

**Sacramento County Civil Service Commission
October 7, 2016 ~ 1:30PM**

**ADOPTED
ACTION MINUTES**

PROCEDURAL MATTERS

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

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:

October 7, 2016 Regular Business Meeting

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

APPEAL HEARINGS

- 6) Examination disqualification (Civil Service Rule 5.7)

Appeal No. 6116-16

ACTION: Motion by Commissioner Macht, seconded by Commissioner Johnson, to adopt the Executive Officer's findings that the Appellant did not demonstrate that the Director of the Department of Personnel Services' decision to disqualify her from the Human Services Supervisor Exam was improper, discriminatory, or otherwise fraudulent, and that the Appellant did not meet the work experience or the educational minimum qualifications; thus, she did not qualify for the Human Services Supervisor Exam. Therefore, the Commission denies the appeal and allows the Director's decision to stand. The motion was adopted unanimously (4 to 0).

7) Removal from an eligible list (Civil Service Rule 6.3(b))

Appeal No. 6117-16

ACTION: Motion by Commissioner Macht, seconded by Commissioner Johnson, to adopt the Executive Officer's findings that the Director of the Department of Personnel Service's (Director) decision to remove the Appellant's name from the Assistant Engineer - Civil Level I/II eligible list (List) is consistent with Civil Service Rule 6.3(b)(1), that the Director's decision was not discriminatory based upon the Appellant's race, color, religion, sex, national origin, political belief, age, physical or mental handicap; and that there was rational basis for the Director's decision to remove the Appellant from the List and said basis is plausible and reasonably conceivable. Therefore, the Commission denies the appeal and allows the Director's decision to stand. The motion was adopted 3 to 0 with one abstention (Purdy).

SEPARATE MATTERS

8) Unfinished Business: NONE

9) New Business:

Approval of proposed revisions to the Sacramento County Classification Plan affecting the Communicable Disease Investigator series: 1) establish the Senior Communicable Disease Investigator class; 2) revise the Communicable Disease Investigator I/II class, including revisions to the minimum qualifications.

ACTION: Motion by Commissioner Johnson, seconded by Chair Nelson, to adopt the Executive Officer's recommendations to approve the proposed revisions (dated April 14, 2016) to the Classification Plan establishing the Senior Communicable Disease Investigator class and revising the Communicable Disease Investigator I/II class within the Communicable Disease Investigator series, including revisions to the minimum qualifications; with the following amendment to the educational pattern of the Communicable Disease Investigator I/II class minimum qualifications:

Possession of an Associate's Degree, or higher from an accredited college or university in Community Health Services, Epidemiology, Biological Science, Health Education, Public Health, or a closely related field; or 60 semester units (90 quarter units), from an accredited college or university, of which 24 semester units (36 quarter units) must have been in Community Health Services, Epidemiology, Biological Science, Health Education, Public Health, or a closely related field;

The motion was adopted unanimously (4 to 0). The Commission approved revisions to the Classification Plan will be forwarded to the County Board of Supervisors for its review and approval.

INFORMATIONAL MATTERS

- 10) Executive Officer's Report: This was a verbal presentation to the Commission.

Executive Office Dowdin Calvillo announced that the Commission's next meeting will be on October 21, 2016, and that the agenda will include consideration and approval of two class studies: 1) Therapist series; and 2) Airport Safety Management System Manager. She also stated that the November 4 meeting may be canceled.

She informed Commissioners that she received one release from probation appeal during the reporting period and that currently; the Commission has eight releases from probation; four allocations; two exam disqualifications; one psychological evaluation disqualification; and one disciplinary action appeal pending.

Executive Officer Dowdin Calvillo reported that she has one class study pending her preliminary comments: Sheriff's Communications Dispatcher. She said that there are two additional class studies pending Commission action at a later date: Park Ranger and Mental Health Workers series.

ADJOURNMENT

Seeing no further business before the Commission, Chair Nelson asked for a motion to adjourn. Commissioner Macht moved to adjourn the meeting and Commissioner Purdy seconded it. The motion was adopted unanimously (4 to 0) and the meeting adjourned at 2:42pm.