowdin Calvillo stated that since the January 10, 2014 meeting was cancelled, the next Commission meeting will be on January 24, 2014. At this time, there are two items scheduled for action at that meeting: the reconsideration of Traffic Signal and Lighting Class Study, and a hearing for an Exam Disqualification Appeal.

She stated that the Airport Manager Series Class Study may be ready for Commission action at its February 7, 2014 meeting.

She also reported that in the past week, the Commission received two new exam disqualification appeals. Currently there are six Release from Probation Appeals and three exam disqualification appeals pending before the Commission.

**ADJOURNMENT**

There being no further business before the Commission, Commissioner Suter moved to adjourn the meeting. Commissioner Johnson seconded the motion, and it was adopted unanimously. Chair Purdy then adjourned the meeting at 3:52 p.m.

**The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, January 24, 2014 in Board of Supervisors Chambers at 700 H Street, Sacramento.**

Respectfully Submitted:

Approval Recommended:



Jeanette King  
Civil Service Specialist



Alice Dowdin Calvillo  
Executive Officer

APPROVED:



Gordon Purdy  
Chair