

Sacramento County Civil Service Commission
March 15, 2019 Meeting

ADOPTED
ACTION MINUTES

- 1) Call to Order: The meeting was called to order by Commission Chair Patricia Macht at 1:30pm on Friday, March 15, 2019 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 Commission Clerk Marika Garcia, and it was noted that Chair Macht and Commissioners Michael Johnson, and Gordon Purdy were present and that Commissioner Bruce Nelson and Ron Suter were absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None received.

CONSENT MATTERS

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

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

SEPARATE MATTERS

(Non-consent items requiring action by the commission)

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

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

8) Take the following actions as they relate to the 2019 Human Services Specialist and Eligibility Specialist series class study:

Revise the Human Services Supervisor class, including revisions to the minimum qualifications; revise, including revisions to the minimum qualifications, and retitle the class of Senior Eligibility Specialist to Human Services Quality and Review Specialist; revise, including revisions to the minimum qualifications, and retitle the Human Services Specialist class to Human Services Specialist Level I and II; and abolish the Eligibility Supervisor and the Eligibility Specialist classes;

Grant permanent status to 541 permanent incumbents within the following revised classes: Human Services Specialist I/II and Human Services Supervisor; and grant probationary status to 48 probationary incumbents within the revised Human Services Specialist I/II class; and

Abolish the following eligible lists: Human Services Supervisor; Human Services Specialist; Eligibility Supervisor; Senior Eligibility Specialist; and Eligibility Specialist

ACTION: After public comment and much Commission discussion, motion by Commissioner Purdy, seconded by Commissioner Johnson, to adopt Executive Officer Alice Dowdin Calvillo's recommendations as they relate to the 2019 Human Services Specialist and Eligibility Specialist class study. Specifically, the Commission:

- Revised the Human Services Supervisor class, including revisions to the minimum qualifications; revised, including revisions to the minimum qualifications, and retitled the class of Senior Eligibility Specialist to Human Services Quality and Review Specialist; and abolished the Eligibility Supervisor and the Eligibility Specialist classes;
- Revised, including revisions to the minimum qualifications, and retitled the Human Services Specialist class to Human Services Specialist Level I and II class with the following amendment to the class specification under Distinguishing Characteristics section as it relates to the Human Services Specialist (Level I):

...At the discretion of the appointing authority, typically upon the completion of the probationary period, incumbents may advance to the higher level after demonstrating the ability to perform the full journey level duties of this class.

- Granted permanent status to 541 permanent incumbents within the following revised classes: Human Services Specialist Level I/II (454 incumbents) and Human Services Supervisor (87 incumbents); and grant probationary status to 48 probationary incumbents within the proposed revised Human Services Specialist I/II class (Attachments J and K of the DPS Report dated January 3, 2019);
- Referred the aforementioned actions to the Board of Supervisors for its approval; and

- Abolished the following eligible lists, effective immediately: Human Services Specialist; Eligibility Supervisor; Senior Eligibility Specialist; and Eligibility Specialist.

The motion was adopted unanimously (3 to 0).

- 9) Approval of the Commission's Proposed Budget for the 2019-20 fiscal year, as prepared by the Commission's Executive Officer.

ACTION: Motion by Commissioner Purdy, seconded by Commissioner Johnson, to: adopt the Executive Officer Dowdin Calvillo's proposed budget for the 2019-20 fiscal year; and direct the Executive Officer to work with the CEO and the County's Chief Financial Officer to finalize the Commission's budget for submittal to the Board of Supervisors for their approval. The motion was adopted unanimously (3 to 0).

INFORMATIONAL MATTERS

(Non-action items)

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

Executive Officer Dowdin Calvillo reported that the next Commission meeting is scheduled for April 5, 2019 wherein Commissioners will hear one exam disqualification appeal and one release from probation appeal. She said that the April 26 meeting may be cancelled and that she would keep Commissioners apprised as we get closer to the meeting date.

She informed Commissioners that she received two exam disqualification appeals this week, and that currently, there are four release from probation; two psychological evaluation disqualification; and two exam disqualification appeals pending before the Commission.

Dowdin Calvillo reported that she submitted her initial comments on the Animal Control series class study this week, and received the Audio/Visual series class study for her preliminary review. She said that there are two class studies currently pending her preliminary review: Communications and Media Officer series Audio/Visual series.

ADJOURNMENT

Seeing no further business before the Commission, Chair Macht adjourned the meeting at 3:22 pm after it was moved by Commissioner Johnson and seconded by Commissioner Purdy with the motion adopted unanimously (3 to 0).

Adopted April 05, 2019