

**Sacramento County Civil Service Commission
February 19, 2021 ~ 1:30pm (Teleconference)**

ADOPTED
ACTION MINUTES

Executive Officer Alice Dowdin Calvillo read the following into the record: "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 Bruce Nelson at 1:35pm, on Friday, February 19, 2021.
- 2) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Commission Chair Nelson, and Commissioners Nick Bloise, Mike Johnson, Gordon Purdy, and Ron Suter were present. A quorum was declared.

PUBLIC COMMENT

- 3) Public Comment: None

CONSENT MATTERS

- 4) Adopt Commission Meeting Minutes
 - January 22, 2021 Regular Business Meeting
- 5) Receive and File Monthly and Quarterly Department of Personnel Services Reports
 - A) Student Class Appointments: report for January 2021
 - B) Promotional Exams & Late Applications: report for January 2021

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Johnson, to adopt items 5 and 6 on consent. The motion was adopted unanimously (5 to 0).

SEPARATE MATTERS

(Non-consent items requiring action by the Commission)

- 6) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Reports
 - Report for January 2021

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Suter, to accept the Department of Personnel Services' Monthly Provisional Appointments Status Report for January 2021. The motion was adopted unanimously (5 to 0).

7) Revise the Sacramento County Classification Plan as recommended by the 2020 Solid Waste and Recycling Class Study

- Revise, including changes to the minimum qualifications, and retitle the following classes within the Waste Management Program series:
 - Waste Management Program Manager to Waste Management Program Manager I;
 - Solid Waste Planner 2 to Waste Management Program Senior Associate; and
 - Solid Waste Planner 1 to Waste Management Program Associate
- Establish the following proposed classes within Waste Management Program series:
 - Waste Management Program Manager II;
 - Waste Management Program Supervisor; and
 - Waste Management Program Assistant
- Abolish the Recycling Coordinator classification
- Pursuant to Civil Service Rule 2.6(b), grant permanent status to two specified incumbents into the proposed Waste Management Program Associate class; and

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Suter, to:

- Revise, including changes to the minimum qualifications, and retitle the following classes within the Waste Management Program series:
 - Waste Management Program Manager to Waste Management Program Manager I;
 - Solid Waste Planner 2 to Waste Management Program Senior Associate; and
 - Solid Waste Planner 1 to Waste Management Program Associate
- Establish the following proposed classes within Waste Management Program series:
 - Waste Management Program Manager II;
 - Waste Management Program Supervisor with the additional amendment to add to the class spec the following language: “Physical Requirements: Positions in this class require the incumbents to lift up to 25 pounds without assistance” ; and
 - Waste Management Program Assistant
- Abolish the Recycling Coordinator classification
- Pursuant to Civil Service Rule 2.6(b), grant permanent status to two specified incumbents into the proposed Waste Management Program Associate class; and
- Refer these actions to the Board of Supervisors for its approval.

Motion was adopted unanimously (5 to 0)

8) Approval of the Commission’s Fiscal Year 2021-22 Proposed Budget Prepared by the Executive Officer

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Johnson, to approved the Commission’s Fiscal Year 2021-22 Proposed Budget recommended by the Executive Officer. The motion was adopted unanimously (5 to 0).

INFORMATIONAL MATTERS

9) Executive Officer’s Verbal Report to the Commission

Executive Officer Dowdin Calvillo stated that the next scheduled Commission meeting is March 5; however, in light of COVID-19 restrictions, the Commission’s next meeting will be on March 19, 2021. At that meeting, Commissioners will consider recommendations to the County’s Classification Plan stemming from the Election series and likely the Construction Labor Compliance series class studies. This meeting may be conducted via Zoom - more to follow as we near the March 19 meeting date.

At the Commission’s April 23 meeting, the Commission may consider recommendations to the County’s Classification Plan stemming from the 2020 Traffic Signs Maintenance Worker class study, and at the May 21 meeting, it will adopt the meeting schedule for the 2021/22 fiscal year.

Executive Officer Dowdin Calvillo reported that she received no new appeals this week, but that she did close one failed psychological evaluation appeal after the Appellant withdrew his appeal. Currently there are four releases from probation and one allocation appeal pending before the Commission.

She reported that she submitted secondary comments on the proposed 2020 Environmental Regulatory and Legislative Analyst class study.

ADJOURNMENT

Hearing no further business before the Commission, motion by Commissioner Suter, seconded by Commissioner Nelson to adjourn the meeting. Motion was adopted unanimously (5 to 0) and the meeting was adjourned at 2:27 pm.

Adopted March 19, 2021