

Sacramento County Civil Service Commission  
November 17, 2017 Meeting

ADOPTED  
ACTION MINUTES

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Chair Michael Johnson at 1:35pm on Friday, November 17, 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 Patricia Macht and Ron Suter were present and that Commissioners Bruce Nelson and Gordon Purdy were absent. A quorum was declared.

**PUBLIC COMMENT**

- 4) Public Comment: None received.

**CONSENT MATTERS**

- 5) Adoption of Commission Meeting Minutes:  
*November 3, 2017 Regular Business Meeting*
- 6) Receipt and File of the Monthly Department of Personnel Services Reports:
  - A) *Student Class Appointments*: report for October 2017
  - B) *Promotional Exams and Late Applications*: report for October 2017

ACTION: Motion by Commissioner Suter, seconded by Commissioner Macht to adopt all items under Consent Matters. The motion was adopted unanimously (3 to 0).

ACTION: Without objection, the Commission recessed to closed session at 1:37pm.

**APPEAL HEARING**

- 7) Disciplinary Action Appeal (Civil Service Rule 11.6) *This hearing was conducted in closed session per Government Code section 54957 (b).*

*Appeal No. 6141-17*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Macht to adopt the July 27, 2017 proposed decision in its entirety and to deny the appeal. The motion was adopted unanimously (3 to 0).

ACTION: Without objection, the Commission adjourned to open session at 1:43pm.

### **SEPARATE MATTERS**

*(Items requiring action by the Commission)*

8) Acceptance of the Provisional Appointments Status Report:

*Report for October 2017*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Macht to accept and file the Provisional Appointments Status Report for October 2017. The motion was adopted unanimously (3 to 0).

9) Review and approval of recommended changes to the Sacramento County Classification Plan resulting from the Information Technology Phase II class study to:

***A) Revise the following classes (including changes to the minimum qualifications):***

Information Technology (IT) Supervisor; Senior IT Technician; IT Customer Support Specialist; IT Technician I/II; Senior Business Systems Analyst; Business Systems Analyst I/II; Geographic Information Systems (GIS) Analyst I/II; Senior GIS Technician; and GIS Technician I/II

***B) Designate the following classes as "Hold":***

Principal IT Analyst; Senior IT Analyst; Principal Business Systems Analyst; Senior GIS Analyst; and Senior Telecommunications Systems Analyst

***C) Abolish the following classes:***

IT Analyst Level I/II; IT Analyst Trainee; IT Technician Trainee; Business Systems Manager; Business Systems Assistant; Telecommunications Systems Analyst II; Telecommunications Systems Analyst I; and Telecommunications Systems Assistant

***D) Establish the following new classes:***

Supervising IT Analyst; IT Applications Analyst I/II; IT Applications Analyst III; IT Infrastructure Analyst I/II; IT Infrastructure Analyst III; and GIS Analyst III

***E) Abolish the eligibility lists for:*** IT Analyst Trainee, IT Analyst Level I/II, and Senior IT Analyst

**ACTION:** Motion by Commissioner Macht, seconded by Commissioner Johnson to

***A) Revise the following classes (including changes to the minimum qualifications):***

Information Technology (IT) Supervisor; Senior IT Technician; IT Customer Support Specialist; IT Technician I/II; Senior Business Systems Analyst; Business Systems Analyst I/II; Geographic Information Systems (GIS) Analyst I/II; Senior GIS Technician; and GIS Technician I/II

***B) Designate the following classes as "Hold":***

Principal IT Analyst; Senior IT Analyst; Principal Business Systems Analyst; Senior GIS Analyst; and Senior Telecommunications Systems Analyst

***C) Abolish the following classes:***

IT Analyst Level I/II; IT Analyst Trainee; IT Technician Trainee; Business Systems Manager; Business Systems Assistant; Telecommunications Systems Analyst II; Telecommunications Systems Analyst I; and Telecommunications Systems Assistant

***D) Establish the following new classes:***

Supervising IT Analyst; IT Applications Analyst I/II; IT Applications Analyst III; IT Infrastructure Analyst I/II; IT Infrastructure Analyst III; and GIS Analyst III

***E) Abolish the eligibility lists for:*** IT Analyst Trainee, IT Analyst Level I/II, and Senior IT Analyst

The motion was adopted unanimously (3 to 0).

10) **Grant status to specified incumbents within the following classes as recommended by the Department of Personnel Services via the Information Technology Phase II Class Study:**

*IT Applications Analyst I/II; IT Applications Analyst III; IT Business Systems Analyst I/II; IT Infrastructure Analyst I/II; IT Infrastructure Analyst III; GIS Analyst III; and Supervising IT Analyst.*

Commissioners Johnson and Suter expressed concerns about the possibility of circumventing the competitive civil service hiring process by granting status to some incumbents into classes at a higher level than their existing classes. Commissioners requested additional information about the process of granting status to specified incumbents and how it may impact the ability of other employees to compete for said positions.

**ACTION:** Motion by Commissioner Macht, seconded by Commissioner Suter to continue this item to the December 1, 2017 meeting. The motion was adopted unanimously (3 to 0).

## INFORMATIONAL MATTERS

*(Non-action items)*

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

Executive Officer Dowdin Calvillo stated that Commissioners will consider DPS's recommendations for granting status to specified incumbents working in the IT field at its next meeting on December 1. In addition, she told Commissioners that she scheduled the Deputy Director for the Environmental Management Division class study for action at this meeting. She reported that she also scheduled two class studies: the Sanitation District Real Time Process Control Systems; and the Sanitation District Mechanic for action at the December 15 meeting.

She reported that she tentatively scheduled the Airport Operations Officer class study for January 5 meeting and that Commissioners may also hear a release from probation appeal then.

Dowdin Calvillo informed the Commission that she received two exam disqualifications appeals since the last meeting as well as two releases from probation appeals. In addition, she closed a psychological disqualification appeal after the Appellant withdrew his appeal. Currently, there are six releases from probation and four exam disqualifications appeals pending before the Commission.

She also reported that Commissioner Nelson was recently re-appointed to the Commission by the Board of Supervisors for another five year term.

## ADJOURNMENT

Seeing no further business before the Commission, Commissioner Suter moved and Commissioner Macht seconded, to adjourn the meeting. With a 3 to 0 vote in support of the motion, Chair Johnson adjourned the meeting at 2:45 pm.

*Adopted 17 Nov 2017*