

**Sacramento County Civil Service Commission
August 19, 2016 ~ 10AM**

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Bruce Nelson at 10AM, 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, Amanda Bishop, and it was noted that Chair Nelson and Commissioners Michael Johnson, Gordon Purdy, and Ron Suter were present. It was also noted that Commissioner Patricia Macht was absent. A quorum was declared.

Chair Nelson announced that Agenda Item 7, an exam disqualification appeal hearing, was canceled and notice of the cancellation was provided in accordance of the Brown Act.

Executive Officer Alice Dowdin Calvillo reminded Commissioners that most of the items on today's agenda were automatically continued to this meeting given that there was not a quorum at the Commission's last meeting of August 12, 2016.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:

*July 22, 2016 Regular Business Meeting
August 12, 2016 Regular Business Meeting*

- 6) Reports: The

A) *Student Class Appointments*: report for July 2016

B) *Promotional Exams and Late Applications*: report for July 2016

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

APPEAL HEARINGS

- 7) Examination Disqualification (Civil Service Rule 5.7)

~~Appeal No. 6106-16~~ Hearing Canceled

- 8) Employment Disqualification for Failure to Pass a Psychological Exam as Required by Government Code Section 1031 (f) (Civil Service Rules 4.7 and 4.9)

Appeal No. 6090-16

ACTION: Once the public hearing concluded and Commissioners deliberated, Commissioner Suter moved to find that based on the recommendation of the Commission's consulting psychologist, that the Appellant is NOT free from any emotional or mental condition which might adversely affect the exercise of the powers of a peace officer and that it hereby DENIES the appeal, as recommended by the Executive Officer. Commissioner Johnson seconded the motion, and it was adopted unanimously (4 to 0).

SEPARATE MATTERS

- 9) Reports: The following report was prepared and presented by Department of Personnel Services staff.

Provisional Appointments: report for July 2016

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy to accept and file the above report. The motion was adopted unanimously (4 to 0).

- 10) Unfinished Business: NONE

- 11) New Business:

A) *Approval of proposed revisions to the Sacramento County Classification Plan revising the Chief Building Official classification, including revisions to the minimum qualifications.*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy to approve the Department of Personnel Service's proposed revisions (dated July 21, 2016) to the Classification Plan to amend the Chief Building Official class specification, including changes to the minimum qualifications; and refer the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval, as recommended by the Executive Officer. The motion was adopted unanimously (4 to 0).

B) *Approval of proposed revisions to the Sacramento County Classification Plan revising the Neighborhood Services Area Manager classification, including revisions to the minimum qualifications and retitling the classification to Chief of Customer Services.*

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Suter to approve the Department of Personnel Services proposed revisions (dated July 18, 2016) to the Classification Plan to amend the Neighborhood Services Area Manager class specification, and retitling the class Chief of Customer Services, with the following amendment to the minimum qualifications:

Three (3) years of full time, paid experience ~~performing supervisory, management, and/or administrative duties related to in the delivery of public agency municipal services.~~ in the delivery of municipal services at the management, supervisory, or program oversight/administration level.

and refer the newly Commission approved revisions, as amended, to the Classification Plan to the County Board of Supervisors for its review and approval, as recommended by Executive Officer Dowdin Calvillo. The motion was adopted on a vote of 3 to 1 (Johnson no).

Commissioner Johnson voted against the motion as he was concerned that the minimum qualifications were too broad as proposed and could attract candidates without the necessary managerial and supervisory work experience to be successful in the job. More specifically, Commissioner Johnson opposed language allowing candidates with work experience at the program oversight/administration level to qualify for the exam. In addition, Commissioner Johnson stated that he was not convinced by the Department of Personnel Services argument that a 12 vs. six month probationary period for this class was necessary.

INFORMATIONAL MATTERS

12) Executive Officer's Report:

Executive Officer Dowdin Calvillo congratulated Commissioner Purdy who was unanimously re-appointed to the Commission by the Board of Supervisors on August 9, 2016. Commissioner Purdy's new term commences immediately and concludes June 30, 2021.

She informed Commissioners that at its next meeting of September 9, 2016, the revised County Veterans Services class study will be scheduled for consideration and that there will be an exam disqualification appeal hearing as well. She told Commissioners that at the September 23 meeting they would consider the Communicable Disease Investigator series class study.

She also reported that currently, there are six releases from probation, four allocations, two failed psychological evaluations, three exam disqualifications and one discipline action appeal pending before the Commission.

Lastly, Executive Officer Dowdin Calvillo informed Commissioners that there are three class studies pending her preliminary review and comment: Mental Health Worker series; Therapist series; and Park Ranger series and that she would be providing her comments on these studies in the coming week.

ADJOURNMENT

ACTION: With no further business pending before the Commission, Commissioner Suter moved to adjourn the meeting, and Commissioner Purdy seconded the motion. It was adopted unanimously (4 to 0). Chair Nelson then adjourned the meeting.