

Sacramento County Civil Service Commission
November 2, 2018 Meeting

ADOPTED
ACTION MINUTES

- 1) Call to Order: The meeting was called to order by Commission Chair Patricia Macht at 1:30pm on Friday, November 2, 2018 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Chair Macht led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Acting Commission Clerk Gina Volpi, and it was noted that Chair Macht and Commissioners Michael Johnson, Bruce Nelson, Gordon Purdy, and Ron Suter were present. 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:

October 5, 2018 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports:
 - A) Student Class Appointments: report for September 2018
 - B) Promotional Exams and Late Applications: report for September 2018
 - C) Extended Eligible Lists: quarterly report for July, August, and September 2018

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

APPEAL HEARING

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

Appeal No. 6179-18

Executive Officer Alice Dowdin Calvillo announced that the Appellant's Union Representative in the instant case notified her late yesterday that neither the Appellant nor the Union Representative will be present at today's hearing. She informed Commissioners that they

can decide to hold the hearing in closed session or entertain a motion in open session addressing the appeal.

ACTION: Motion made in open session by Commissioner Suter, seconded by Commissioner Johnson, to adopt the Hearing Officer's October 2, 2018 Proposed Decision as its own thereby denying the appeal. The motion was adopted unanimously (5 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 September 2018

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Johnson, to accept the DPS Monthly Provisional Appointments Status report for September 2018. The motion was adopted unanimously (5 to 0).

- 9) Approve the following recommended changes to the Sacramento County Classification Plan resulting from the Auditor series class study:

Revise the following classes within the Auditor series: Auditor I/II; Senior Auditor; and Audit Manager. Proposed revisions include changes to the minimum qualifications.

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Suter, to adopt Executive Officer Dowdin Calvillo's recommendation: 1) Approving DPS' proposed revisions, including changes to the MQs, (dated September 4, 2018) to the Classification Plan revising the following three classifications within the Auditor series: Auditor I/II (retitle to Auditor); Senior Auditor; and Audit Manager classifications; and 2) Referring 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 (5 to 0).

INFORMATIONAL MATTERS

(Non-action items)

- 10) Quarterly Status Report by the Department of Personnel Services:

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

- 11) Executive Officer's Report:

Executive Officer Dowdin Calvillo informed Commissioners that the next Commission meeting was scheduled for November 16, 2018 but that the meeting will likely be cancelled. She told Commissioners that at the December 7, 2018 meeting they may hear one exam disqualification appeal.

She reported that she received one exam disqualification appeal that week and closed one exam disqualification appeal as it was administratively resolved. She said that there are five releases from probation, four exam disqualifications; two exam evaluations; and one failed drug appeal currently pending before the Commission.

ADJOURNMENT

Seeing no further business before the Commission, Chair Macht adjourned the meeting at 1:51 pm after it was moved by Commissioner Nelson and seconded by Commissioner Johnson with the motion adopted unanimously (5 to 0).

Adopted December 7, 2018