

Sacramento County Civil Service Commission
December 13, 2019 ~ 1:30pm

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, December 13, 2019 in the Chambers of the Sacramento County Board of Supervisors, 700 H Street, Sacramento, California.
- 2) Pledge of Allegiance: Commission Chair Suter led the Pledge of Allegiance.
- 3) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Commission Chair Suter and Commissioners Michael Johnson, Pat Macht, Bruce Nelson, and Gordon Purdy were present. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None.

CONSENT MATTERS

- 5) Adopt Commission Meeting Minutes:
November 15, 2019 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports:
 - A) *Student Class Appointments: report for November 2019*
 - B) *Promotional Exams and Late Applications: report for November 2019*

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

SEPARATE MATTERS

- 7) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Report:
Report for November 2019

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Johnson, to accept the Department of Personnel Services' Monthly Provisional Appointments Status Report for November 2019. The motion was adopted unanimously (5 to 0).

8) Establish the Commission's Atypical Workload Priorities for 2020

Determine and prioritize which atypical issues will be formally addressed by the Commission in 2020 and, to the extent possible, provide guidance to the Executive Officer regarding the scheduling of such issues in the coming year.

First Issue: Release from probation appeal criteria

Question: should the existing appeal criteria be clarified and/or should additional criteria be added?

ACTION: After discussion, Commissioners agreed that each appeal must be reviewed on a case by case basis and at this time, there was no need to clarify and/or add criteria for the filing of release from probation appeals. Motion by Commissioner Purdy, second by Commissioner Nelson not to schedule this issue/question for subsequent discussion or action before the Commission. Motion adopted 5 to 0.

Second Issue: Length of probationary periods

Questions: should the length of probation be changed to 12 months for all classifications; and/or should the Commission adopt a policy better defining "cycle of work" as it applies to the justification of 12 month probationary periods?

ACTION: After discussion, Commissioners re-committed that it is the responsibility of DPS and the affected hiring authority to fully justify the need, pursuant to the Sacramento County Charter and Civil Service Rules, for a specific classification to have a 12 month probationary period. Commissioner Johnson opined that DPS should have a blanket definition of "cycle of work" as it applies to the justification of a 1 month probation. Commission Chair Suter requested that the affected hiring authority have representation at the Commission meeting when seeking a 12 month probationary period for a specific classification.

Commissioners agreed that further discussion/action was not warranted at this time. Motion by Commissioner Macht, second by Commissioner Purdy not to schedule this issue/question for subsequent discussion or action before the Commission. Motion adopted 5 to 0.

Third Issue: Salary levels within specific classifications

- Questions: Are salary levels consistent with the directive that candidates be hired on the basis of merit? Does the Commission have jurisdiction to place requirements on salary levels (e.g., specify a timeframe in which incumbents move from one salary level to the next)?

ACTION: Commissioner Johnson voiced that while he acknowledges that the Commission does not have authority to set salaries for classifications, he does not believe that management should have discretion in determining when an employee moves from one salary level to another. Instead, there should be clear direction as to when movement occurs. He would like to discuss this issue further at a subsequent meeting and determine if action is needed by the Commission.

Commissioners Macht and Purdy and Chair Suter voiced that they do not have concerns and pointed out that no one else has expressed concerns with this issue aside from

Commissioner Johnson. They do not believe this issue warrants further discussion but re-committed that it is the responsibility of DPS and the affected hiring authority to fully justify pursuant to the Civil Service Rules why salary levels are needed for a specific classification. Further, the Commission does possess the authority to deny the inclusion of salary levels within a classification, and that each classification specification should be evaluated on its own merits. Motion by Commission Macht and second by Commissioner Nelson not to schedule this issue/question for subsequent discussion or action before the Commission. Motion adopted 4 to 1 (Johnson no).

INFORMATIONAL MATTERS

(Non-action items)

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

Executive Officer Alice Dowdin Calvillo stated that the next scheduled meeting is January 17, 2020, and that she would notify Commissioners of upcoming agenda items as we get closer to the date. She informed Commissioners that they may hear an allocation appeal at its January 31, 2020 meeting.

She reported that the Commission received no new appeals this week and that there were four release from probation, one allocation, and three failed psychological disqualification appeals pending before the Commission.

Lastly, Dowdin Calvillo told Commissioners that at its December 10, 2019 meeting, the Board of Supervisors approved extensions with four of the Commission's current hearing officers and current court reporter.

ADJOURNMENT

Seeing no further business before the Commission, Chair Suter adjourned the meeting at 3:12 pm after it was moved by Commissioner Nelson and seconded by Commissioner Macht with the motion adopted unanimously (5 to 0).

Adopted 31 Jan 2020