

Sacramento County Civil Service Commission
January 5, 2018 Meeting

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Michael Johnson at 1:32pm on Friday, January 5, 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 Gordon Purdy and Ron Suter were present and Commissioners Patricia Macht and Bruce Nelson were absent. A quorum was declared.

Executive Officer Dowdin Calvillo announced that Teamsters, Local 150 requested that the Commission continue Agenda Item No. 9 as they have concerns regarding DPS' recommendations and the labor representative was unable to attend the meeting as he was recovering from a recent surgery. She stated that the intent would be to reschedule to the February 2, 2018 meeting with any concerns regarding the study provided to the Commission in writing 10 days before the meeting.

ACTION: Without objection, Agenda Item No. 9 was continued until February 2, 2018.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

- 5) Adoption of Commission Meeting Minutes:
December 1, 2017 Regular Business Meeting
- 6) Receipt and File of the Monthly Department of Personnel Services Reports:
 - A) *Student Class Appointments*: report for November 2017
 - B) *Promotional Exams and Late Applications*: report for November 2017

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy, to adopt all items on consent. The motion was adopted unanimously (3 to 0).

SEPARATE MATTERS

7) Acceptance of the Provisional Appointments Status Report:

Report for November 2017

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy, to accept the November 2007 Provisional Appointments Status Report. The motion was adopted unanimously (3 to 0).

8) Approve the following recommended changes to the Sacramento County Classification Plan resulting from the Sanitation District Real Time Control Systems series class study:

- *Revise (including changes to the minimum qualifications and re-titling) the Sanitation District Real Time Process Control Systems Supervisor; Sanitation District Senior Real Time Process Control Systems Analyst; and Sanitation District Real Time Process Control Systems Analyst I/II classes.*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy, to: Approve DPS' proposed revisions (dated September 22, 2017) to the Classification Plan revising and retitling the Sanitation District Real Time Process Control Systems Supervisor; Sanitation District Senior Real Time Process Control Systems Analyst; and the Sanitation District Real Time Process Control Systems Analyst I/II classifications, with the following additional amendments to the minimum qualifications for the Sanitation District Real Time Process Control Systems Analyst I/II:

Pattern 3: six months of full-time, paid experience in Sacramento County assigned to the Sacramento Regional County Sanitation District as an ~~Engineer/Architect~~ Student Intern at the sophomore level or higher, performing systems engineering, programming, database administration and/or analysis in an enterprise or distributed control systems environment. (1040 hours = 6 months of full-time experience).

Pattern 4: A Bachelor's Degree or above from an accredited college or university in computer science, engineering, or other related field closely related to the intent of the class.

And 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).

9) ~~Approve the following recommended changes to the Sacramento County Classification Plan resulting from the Sanitation District Mechanic series class study:~~

- ~~➤ Establish the following new classes: Sanitation District Mechanic Supervisor; Sanitation District Senior Mechanic; Sanitation District Mechanic III; and Sanitation District Mechanic I/II classes; and~~
- ~~➤ Designate the following classes as Hold classes: Mechanical Maintenance Manager; Mechanical Maintenance Supervisor; Mechanical Maintenance Technician; and Assistant Mechanical Maintenance Technician.~~

ACTION: Item Continued to February 2, 2018

INFORMATIONAL MATTERS

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

Executive Officer Dowdin Calvillo reported that the next Commission meeting would be on January 19, 2018 wherein Commissioners would consider proposed changes to the Airport Operations Officer classification. At the February 2 meeting, Commissioners will hear one release from probation appeal and consider the Sanitation District Maintenance Mechanic series class study.

She reported that she received two exam disqualification appeals this week and accepted two releases from probation appeals; and that currently, there are five releases from probation and five exam disqualification appeals pending before the Commission.

Lastly, she informed Commissioners that she provided preliminary comments on the Voter Registration and Elections series class study to DPS this week.

Commissioner Suter announced that he would be absent at the March 16 meeting and Chair Johnson said that he would miss the January 19 and February 2, 2018 meetings.

ADJOURNMENT

Seeing no further business before the Commission, Commissioner Suter moved and Commissioner Purdy seconded, to adjourn the meeting. With a 3 to 0 vote in support of the motion, Chair Johnson adjourned the meeting at 2:44 pm.

Adopted 19 Jan 2018