

Sacramento County Civil Service Commission
August 18, 2017 Meeting

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

1) Call to Order:

The meeting was called to order by Commission Chair Michael Johnson at 1:30pm on Friday, August 18, 2017 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.

2) Pledge of Allegiance: Chair Johnson led the Pledge of Allegiance.

3) Roll Call and Declaration of a Quorum:

Roll was called by Acting Clerk Gina Volpi, and it was noted that Chair Johnson and Commissioners Bruce Nelson and Ron Suter were present and that Commissioners Patricia Macht and Gordon Purdy were absent. A quorum was declared.

PUBLIC COMMENT

4) Public Comment: None received.

CONSENT MATTERS

5) Adoption of Commission Meeting Minutes:

August 4, 2017 Regular Business Meeting

6) Monthly Department of Personnel Services Status Reports:

A) *Student Class Appointments:* report for July 2017

B) *Promotional Exams and Late Applications:* report for July 2017

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson to adopt Consent Matter Items 5 and 6. The motion was adopted unanimously (3 to 0).

SEPARATE MATTERS

7) Provisional Appointments Status Report:

Report for July 2017

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Suter to accept the July 2017 Provisional Appointments Status Report. The motion was adopted unanimously (3 to 0).

8) Unfinished Business: NONE

9) New Business:

A) *Approval of proposed revisions to the Sacramento County Classification Plan to amend the minimum qualifications for the: 1) Supervising Child Support Officer; and 2) Child Support Officer III classes.*

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Suter to adopt the Executive Officer's recommendations thereby approving the Department of Personnel Services proposed revisions (dated May 30, 2017) to the Classification Plan to revise the minimum qualifications for the Supervising Child Support Officer and the Child Support Officer III classes; and 2) Referring 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 (3 to 0).

B) *Approval of proposed revisions to the Sacramento County Classification Plan to amend the: 1) Sheriff's Captain, and 2) Sheriff's Lieutenant class specifications (including changes to the minimum qualifications).*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson to adopt the Executive Officer's recommendations thereby approving the Department of Personnel Services proposed revisions (dated May 8, 2017) to the Classification Plan to revise the Sheriff's Captain and the Sheriff's Lieutenant class specs (including revisions to the minimum qualifications); and 2) 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 (3 to 0).

INFORMATIONAL MATTERS

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

Dowdin Calvillo reported that at its September 8 meeting, Commissioners will hear one exam disqualification appeal, one disciplinary action appeal, and consider the Business Citizen Assistance class study. At this point in time, she reported that she

does not have any items scheduled for the September 22 meeting and that it may be cancelled as a result.

She informed Commissioners that at its October 6 meeting they would likely discuss the criteria under the Civil Service Rules used to determine when the Commission can accept releases from probation appeals under the assumption that all Commissioners will be present at said meeting, and at the November 3 meeting she tentatively scheduled the IT Business Systems class study for Commission consideration.

Executive Officer Dowdin Calvillo reported that this week the Commission received one release from probation and that she closed one exam evaluation appeal after the later appeal was withdrawn by the Appellant. She also rejected one psychological examination evaluation appeal as it was untimely. She reported that to date there are seven releases from probation; one exam disqualification; one psychological disqualification evaluation, and one disciplinary appeal pending before the Commission.

ADJOURNMENT

Seeing no further business before the Commission, Commissioner Suter moved and Commissioner Nelson seconded, to adjourn the meeting. With a 3 to 0 vote in support of the motion, Chair Johnson adjourned the meeting at 2:11 pm.

Adopted 8 Sep 2017