

Sacramento County Civil Service Commission
August 19, 2022 ~ 1:30pm

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

1) Call to Order: The meeting was called to order by Chair Nick Bloise at 1:31pm on Friday, August 19, 2022

2) Flag Salute

Executive Officer Alice Dowdin Calvillo introduced Mr. Steve Booth who was appointed to the Commission by the Board of Supervisors on August 9, 2022. Mr. Booth represents the 4th supervisorial district and his term expires June 30, 2026.

3) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Commissioners Nick Bloise, Steve Booth, Mike Johnson, and Ron Suter were present with Commissioner Bruce Nelson absent. A quorum was declared.

PUBLIC COMMENT

4) Public Comment: None

CONSENT MATTERS

5) Adopt Commission Meeting Minutes

- July 15, 2022 Regular Business Meeting

6) Receive and File Monthly and Quarterly Department of Personnel Services Reports

- Promotional Exams & Late Applications: report for July 2022

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, to adopt items 5 and 6 on consent. The motion was adopted 3 to 0 with Commissioner Booth abstaining.

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SEPARATE MATTERS

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

- Report for July 2022

ACTION: Motion by Commissioner Suter, seconded by Commissioner Johnson, to accept the Monthly Provisional Appointments reports for July 2022. The motion was adopted unanimously (4 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2022 Manager of Special Districts Class Study to:

- Revise, including changes to the minimum qualifications, and retitle the Manager of Special Districts Services to Manager of Special Districts classification

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Booth, to adopt the Executive Officer's recommendations stemming from the 2022 Manager of Special Districts Class to: 1) Revise, including changes to the minimum qualifications, and retitle the classification to from Manager of Special Districts Services to Manager of Special Districts with an additional amendment to the MQs stating "engineering, capital improvement program management;" and 2) Refer these actions to the Board of Supervisors for its concurrence.

9) Revise the Sacramento County Classification Plan as recommended by the 2022 Human Resources Information Systems Analyst Series Class Study to:

- Establish the Human Resources Information Systems Analyst Lv. I/II, and the Human Resources Information Systems Analyst Lv. III classifications within the proposed Human Resources Information Systems Analyst Series
- Pursuant to Civil Service Rule 2.6(c), grant: permanent status to four specified incumbents and probationary status to one specified incumbent, into the Human Resources Information Systems Analyst Lv. I/II classification; and permanent status to one specified incumbent into the Human Resources Information Systems Analyst Lv. III classification

ACTION: After much discussion regarding the recommended salary levels within the proposed Human Resources Information System Analyst Lv. I/II class, the Department of Personnel Services requested that the Commission continue this item. Hearing no objection from the Commission, Chair Bloise continued the item.

INFORMATIONAL MATTERS

(Non-action items)

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

- Report for the Second Quarter of 2022

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

- Report for the Second Quarter of 2022

12) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo introduced Mr. James Robbins, Personnel Services Division Chief recently hired by DPS to replace, in part, Ms. Carla Honey who retired.

Executive Officer Dowdin Calvillo reported that the Commission will next meet on September 23 as there are scheduling conflicts for the September 9 meeting. At the September 23 meeting, Commissioners are scheduled to consider revisions to the County's Classification Plan stemming from the 2021 Therapist Series and the 2022 Health Services Coordinator Series class studies. In addition, Commissioners will hear one release from probation appeal.

For the Commission's October 21 meeting, Commissioners may hear an exam disqualification appeal.

Dowdin Calvillo informed Commissioners that she received one exam disqualification and one failed psychological evaluation appeal this week, and she closed one release from probation appeal after the Appellant failed to submit his Statement of Facts as required by the Commission rules. She also rejected a request to appeal the County's hiring guidelines as that is outside the Commission's jurisdiction. Currently, there are three active release probation and one allocation appeals pending before the Commission.

ADJOURNMENT

Seeing no further business before the Commission, and without objection, Chair Bloise adjourned the meeting at 2:44pm.

Adopted 23 Sep 2022