

Sacramento County Civil Service Commission
July 20, 2018 Meeting

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Acting Chair Michael Johnson at 1:33pm on Friday, July 20, 2018 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Acting Chair Johnson led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Veronica Thorley, and it was noted that Acting Chair Johnson and Commissioners Gordon Purdy, and Bruce Nelson were present and Commissioners Patricia Macht and Ron Suter were absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

(Consent Matters are acted upon as one unit. If an item is removed from consent for discussion, it will be heard under Separate Matters.)

- 5) Adopt Commission Meeting Minutes:

July 6, 2018 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports:
 - A) Student Class Appointments: report for June 2018
 - B) Promotional Exams and Late Applications: report for June 2018
 - C) Extended Eligible Lists: quarterly report for April, May, and June 2018

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

ACTION: Without objection, Acting Chair Johnson recessed to closed session at 1:35pm for the purposes of conducting a hearing for Appeal 6173-18.

APPEAL HEARING

- 7) Release from Probation (Civil Service Rule 12.3): This hearing was conducted in closed session per Government Code section 54957 (b).

Appeal No. 6173-18

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Nelson, to adopt the Proposed Decision authored by Hearing Officer Alexander Cohn as its own and deny the appeal. The motion was adopted unanimously (3 to 0).

ACTION: Motion by Commissioner Nelson and seconded by Commissioner Purdy, to adjourn back into regular session. The motion was adopted unanimously (3 to 0).

SEPARATE MATTERS

(Non-consent items requiring action by the commission)

- 8) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Report:

Report for June 2018

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Purdy, to accept the DPS Monthly Provisional Appointments Status Report for June 2018. 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 Maintenance series class study (Continued from July 6, 2018):

- *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: Motion by Commissioner Nelson, seconded by Acting Chair Johnson, to return DPS' proposed revisions (dated May 8, 2018) to the Classification Plan wherein DPS proposes to: 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 with the following instructions:

- 1) Address and/or create a clear path whereby incumbents in the existing Sewer District Mechanic Maintenance series can, with County support, obtain their appropriate

California Water Environment Association (CWEA) Mechanical Technologist Grade certifications thereby assisting them to meet the minimum qualifications for the corresponding proposed classes;

- 2) Clarify and list the specific requirements for each grade level of CWEA certification;
- 3) Reconsider granting status to incumbents into the proposed new classes; and
- 4) Re-evaluate the need for each of the proposed 12 month probationary periods and change them to six months, if deemed appropriate. If DPS deems it necessary to keep each proposed 12 month probationary period, please include within your response why the six month probationary periods were previously acceptable with State certification requirements at the time. It would be helpful to have a history of the development of the probationary periods for these classes.

The motion was adopted unanimously (3 to 0) with the expectation that DPS will provide an addendum report to the Commission addressing the aforementioned points and it, along with DPS' proposed changes to the Sacramento County Classification Plan, will be scheduled for further consideration by the Commission at a future public meeting.

10) Approve the following recommended changes to the Sacramento County Classification Plan resulting from the Customer Services Officer class study

- *Establish the Customer Service Officer class and grant one incumbent status into said class.*

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Purdy, to adopt the Executive Officer's recommendation to: Approve DPS' proposed revisions (dated February 26, 2018) to the Classification Plan establishing the following new class: Customer Service Officer; Grant incumbent Ms. Aimee Norman status into the proposed 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).

INFORMATIONAL MATTERS
(Non-action items)

11) Quarterly Status Report by the Department of Personnel Services:

Classification Studies Approved by the Commission during the second quarter of 2018.

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

Executive Officer Alice Dowdin Calvillo announced that on July 17, 2018, Commissioner Ron Suter was reappointed to another five year term by the Board of Supervisors.

She then informed Commissioners that their next meeting will be on August 17 wherein they will conduct one psychological disqualification appeal hearing and possibly a medical

disqualification appeal hearing as well. Their next meeting after the one meeting in August is scheduled for September 7 at which she has tentatively scheduled a release from probation appeal hearing.

She reported that she received one new exam disqualification appeal this week and rejected one failed drug test appeal as it was not within the Commission's jurisdiction. She informed Commissioners that there are currently two psychological evaluation disqualifications; five releases from probation; one medical evaluation disqualification; and one exam disqualification appeal pending before the Commission.

Executive Officer Dowdin Calvillo informed the Commission that she submitted final paperwork to the Department of Finance regarding the Commission's 2018/19 FY budget this week, and commencing September 5, 2018, the Board of Supervisors will conduct public hearings on the County's overall budget.

ADJOURNMENT

Seeing no further business before the Commission, Commissioner Nelson moved and Commissioner Purdy seconded, to adjourn the meeting. With a 3 to 0 vote in support of the motion, Acting Chair Johnson adjourned the meeting at 3:56 pm.

Adopted: August 17, 2018