

Sacramento County Civil Service Commission
January 28, 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 1:32 on Friday, January 28, 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 01-2022 Authorizing Remote Teleconference Meetings from January 28 to February 28, 2022
- 5) Adopt Commission Meeting Minutes
 - December 17, 2021 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports
 - A) Promotional Exams & Late Applications: reports for November and December 2021
 - B) Extended Eligible Lists: quarterly report for October, November and December 2021

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

APPEAL HEARING

- 7) Exam Disqualification (Civil Service Rule 5.7):

Appeal 6298-21

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Johnson, to GRANT the appeal. The motion was adopted unanimously (4 to 0).

SEPARATE MATTERS

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

- Reports for November and December 2021

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to accept the Monthly Provisional Appointments report for November and December 2021. The motion was adopted unanimously (4 to 0).

9) Revise the Sacramento County Classification Plan as recommended by the 2021 Deputy Sheriff Permanent Part-Time Class Study to:

- Abolish the Deputy Sheriff (Permanent Part Time) Class

ACTION: Motion by Commissioner Suter, seconded by Commissioner Nelson, to adopt the Executive Officer's recommendations to, pursuant to the recommendations stemming from the 2021 Deputy Sheriff Permanent Part-Time Class Study to: 1) Abolish the Deputy Sheriff Permanent Part Time class within the Sheriff Series; and 2) Refer this action to the Board of Supervisors for its concurrence. The Motion was adopted unanimously (4 to 0).

10) Revise the Sacramento County Classification Plan as recommended by the 2021 Emergency Medical Services Series Class Study to:

- Revise, including changes to the Minimum Qualifications, and Retitle the Emergency Medical Services Specialist Lv I/II to Emergency Medical Services Specialist;
- Revise, including changes to the Minimum Qualifications, the following classes within the Emergency Medical Services Series:
 - Emergency Medical Services Administrator
 - Emergency Medical Services Coordinator

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Nelson, to adopt the Executive Officer's recommendations to, pursuant to the recommendations stemming from the 2021 Emergency Medical Services Series Class Study to: 1) Revise, including changes to the Minimum Qualifications, and Retitle the Emergency Medical Services Specialist Lv I/II to Emergency Medical Services Specialist; 2) Revise, including changes to the Minimum Qualifications, the following classes within the Emergency Medical Services Series: Emergency Medical Services Coordinator and Emergency Medical Services Administrator; 3) Refer these actions to the Board of Supervisors for its concurrence. The Motion was adopted by a majority (3 to 1; Johnson no).

11) Revise the Sacramento County Classification Plan as recommended by the 2020 Construction Labor Compliance Series Class Study (Continued from September 24, 2021)

- Establish the following classes within the proposed Construction Labor Compliance Series:
 - Construction Labor Compliance Technician
 - Senior Construction Labor Compliance Technician
 - Construction Labor Compliance Supervisor
- Pursuant to Civil Service Rule 2.6(c), grant permanent status to: one specified incumbent to the proposed Construction Labor Compliance Technician class; two specified incumbents to the proposed Senior Construction Labor Compliance Technician class; and one specified incumbent to the proposed Construction Labor Compliance Supervisor class

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Bloise, to adopt the Executive Officer's recommendations to, pursuant to the recommendations stemming from the 2020 Construction Labor Compliance Series Class Study, dated June 7, 2021 to: 1) Establish the following classes within the Construction Labor Compliance Series: Construction Labor Compliance Technician, Senior Construction Labor Compliance Technician; and Construction Labor Compliance Supervisor; Pursuant to Civil Service Rule 2.6(c), grant permanent status to: Johnny Lee into the proposed Labor Compliance Technician class, Rosalyn Burkes and Krystal Kypke into the proposed Senior Labor Compliance Technician class; and Harmail Nijjar into the proposed Labor Compliance Supervisor class; and 3) Refer these actions to the Board of Supervisors for its concurrence. The Motion was adopted unanimously (4 to 0).

INFORMATIONAL MATTERS

(Non-action items)

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

- Report for the Fourth Quarter of 2021

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

- Report for the Fourth Quarter of 2021

14) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting will be February 25 as February 11 is a County holiday. This meeting will be conducted via Zoom, and Commissioners may consider recommendations to the County's Classification Plan stemming from the 2022 Executive Secretary and the 2021 Water Systems Series class studies as well as the proposed budget for FY 2022-23.

The Commission's next meeting is likely scheduled for March 25 given that a quorum is anticipated.

Dowdin Calvillo informed Commissioners that she received one request to file an exam disqualification appeal this week.

Currently, there are three releases from probation, one failed psychological evaluation, and one allocation appeal pending before the Commission.

ADJOURNMENT

Hearing no further business before the Commission, motion by Commissioner Nelson, seconded by Commissioner Suter to adjourn the meeting. Motion was adopted unanimously (4 to 0) and the meeting was adjourned at 3:37pm.

Adopted February 25, 2022