

Sacramento County Civil Service Commission  
July 6, 2018 Meeting

ADOPTED  
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Michael Johnson at 1:31pm on Friday, July 6, 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 Commission Clerk Veronica Thorley, 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.

**PUBLIC COMMENT**

- 4) Public Comment: None received.

**CONSENT MATTERS**

- 5) Adopt Commission Meeting Minutes:

*June 15, 2018 Regular Business Meeting*

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy, to adopt Item 5 on Consent. The motion was adopted unanimously (3 to 0).

**SEPARATE MATTERS**

*(Non-consent items requiring action by the commission)*

- 6) Election of Commission Chair and Vice Chair for the 2018/19 fiscal year, pursuant to Civil Service Rule 14.9

ACTION: Nomination of Commissioner Macht for Chair made by Commissioner Purdy. The motion was adopted unanimously (3 to 0).

ACTION: Nomination of Commissioner Suter for Vice Chair made by Commissioner Purdy. The motion was adopted unanimously (3 to 0).

7) Approve the following recommended changes to the Sacramento County Classification Plan resulting from the Sanitation District Mechanic series class study (Continued from January 5, 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.*

During the meeting, Commission Executive Officer Alice Dowdin Calvillo received an email from the Teamster, Local 150 representative who planned to attend the meeting to address his concerns on this item that he had been involved in an emergency situation and was unable to attend the meeting. He respectfully requested that the Commission continue this item.

ACTION: Motion by Commissioner Suter, seconded by Commissioner Purdy, to continue this item to its July 20, 2018 meeting. The motion was adopted unanimously (3 to 0).

### **INFORMATIONAL MATTERS**

*(Non-action items)*

8) Executive Officer's Report: This will be a verbal report to the Commission.

Executive Officer Dowdin Calvillo informed that the Commission's next meeting would be on July 20 wherein Commissioners would now consider proposed changes to the Classification Plan resulting from two class studies: the Customer Service Officer class study and the SD Mechanic Maintenance class study. In addition, there will be one release from probation appeal hearing. The next meeting after July 20 will be on August 17 wherein Commissioners will hear one psychological disqualification appeal and may hear a medical disqualification appeal as well.

She reported that she received one new failed drug test appeal this week, and that currently, there are: six releases from probation; two psychological evaluation disqualifications; one medical evaluation disqualification; and one failed drug test appeal pending before the Commission.

Given that it is the start of a new fiscal year, she provided the following statistics for the 2017/18 fiscal year. In the past fiscal year, the Commission:

- conducted 18 public meetings
- received a total of 45 appeals and closed 46 appeals as follows:

- Release from Probation: received 16/closed 17
  - Discipline: 1 closed
  - Exam Disqualification: 20 received/20 closed
  - Exam Evaluation: 3 received/5 closed
  - Late Exam App: 1 received/1 closed
  - Medical Disqualification: 1 received
  - Psychological Disqualification: 4 received/2 closed
- Received & Reviewed 9 class studies affecting 29 classes and approved 13 class studies affecting 54 classes. In addition, the Board of Supervisors approved changes from 12 class studies affecting 24 classes.

### **ADJOURNMENT**

Seeing no further business before the Commission, Chair Emeritus Johnson moved and Commissioner Purdy seconded, to adjourn the meeting. With a 3 to 0 vote in support of the motion, Chair Emeritus Johnson adjourned the meeting at 1:44 pm.

Respectfully Submitted for Approval:

APPROVED:

***Adopted 20 July 2018***