

Sacramento County Civil Service Commission  
August 4, 2017 Meeting

ADOPTED  
ACTION MINUTES

**PROCEDURAL MATTERS**

- 1) The meeting was called to order by Commission Chair Michael Johnson at 1:30pm on Friday, August 4, 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, Patricia Macht, Gordon Purdy, and Ron Suter were present. A quorum was declared.

**PUBLIC COMMENT**

- 4) Public Comment: None received.

**CONSENT MATTERS**

- 5) Adoption of Commission Meeting Minutes:

*July 21, 2017 Regular Business Meeting*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson to adopt the July 21, 2017 Regular Business Meeting Minutes. The motion was adopted unanimously (5 to 0).

**APPEAL HEARING**

- 6) Exam Evaluation (Civil Service Rule 5.7 (d))

*Appeal No. 6138-17*

ACTION: After much discussion on this item, motion by Commissioner Purdy, seconded by Commissioner Nelson to find that the Appellant in the instant appeal did demonstrate that the Department of Personnel Services Director's structure/administration of the March 2017 Senior Real Property Appraiser exam was improper in that said exam contained a combination of two or more types of tests, and the relative weighted value of each part was not expressed as percentages

nor was it included on the announcement for said exam as required by Civil Service Rule (Rule) 5.4.<sup>1</sup> As a result, said exam was not valid and the March 16, 2017 Senior Real Property Appraiser eligible list is hereby abolished. The motion was adopted 4 to 1 with Commissioner Macht voting against the motion on the grounds that she believed the Rules were broad enough to provide the Department of Personnel Service flexibility regarding the exam noticing requirements. Further, she expressed that it was important to consider the repercussions of granting the appeal and the impacts it would have on all those currently on the Senior Real Property Appraiser eligible list.

The Commission noted that as a result of the Commission's decision in the instant appeal, the Department of Personnel Services Director is now eligible to re-administer said exam in a manner and at a time he deems appropriate pursuant to Rules 5.4 and 5.5.

### SEPARATE MATTERS

7) Unfinished Business: NONE

8) New Business:

*Approval of proposed revisions to the Sacramento County Classification Plan to:*

*1) amend the class specifications of Mental Health Worker and Senior Mental Health Worker (including changes to the minimum qualifications); and 2) establish the class of Mental Health Worker – Discharge Planner. Grant status of specified incumbents currently in the Mental Health Worker class into the proposed class of Mental Health Worker-Discharge Planner.*

**ACTION:** Motion by Commissioner Suter, seconded by Commissioner Purdy to: 1) Approve DPS' proposed revisions (dated April 7, 2017) to the Classification Plan revising the Mental Health Worker and the Senior Mental Health Worker class specs (including revisions to the minimum qualifications) with the minimum qualifications for the Senior Mental Health Worker amended to allow for the substitution of work experience for quarter units (in addition to the substitution of semester units as currently proposed) for the required education experience; 2) Establish a new class of Mental Health Worker – Discharge Planner with the same amendment suggested for the Senior Mental Health Worker class; 3) Grant status to the following incumbents into the new Mental Health Worker – Discharge Planner class: Ms. Betty Aguilar, Ms. Dorothy White, and Ms. Hazel Yedey; and 4) 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 (5 to 0).

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<sup>1</sup> The Commission did not find that the composition of the oral exam interview panel was improper or inconsistent with Rule 5.4(b) as alleged by the Appellant in her appeal.

## INFORMATIONAL MATTERS

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

Executive Officer Dowdin Calvillo announced that the next Commission meeting will be on August 18 wherein Commissioners will consider proposed amendments to the Sacramento county Classification Plan as a result of the Sheriff's Captain and Sheriff's Lieutenant class study as well as the Child Support Officer class study. 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.

Executive Officer Dowdin Calvillo reported that this week the Commission received one release from probation and that she closed one exam evaluation appeal as well as two releases from probation appeals for lack of jurisdiction. She reported that to date there are six releases from probation; one exam disqualification; one psychological disqualification; and one disciplinary action appeal pending before the Commission.

## ADJOURNMENT

Seeing no further business before the Commission, Commissioner Nelson moved and Commissioner Suter seconded, to adjourn the meeting. With a 5 to 0 vote in support of the motion, Chair Johnson adjourned the meeting at 3:24 pm.

*Adopted 18 Aug 2017*