

**Sacramento County Civil Service Commission  
May 8, 2015 ~ 1:30pm**

**ADOPTED  
ACTION MINUTES**

**LOCATION:** Sacramento County Board of Supervisors' Chambers  
700 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 Executive Officer Alice Dowdin Calvillo, and it was noted that Chair Macht, and Commissioners Michael Johnson, Ron Suter and Gordon Purdy were present and that Commissioner Bruce Nelson was absent. A quorum was declared.

**PUBLIC COMMENT**

- 4) Public Comment:

*Ms. Sara Connors, Labor Relations Representative for UPEC 792:*

Expressed the following concerns regarding the second phase of the Information Technology Class Study that is currently underway by the Department of Personnel Services (DPS): 1) wants DPS to follow through with requested desk audits from incumbents currently seeking reallocation independent of the class study, and 2) concerned that management at the Department of Technology are attempting to inappropriately influence employees completing their position descriptions questionnaires (PDQs) as part of the class study. Specifically, there were allegations that there are members of management instructing employees not to include certain duties within their individual PDQs. In addition, she alleged that DPS is not complying with/ correctly interpreting Civil Service Rule 7.9.<sup>1</sup>

Commission Chair Macht thanked Ms. Connors for her comments and requested that Executive Officer Dowdin Calvillo speak to her directly about her concerns to

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<sup>1</sup> Civil Service Rule 7.9 is titled, Selective Certification for Special Skills and is related to the classification process. However Ms. Connor expressed concerns with the Single Certification process that can be utilized by departments during the hiring process which is not within the jurisdiction of the Commission.

determine if they are within the purview of the Commission. She then requested Executive Officer Dowdin Calvillo to report back to the Commission regarding her findings and any recommendations she may have with regard to possible Commission action.

*Mr. Gene Laoyan, Department of Technology employee:*

Expressed concern that his request for a desk audit is not being considered by management or DPS because of the ongoing class study.

Commission Chair Macht asked Executive Officer Dowdin Calvillo to speak with Mr. Looyah directly to explain the allocation appeal process.

### **CONSENT MATTERS**

5) Adoption of Commission Meeting Minutes:

*April 24, 2015 Regular Meeting*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, to adopt item 5 on consent. The motion was adopted unanimously (4 to 0).

### **TIMED MATTERS**

6) 1:35pm: Appeal Hearing – Exam Disqualification (Civil Service Rule 5.7)

*Appeal No. 6050-15*

ACTION: It was noted by Commissioner Suter that the Appellant was not present at the hearing. He then moved to adopt the Executive Officer's recommendation to deny the appeal on the basis that the Appellant did not meet her burden of proof. Commissioner Purdy seconded the motion, and it was adopted unanimously (4 to 0).

### **SEPARATE MATTERS**

7) Unfinished Business: NONE

8) New Business: NONE

## INFORMATIONAL MATTERS

### 9) Executive Officer's Report:

Executive Officer Dowdin Calvillo reported that for the May 29 Commission meeting, there will be one exam disqualification appeal hearing, two class studies (Information Technology Management and Board of Supervisors - Clerks), and the proposed meeting schedule for the 2015/16 fiscal year. Packets will go out by May 19. She also announced that the June 12 meeting agenda will include two additional class studies (Crime and Intel Analyst and Water Treatment and Water Distribution Management) and at least one exam disqualification appeal hearing.

She also reported that the Commission received no new appeals this week and that there are three release from probation, three psychological evaluation disqualification, two exam disqualification, two allocation, one disciplinary and one eligibility list removal appeals pending before the Commission.

She also told Commissioners that she is working to secure a new psychologist to hear the three pending psychology evaluation disqualification appeals as well as a human resources firm to evaluate the two pending allocation appeals.

## ADJOURNMENT

### ACTION:

With no further business pending before the Commission, Commissioner Suter moved to adjourn the meeting. Commissioner Johnson seconded the motion, and it was adopted unanimously (4 to 0). Chair Macht then adjourned the meeting at 2:04pm.

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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Patricia Macht  
Chair