

Sacramento County Civil Service Commission
February 16, 2018 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, February 16, 2018 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 Carol Smith, and it was noted that Chair Johnson and Commissioners Patricia Macht, Gordon Purdy and Ron Suter were present and Commissioner Bruce Nelson was absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adopt Commission Meeting Minutes:

February 2, 2018 Regular Business Meeting

- 6) Receipt and File of the Monthly Department of Personnel Services Reports:

A) *Student Class Appointments*: report for January 2018

B) *Promotional Exams and Late Applications*: report for January 2018

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy, to adopt items 5 and 6 on consent. The motion was adopted unanimously (4 to 0).

ACTION: Without objection, seeing that the Appellant was not present for his hearing, Chair Johnson moved to agenda item number 8.

APPEAL HEARING (taken up after the Executive Officer's Report)

7) Exam Disqualification (Civil Service Rule 5.7)

Appeal No. 6170-18

ACTION: After unanimously finding that the Appellant did not demonstrate that the Department of Personnel Services' decision to disqualify him from the Human Services Specialist Exam was improper, discriminatory, or otherwise fraudulent nor that he met the minimum qualifications of said exam at the time he submitted his application, Commissioner Suter moved and it was seconded by Commissioner Purdy, to deny said appeal thereby sustaining DPS' decision to disqualifying the Appellant from said exam. The motion was adopted 4 to 0.

The record reflects that the Appellant did not appear.

SEPARATE MATTERS

8) Acceptance of the Provisional Appointments Status Report:

Report for January 2018

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy, to accept and file the Provisional Appointments Status Report for January 2018. The motion was adopted unanimously (4 to 0).

9) Approve the following recommended changes to the Sacramento County Classification Plan to revise the minimum qualifications for the following classes: Information Technology (IT) Technician I/II; IT Technician III; IT Systems Support Specialist I/II; Supervising IT Systems Support Specialist; Geographic Information Systems (GIS) Technician I/II; and GIS Technician III.

ACTION: Motion by Commissioner Macht, seconded by Commissioner Purdy, to adopt the Executive Officer's recommendations to: 1) Approve the Department of Personnel Services' proposed revisions (dated January 23, 2018) to the Classification Plan revising the minimum qualifications for the following IT technician level classes to correct an unintended consequence when they were last revised in November 2017: IT Technician I/II; IT Technician III; IT Systems Support Specialist I/II; Supervising IT Systems Support Specialist; Geographic Information Systems (GIS) Technician I/II; and GIS Technician III; 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 (4 to 0).

INFORMATIONAL MATTERS

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

Executive Officer Alice Dowdin Calvillo reported that the next scheduled Commission meeting is on March 2, but that this meeting will be cancelled. She then stated that at the Commission's March 16 meeting, she will bring the Commission's proposed 2018/19 FY budget for approval. In addition, she stated that Commissioners will hear one release from probation appeal and consider the Clerk/Recorder class study.

She informed Commissioners that at the April 6 meeting they will hear one release from probation and one exam disqualification appeal, and that at the April 20 meeting; she tentatively scheduled the consideration of the Sanitation District Mechanical Maintenance series Class Study.

Executive Officer Dowdin Calvillo reported that she received one new exam disqualification appeal and two releases from probation appeals this week, and that currently, there is one exam disqualification and five release from probation appeals pending before the Commission.

ADJOURNMENT

Seeing no further business before the Commission, Commissioner Purdy moved and Commissioner Suter seconded, to adjourn the meeting. With a 4 to 0 vote in support of the motion, Chair Johnson adjourned the meeting at 1:54 pm.

Adopted 16 March 2018