

Sacramento County Civil Service Commission  
November 5, 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 the Commission Chair Mike Johnson at 1:31 on Friday, November 5, 2021.
- 2) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Commissioners Nick Bloise, Mike Johnson, Ron Suter, and Commissioner Bruce Nelson were present. A quorum was declared.

**PUBLIC COMMENT**

- 3) Public Comment: None received.

**CONSENT MATTERS**

- 4) Adopt Resolution 01-2021 Authorizing Remote Teleconference Meetings from November 5 to December 5, 2021
- 5) Adopt Commission Meeting Minutes
  - September 24, 2021 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports
  - A) Promotional Exams & Late Applications: report for September 2021
  - B) Extended Eligible Lists: quarterly report for July, August, and September 2021

ACTION: Motion by Commissioner Suter, seconded by Commissioner Bloise, to adopt items 4, 5 and 6 on consent. The motion was adopted unanimously (4 to 0).

## SEPARATE MATTERS

7) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Report

- Report for September 2021

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Suter, to accept the September 2021 Monthly Provisional Appointment status reports. The motion was adopted unanimously (4 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2021 Airport Operations Dispatchers Series Class Study

- Establish the Senior Airport Operations Dispatcher class within the Airport Operations Dispatcher series
- Revise, including changes to the Minimum Qualifications (MQs), and Retitle the Airport Operations Dispatcher Level I/II class to Airport Operations Dispatcher class
- Revise, including changes to the MQs, the Supervising Communications/Operations Dispatcher class
- Pursuant to Civil Service Rule 2.6(b), grant permanent status to three incumbents into the proposed Senior Airport Operations Dispatcher class

➤ ACTION: Motion by Commissioner Bloise, seconded by Commissioner Nelson, to:

- 1) Establish the Senior Airport Operations Dispatcher class within the Airport Operations Dispatcher series;
- 2) Revise, including changes to the Minimum Qualifications (MQs), and Retitle the Airport Operations Dispatcher Level I/II class to Airport Operations Dispatcher class;
- 3) Revise, including changes to the MQs, the Supervising Communications/Operations Dispatcher class;
- 4) Pursuant to Civil Service Rule 2.6(b), grant permanent status to:
  - Lona Bradford into the proposed Senior Airport Operations Dispatcher class;
  - Carlos Peixoto into the proposed Senior Airport Operations Dispatcher class; and
  - Charlotte Hernandez into the proposed Senior Airport Operations Dispatcher class
- 5) Refer this action to the Board of Supervisors for its concurrence

The motion was unanimously adopted (4 to 0).

INFORMATIONAL MATTERS  
(Non-action items)

9) Quarterly Status Report by the Department of Personnel Services on Classification Studies Previously Approved by the Civil Service Commission

- Report for the Third Quarter of 2021

10) Quarterly Status Report by the Department of Personnel Services on Continuous Exams

- Report for the Third Quarter of 2021

11) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting will be November 19, 2021. Commissioners are scheduled to consider changes to the County's Classification Plan stemming from the 2021 Sheriff Series class study. This meeting will be conducted via Zoom.

The December 17 meeting, she reported, will be conducted in person so that Commissioners can hear two release from probation appeals in closed session. No class studies or other reports that require DPS staff attendance will be scheduled as is consistent with recent recommendations by the County's Health Officer. Commissioners will social distance and are asked to wear a mask inside the Board Chambers.

Dowdin Calvillo informed Commissioners that she received two exam disqualifications and one request to appeal a failed psychological evaluation this week. One Exam Disqualification appeal was rejected as it was later learned that the Appellant was actually admitted to the exam several months ago and was placed in the first rank on the applicable eligibility list. She reported that the failed psychological evaluation appeal was rejected as it was not filed timely.

Currently, there are four releases from probation, one allocation, and one exam disqualification appeal pending before the Commission.

Dowdin Calvillo told Commissioners that she submitted to DPS initial comments on the Emergency Medical Services series class study this week.

Lastly, she reported that on November 2, 2021, the Board of Supervisors concurred in the County's CEO's appointment of Dr. Sylvester Fadal as Director of DPS, effective December 13, 2021. Dr. Fadal was an external candidate coming from Santa Clara Valley Transportation Authority where he last served as Chief Administrative Officer.

## **ADJOURNMENT**

Hearing no further business before the Commission, motion by Commissioner Nelson, seconded by Commissioner Bloise to adjourn the meeting. Motion was adopted unanimously (4 to 0) and the meeting was adjourned at 2:04 pm.

*Adopted 19 Nov 21*