

**Sacramento County Civil Service Commission
July 24, 2020 ~ 1:30pm (Teleconference)**

ADOPTED
ACTION MINUTES

In compliance with directives of the County, State, and Centers for Disease Control and Prevention, this meeting was streamed live and closed to the public. Members of the public were encouraged to participate in the meeting by submitting written comments electronically.

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by Commission Chair Ron Suter at 1:33pm, on Friday, July 24, 2020.
- 2) Pledge of Allegiance: Commissioner Purdy 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, Bruce Nelson, and Gordon Purdy were present. A quorum was declared.

Chair Suter announced that after seven years on the Commission, two which were spent as Chair, Commissioner Patricia Macht has retired effective June 30, 2020. Commissioner Macht was first appointed by District 3 Supervisor Susan Peters on July 16, 2013 and served as Chair in Fiscal years 2014/15 and 2018/19. Commissioner Macht was a valuable member and her governmental expertise and logical approach to issues before the Commission will be missed. The Chair announced that the Commission will formerly present Ms. Macht with a token of its appreciation the next time it can conduct an in-person meeting.

PUBLIC COMMENT

- 4) Public Comment: None

CONSENT MATTERS

- 5) Adopt Commission Meeting Minutes:
July 19, 2020 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports:
 - A) *Student Class Appointments: report for June 2020*
 - B) *Promotional Exams and Late Applications: report for June 2020*
 - C) *Extended Eligible Lists: quarterly report for April, May, and June 2020*

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Purdy, to adopt Items 5 and 6 on Consent. The motion was adopted unanimously (4 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 June 2020

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Purdy, to accept the Monthly Provisional Appointments Status Report for June 2020. The motion was adopted unanimously (5 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2020 Fleet Services Series class study to:

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Johnson, to adopt the Commission's Executive Officer's recommendations to:

- Revise, including revisions to the minimum qualifications (MQs), the Fleet Manager classification;
- Establish the Fleet Supervisor and the Senior Automotive Technician classifications;
- Revise, including revisions to MQs, and retitle the Senior Equipment Mechanic classification to Senior Equipment Technician;
- Revise, including revisions to MQs, and retitle the Automotive Mechanic Range A/B classification to Automotive Technician;
- Revise, including revisions to MQs, and retitle the Equipment Mechanic classification to Equipment Technician with the following additional amendment

License Requirement:

Some positions in this class may require a Class A or B California Driver License, and/or Hazardous Materials, Tank Vehicle, and/or Passenger Endorsements issued by the Department of Motor Vehicles within six months of appointment. Failure to obtain or maintain the appropriate California Driver License or endorsement(s) may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining agreement.

Note: Individuals under the age of 21 who are hired into a position requiring the Hazardous Materials, Tank Vehicle, and/or Passenger Endorsements, must obtain required endorsements within six months of meeting the age requirement.

- Revise, including revisions to MQs, and retitle the Equipment Service Worker classification to Fleet Service Worker with the following additional amendment:

License Requirement:

Some positions in this class may require a Class A or B California Driver License, and/or Hazardous Materials, Tank Vehicle, and/or Passenger Endorsements issued by the Department of Motor Vehicles within six months of appointment. Failure to obtain or maintain the appropriate California Driver License or endorsement(s) may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining agreement.

Note: Individuals under the age of 21 who are hired into a position requiring the Hazardous Materials, Tank Vehicle, and/or Passenger Endorsements, must obtain required endorsements within six months of meeting the age requirement.

- Abolish the: A) Automotive Maintenance Supervisor; B) Equipment Maintenance Supervisor; C) Senior Automotive Service Worker; and D) Automotive Service Worker classifications;
- Pursuant to Civil Service Rule 2.6(b), grant status to: A) seven identified incumbents in the current Automotive Mechanic Range B classification to the proposed Senior Automotive Technician classification; B) two identified incumbents in the current Automotive Maintenance Supervisor classification to the proposed Fleet Supervisor classification; and C) four identified incumbents in the current Equipment Maintenance Supervisor classification to the proposed Fleet Supervisor class; and
- Refer these actions to the Board of Supervisors for its approval.

The motion was adopted unanimously (4 to 0).

9) Election of Commission Chair and Vice Chair for the 2020/21 fiscal year, pursuant to Civil Service Rule 14.9

Chair Suter opened nominations for Chair for the 2020/21 fiscal year.

ACTION: Commissioner Johnson nominated Commissioner Nelson as Chair.
The motion was adopted unanimously (4 to 0).

Chair Emeritus Suter opened nominations for Vice Chair for the 2020/21 fiscal year.

ACTION: Chair Elect Nelson nominated Commissioner Johnson as Vice Chair.
The motion was adopted 3 to 0 with one abstention (Johnson).

INFORMATIONAL MATTERS

(Non-action items)

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

Classification Studies Approved by the Commission during the second quarter of 2020

11) Executive Officer's Report:

Executive Officer Alice Dowdin Calvillo announced that the next scheduled meeting will be on August 14, 2020, and that it will be conducted telephonically using the BlueJeans platform. Commissioners will consider classification plan recommendations stemming from the 2020 Behavioral Health Peer Specialist class study at this meeting. She reported that the September 11 meeting will be cancelled due to scheduling conflicts. She told Commissioners that they would likely hear a release from probation appeal at its September 25, 2020 meeting.

She reported that she received one failed drug appeal this week which was subsequently withdrawn by the Appellant. She also said that she closed a release from probation appeal after it was also withdrawn by the Appellant. Executive Officer Dowdin Calvillo reported there are five release from probations; four exam disqualifications; and one allocation appeal pending before the Commission.

Lastly, she reported that there was no news on the 2020/21 FY budget.

ADJOURNMENT

Seeing no further business before the Commission, Chair Emeritus Suter adjourned the meeting at 2:30 pm after it was moved by Chair Elect Nelson and seconded by Commissioner Purdy with the motion adopted unanimously (4 to 0).

ADOPTED 14 August 2020