

**Sacramento County Civil Service Commission
September 9, 2016 ~ 1:30pm**

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Bruce Nelson at 1:34PM 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, Patricia Macht, and Gordon Purdy were present. It was also noted that Commissioner Ron Suter was absent. A quorum was declared.

Executive Officer Alice Dowdin Calvillo announced that at noon today she received an emailed request from the Appellant in Appeal No. 6110-16 requesting that her hearing scheduled for today (under item no. 6) be continued as an urgent matter arose at work precluding her from attending said hearing. The Executive Officer recommended that the Commission find that there was good cause to grant the request. The Department of Personnel Services (DPS) supported the request for continuation but only if the Commission first removed the hold placed on the applicable eligibility list as the affected department needed to move forward in the hiring process for this class and could not manage further delays resulting from the continuation of said appeal hearing.

ACTION: After finding that there was just cause for continuance, Commissioner Johnson moved, and Commissioner Purdy seconded, the continuance of the hearing for Appeal No. 6110-16 to the Commission's next meeting on September 23, 2016. The motion was adopted unanimously (4 to 0).

After much subsequent discussion, Commissioner Macht moved to release the hold placed on the applicable eligibility list to allow hiring to proceed for five of nine existing vacancies in the applicable class within the applicable department. Commissioner Purdy seconded the motion, but it failed for a lack of majority vote (Commissioners Johnson and Nelson voted no).

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

5) Adoption of Commission Meeting Minutes:

August 19, 2016 Regular Business Meeting

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

APPEAL HEARING

6) Examination Disqualification (Civil Service Rule 5.7)

Appeal No. 6110-16

This item was continued.

SEPARATE MATTERS

7) Unfinished Business:

Approval of proposed revisions to the Sacramento County Classification Plan to establish the following class specification: County Veterans Service Officer (first heard at the Civil Service Commission's June 3, 2016 meeting).

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Macht to:

A) Adopt the Executive Officer's recommendation to approve DPS' proposed revisions (dated July 21, 2016) to the Classification Plan establishing the County Veterans Service Officer class specification, with the following amendment to the Criminal History and Background Checks section of the class spec:

The County ~~may~~ shall access criminal history information on candidates who have accepted a conditional offer of appointment for this class consistent with the provisions of Board of Supervisors Resolution No. 82-602, Personnel Policies and Procedures B-5, and applicable federal and state laws...

The County ~~may~~ shall conduct a background check on the candidate prior to appointment to a position within this class...

B) Refer the newly Commission approved revisions to the Classification Plan to the County Board of Supervisors for its review and approval.

The motion was adopted unanimously (4 to 0).

- 8) New Business: NONE

INFORMATIONAL MATTERS

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

Executive Officer Dowdin Calvillo reminded Commissioners that the exam appeal hearing initially scheduled today was now set for the Commission's Sep 23 Meeting. She further reported that there will be one class study - Communicable Disease Investigator – scheduled for the October 7 meeting in addition at least one exam disqualification and one eligibility list removal appeal hearings.

She informed Commissioners that she had received one release from probation, one list removal, and exam disqualification appeal this week. Dowdin Calvillo said that there are currently, seven releases from probation, four allocations, two failed psychological evaluations, five exam disqualifications, one list removal, and one discipline action appeal pending before the Commission.

Executive Dowdin Calvillo reported that there are two class studies pending her preliminary review and comment: the Park Ranger series and the Airport Safety Management System Manager.

She also told Commissioners that the BOS adopted the 2016/17 FY budget this week with no changes to the Commission's requested budget.

ADJOURNMENT

ACTION: With no further business pending before the Commission, Commissioner Johnson moved to adjourn the meeting, and Commissioner Macht seconded the motion. It was adopted unanimously (4 to 0). Chair Nelson then adjourned the meeting at 2:59PM.