

Sacramento County Civil Service Commission
February 25, 2022 ~ 1:30pm (Via Zoom)

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The meeting was called to order by the Commission Chair Mike Johnson at 1:33 on Friday, February 25, 2022 via Zoom.
- 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, Bruce Nelson and Ron Suter were present. A quorum was declared.

PUBLIC COMMENT

- 3) Public Comment: None received

CONSENT MATTERS

- 4) Adopt Resolution 02-2022 Authorizing Remote Teleconference Meetings from February 25, 2022 to March 25, 2022
- 5) Adopt Commission Meeting Minutes
 - January 28, 2022 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports

A) Promotional Exams & Late Applications: report for January 2022

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 January 2022

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Bloise, to accept the Monthly Provisional Appointments report for January 2022. The motion was adopted unanimously (4 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2022 Executive Secretary Class Study to:

- Revise, including changes to the Minimum Qualifications, the Executive Secretary Class Specification

ACTION: Motion by Commissioner Suter, seconded by Commissioner Bloise, to adopt the Executive Officer's recommendations to, pursuant to the recommendations stemming from the 2022 Executive Secretary class study to: 1) revise, including changes to the Minimum Qualifications, the Executive Secretary Class Specification; and 2) refer this action to the Board of Supervisors for its concurrence. The Motion was adopted unanimously (4 to 0).

ACTION: Motion by Commissioner Suter, seconded by Commissioner Bloise to abolish the existing Executive Secretary eligibility list. The Motion was adopted 3 to 1 (Nelson no).

9) Approval of the Commission's Fiscal Year 2022-23 Proposed Budget Prepared by the Executive Officer

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Suter to: 1) approve the proposed budget for the 2022/23 FY with total spending authority in the amount of \$479,213 and a request for a General Fund appropriation in the amount of \$419,213; and to Direct the EO; and 2) work with the CEO and the County's Chief Financial Officer to finalize the Commission's budget for submittal to the Board of Supervisors for their approval.

INFORMATIONAL MATTERS

(Non-action items)

10) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the next Commission meeting is March 11 and will be conducted via Zoom. Items on the agenda include proposed revisions to the County's Classification Plan stemming from the 2021 Assistant District Attorney and the 2021 Dental Services Series class studies. She noted that the March 25 and April 15 meetings would be canceled due to staff conflict and quorum issues.

She said that at the Commission's April 29 meeting, proposed revisions to the County's Classification Plan stemming from the 2021 Water System Series and the 2022 Sacramento County Retirement System class studies are tentatively scheduled. This will be an in-person meeting.

Dowdin Calvillo informed Commissioners that she has tentatively scheduled proposed revisions to the County's Classification Plan stemming from the 2021 Pathologist Assistant Class Study for the May 27 meeting whereat Commissioners will also adopt the meeting schedule for FY 2022-23.

She reported that she received the Child Development Specialist and Health Service Coordinator class studies this week for her preliminary review.

Lastly, she reported that there are two release from probation, one allocation, and one psychological disqualification appeal pending before the Commission

ADJOURNMENT

Seeing no further business before the Commission, and without objection, the Chair adjourned the meeting at 2:03pm.

Adopted 11 March 2022