

Sacramento County Civil Service Commission  
August 9, 2019 Meeting

ADOPTED  
ACTION MINUTES

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Commission Chair Ron Suter at 1:30pm on Friday, August 9, 2019 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Chair Suter led the Pledge of Allegiance
- 3) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Marika Garcia, and it was noted that Chair Suter and Commissioners Michael Johnson and Bruce Nelson were present and Commissioners Patricia Macht and Gordon Purdy were absent. A quorum was declared.

Executive Officer Alice Dowdin Calvillo announced that this would be Commission Clerk Marika Garcia's last day with the Commission as she is leaving County employment to pursue her degree. Chair Suter and the Commissioners along with Executive Officer Dowdin Calvillo thanks Ms. Garcia for her service to the County and wished her the best in her future endeavors.

**PUBLIC COMMENT**

- 4) Public Comment: None

**CONSENT MATTERS**

- 5) Adopt Commission Meeting Minutes:  
*July 12, 2019 Regular Business Meeting*
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports:
  - A) *Student Class Appointments: report for June 2019*
  - B) *Promotional Exams and Late Applications: report for June 2019*
  - C) *Extended Eligible Lists: quarterly report for April, May, and June 2019*

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

## SEPARATE MATTERS

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

*Report for June 2019*

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Johnson, to accept the DPS Monthly Provisional Appointments Status reports for June 2019. The motion was adopted unanimously (3 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2019 Audio/Visual Specialist series class study to:

- *Revise, including revisions to the minimum qualifications (MQs) and class retitling, the following classes within the Audio/Visual Specialist series: Senior Audio/Visual Specialist (retitle to Senior Forensic Multimedia Examiner); Audio/Visual Specialist Level I/II (retitle to Forensic Multimedia Examiner Level I/II); and*
- *Establish the Supervising Forensic Multimedia Examiner class within the same series.*

DISCUSSION: Under this item, Commissioner Johnson expressed his ongoing general concern with regards to classifications containing more than one salary level. Specifically, he is concerned that management has the authority to approve or deny an incumbent from moving from one level to the next and that there may not be a clear recourse if said movement is not approved. He voiced that it may be fairer if such incumbents were automatically moved from one salary level to the next upon the successful completion of probation. DPS explained that employees have not raised such concerns with management and that incumbents could file an allocation appeal if they believed movement into the next salary level did not occur when it should have. The intent of the multi salary level classes is to provide for a greater candidate recruitment pool and allow the County to hire less experienced workers who then have the opportunity to learn on the job and then move into a higher salary level once they have demonstrated a specified skill set and level of independence.

Commissioner Johnson requested DPS to prepare a memo that: 1) explains the multi salary level classification and how it does not conflict with Civil Service Rule 1.4(a) as it pertains to employment based on merit principles; and 2) the recourse incumbents have if they are not moved into the next salary level when they believe they have qualified to do so. DPS agreed to put together such a memo and to transmit that to Commissioner Johnson.

ACTION: As it related to the instant matter, motion by Commissioner Johnson, seconded by Commissioner Nelson, to adopt the Executive Officer's recommendations to:

- A) Revise, including revisions to the minimum qualifications (MQs) and class retitling, the following classes within the Audio/Visual Specialist series: Senior Audio/Visual Specialist (retitle to Senior Forensic Multimedia Examiner); Audio/Visual Specialist Level I/II (retitle to Forensic Multimedia Examiner Level I/II);

- B) Establish the Supervising Forensic Multimedia Examiner class within the same series; and
- C) Refer this matter to the Board of Supervisors for approval.

The motion was adopted unanimously (3-0).

### **INFORMATIONAL MATTERS**

*(Non-action items)*

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

*Classification Studies Approved by the Commission during the second quarter of 2019.*

10) Executive Officer's Report:

- A) *General Update:* Executive Officer Dowdin Calvillo informed Commissioners that the next scheduled meeting is on August 23 and that she tentatively scheduled an eligible list removal appeal hearing. She indicated that at the September 20 meeting, Commissioners may hear an exam disqualification appeal hearing as well as consider recommendations to the County's Classification Plan stemming from the Information Technology Security Manager class study. She said that at the Commission's October 4 meeting, Commissioners may hear a release from probation appeal as well as medical disqualification appeal. Lastly, she indicated that at the October 18 meeting, she may schedule the discussion of release from probation appeal criteria. In response, Commissioner Johnson voiced his concerns with the loose standards applied to "cycle of work" when used by DPS and often then the Commission in the justification of a 12 month probationary period for various classifications. He said that it may be beneficial to clarify how the cycle of work standard should be applied. Executive Officer Dowdin Calvillo responded that she will schedule this as an informational item a future agenda so that Commissioners can discuss it.

Dowdin Calvillo then reported that she submitted her secondary comments on the Information Technology Security Manger class study this week. Also, she accepted one new release from probation appeal this week, and reported that currently, there are three release from probation; two exam disqualification; one eligible list removal; and one psychological evaluation disqualification appeals pending before the Commission.

- B) *Update on public comments made at July 12, 2019 meeting wherein allegations were made of violations of the civil service rules regarding civil service retention and merit based promotions.* Executive Officer Dowdin Calvillo said that on July 19, she and Commission Legal Counsel Rob Parrish met with one of the three parties (Mr. Patrick Hunter) who made the aforementioned allegations at the July 12 meeting; and that they are waiting to receive additional written documentation from Mr. Hunter in support of said allegations. Mr. Hunter addressed the Commission stating that he was remiss in his submittal of said documentation because he "fears retaliation." He specifically requested that his fear of retaliation be included in these minutes.

## **ADJOURNMENT**

Seeing no further business before the Commission, Chair Suter adjourned the meeting at 2:29 pm after it was moved by Commissioner Johnson and seconded by Commissioner Nelson with the motion adopted unanimously (3 to 0).

*Adopted 20 Sep 2019*

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**The Civil Service Commission's Mission Statement**

*To provide policy direction and oversight for the merit selection, promotion, retention, classification, and discipline of civil service employees pursuant to Article XVI of the Sacramento County Charter.*