

## ACTION MINUTES

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

February 22, 2013

### PROCEDURAL MATTERS

- 1) Call to Order: Commission Chair Johnson convened for its regularly scheduled meeting at 1:36p.m. on Friday, February 2, 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, Purdy, and Suter were present. Commissioner Nelson was absent. A quorum was declared.

### CONSENT MATTERS

- 4) Adoption of Commission Meeting Minutes: February 1, 2013 Regular Meeting
- 5) Consideration for Approval a Clerical Revision to the Classification Plan Affecting the Telecommunications Series.

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

### SEPARATE MATTERS

- 6) Unfinished Business: The following item was continued from the Commission's August 24, September 7, 2012, January 18, and February 1, 2013 regular meetings:
  - A) *Consideration for approval of proposed revisions, including minimum qualifications changes, the additions of new special skills and retitling of current special skills designations (dated October 26, 2012), to the following classes within the Eligibility Series: 1) Eligibility Specialist; 2) Senior Eligibility Specialist; and 3) Eligibility Supervisor, and the following classes within the Human Services Series: 4) Human Services Assistant; 5) Human Services Specialist; 6) Human Services Social Worker; 7) Human Services Social Worker-Master's Degree; 8) Human Services Supervisor; and 9) Human Services Supervisor-Master's Degree*

After reading the item into the record, Chair Johnson deferred the item to Executive Officer Dowdin Calvillo who stated that both DPS and Ms. Dews, Senior Business Agent with United Public Employees Union Local #1 (UPE) requested that this item be continued once more and until further notice so that the two parties may meet to discuss the concerns raised previously by UPE. Executive Officer Dowdin Calvillo recommended that the joint request to continue the

item be approved by the Commission.

**ACTION:** Motion by Commissioner Bowler and seconded by Commissioner Purdy to continue the item until further notice. The motion was adopted unanimously.

After the vote, Commissioner Suter stated that when this item returns to the Commission for consideration, he would like to see the departments affected by this Class Study justify their recommendation that probationary periods for several of the classes within the two series remain or be extended to 12 months vs. six months. He noted that the Executive Officer's recommendation was to keep the probationary periods at six months.

7) **New Business:**

**A) Appeals Pursuant to Civil Service Rule 4.2, Application Rejections – NONE**

**B) Departmental Requests to Extend Provisional Appointments:**

- 1) Kiernan Andrews in the class of Senior Mental Health Counselor**
- 2) Steven Schmitt in the class of Senior Mental Health Counselor**
- 3) Eileen Ramirez in the class of Senior Mental Health Counselor**

Carla Honey, Human Resources Manager II with Employment Services, stated that the Senior Mental Health Counselor exam was announced on February 21, 2013 with a cutoff date of March 20, 2013, and that an eligible list should be established the week of April 1, 2013. However, these individuals' provisional appointments would expire before they had the chance to take the exam.

Commissioner Suter asked Commission's Counsel if they were able to extend these appointments for less than the six months stated in the Rules (Section 7.6(b)). Commission's Counsel stated that the Rules read that Commission's policy is that extensions be granted for no longer than six months – there is no limit on how short the extension may be. Commissioner Suter stated he would support extending the appointments for a period of one to two months, but requested that a report back from Personnel Services be made after one month as to the status of these provisional appointees. Commissioner Suter also referenced a discussion made at their December 7, 2012 meeting in which the Commission expressed strong reservations about approving the extension of a provisional appointment for a second time, mentioning that the system of provisionally appointing employees is meant only to be a temporary measure.

Executive Officer Dowdin Calvillo suggested that that it may be best to extend the three provisional appointments for up to three months to allow for any unforeseen delays in the exam process. Commissioner Suter mentioned that he would be willing to follow that recommendation, but that if the Commission votes to extend the appointments for more than two months, then he would like DPS to report back on the status of the provisional appointments at its next meeting

**ACTION:** Motion by Commissioner Suter and seconded by Commissioner Bowler to: 1) extend the above mentioned provisional appointments (B1, B2, & B3 on the agenda) for one month

and 29 days from their respective dates of expiration, or until 20 days after the eligible lists are established, whichever occurs sooner; and 2) direct Personnel Services give a verbal report back at the next Commission meeting on the status of the Mental Health Counselor exam. The motion was adopted unanimously.

#### INFORMATIONAL MATTERS

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

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

In her verbal report to the Commission, Executive Officer Dowdin Calvillo stated that Commission's website has been modified to include Commissioner bios and photos. She continues to make other changes to make the website more user friendly.

She also stated that a Study Session with DPS on the classification process, with special emphasis on probationary periods, minimum qualifications, and upward mobility, has been scheduled for March 22, 2013. This will be an informational meeting only – no formal action by the Commission will be taken.

She reported that the next Commission meeting of March 8, 2013 will likely include the consideration of two classification studies: Economic Development and Marketing series, which had been continued from the Commission's Jun 8 and 29, 2012 meetings; and the Storekeeper and the Storekeeper – Fleet Services series. In addition, there will be one Release from Probation Appeal to consider.

#### ADJOURNMENT

There being no further business to come before the Commission, by unanimous voice vote by the Commissioners present, Commission Chair Johnson adjourned the meeting at 1:54 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, March 8, 2013, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

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Jeanette King  
Civil Service Specialist

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Alice Dowdin Calvillo  
Executive Officer

APPROVED:

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Michael Johnson  
Chairperson