

Sacramento County Civil Service Commission
May 21, 2021 ~ 1:30pm (Teleconference via Zoom)

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 1:32pm, on Friday, May 21, 2021.
- 2) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Commissioners Bruce Nelson, Nick Bloise, Mike Johnson and Ron Suter were present. A quorum was declared.

Executive Officer Alice Dowdin Calvillo announced that Gordon Purdy retired from the Commission effective April 26, 2021 after 10 years of service to the County as the District 4 appointee to the Commission. Mr. Purdy was first appointed to the Commission by then Supervisor Roberta MacGlashan in June 2011 and was subsequently re-appointed by Supervisor Susan Frost in August of 2016. Mr. Purdy served as Commission Chair in the 2013/14 fiscal year.

PUBLIC COMMENT

- 3) Public Comment: The Commission received one written comment from Mr. Mark Thorpe regarding his concerns about the exam and job opening notifications in the County. Mr. Thorpe's comment is attached (Attachment A) and was referred to DPS by the Commission to prepare a response to the concerns that the Commission can then address with Mr. Thorpe.

CONSENT MATTERS

- 4) Adopt Commission Meeting Minutes
 - April 23, 2021 Regular Business Meeting
- 5) Receive and File Monthly and Quarterly Department of Personnel Services Reports
 - Promotional Exams & Late Applications: report for April 2021
- 6) Adopt the Commission's Meeting Schedule for the 2021/22 Fiscal Year

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Suter, to adopt items 4, 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 April 2021

ACTION: Motion by Commissioner Suter, seconded by Chair Nelson, to accept the April 2021 Monthly Provisional Appointment Status Report. The motion was adopted unanimously (4 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2021 Facilities Manager Class Study

- Revise, including changes to the Minimum Qualifications, the Facilities Manager classification specification

The Commission received two written comments on this item which are attached (ATTACHMENT A).

ACTION: Motion by Commissioner Johnson, seconded by Chair Nelson, to adopt the Executive Officer's recommendations to: A) Revise, including changes to the minimum qualifications, the Facilities Manager classification specification with the following amendment to the Minimum Qualifications:

[N]ote: An Associate's degree or the equivalent, in Mechanical-Electrical Technology, or other field closely related to the intent of the class, from an accredited college or trade school, may substitute for one year of the required experience. A Bachelor's degree, or higher, in Institutional or Facility Management, or other field closely related to the intent of the class, from an accredited college or university may substitute for up to two years of the required experience.

B) Refer these actions to the Board of Supervisors for its concurrence.

The motion adopted unanimously (4 to 0).

9) Receive a report from the Department of Personnel Services on Continuous File Examinations as authorized by Civil Service Rule 5.2(c), and take action, if appropriate.

ACTION: After much discussion on this topic, Commissioner Bloise moved and Chair Nelson seconded the Executive Officer's recommendation to request that DPS:

- A) On each exam notice, provide a brief description of the *type* of exam (open, promotional or continuous) being offered so that candidates are clear as to the exam type and what that means to them as an exam candidate; and

- B) Provide the Commission with a written quarterly report of continuous exams announced by DPS and a one sentence justification as to why the exam was/is on continuous file. A simple listing of all continuous exams announced that quarter along with the brief reason the continuous format was selected/approved will suffice. This will be an informational item only with no regularly scheduled action by the Commission. It is not the intent of the Commission to discuss individual exams but to look for patterns in the justifications for approving such exams.

The motion was adopted 3 to 0 with one abstention (Suter).

INFORMATIONAL MATTERS

(Non-action items)

10) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting will be June 18, 2021 wherein Commissioners are scheduled to hear a failed drug test appeal. In addition, Commissioners may consider changes to the County's Classification Plan stemming from the 2020 Labor Construction Compliance Series class study. This meeting will be conducted via Zoom.

At the July 23 meeting, she reported that Commissioners will consider recommendations to the County's Classification Plan as proposed by the following two class studies: 1) 2020 Waste Management Operations Series; and 2) 2020 Waste Management Equipment Operator Series. She said that Commissioners may hear a release from probation appeal hearing at the August 20 meeting.

Dowdin Calvillo informed Commissioners that she received no new appeals this week and that she will close one failed drug test appeal as it was administratively resolved. She reported that currently, there are five releases from probation, one failed drug test, and one allocation appeal pending before the Commission.

She also reported that she received one new class study: Bridge Maintenance Worker Series as well as revisions to two class studies: Environmental Regulations and Legislative Analyst Series, and Human Services Program Series.

ADJOURNMENT

Hearing no further business before the Commission, motion by Commissioner Bloise, seconded by Commissioner Chair Nelson to adjourn the meeting. Motion was adopted unanimously (4 to 0) and the meeting was adjourned at 3:36 pm.

Adopted 23 July 2021