

Sacramento County Civil Service Commission  
July 15, 2022 ~ 1:30pm

ADOPTED  
ACTION MINUTES

**PROCEDURAL MATTERS**

- 1) Call to Order: The meeting was called to order by Chair Mike Johnson at 1:30pm on Friday, July 15, 2022.
- 2) Flag Salute
- 3) Roll Call and Declaration of a Quorum: Roll was called by Commission Clerk Gina Volpi, and it was noted that Commissioners Mike Johnson, Nick Bloise, Bruce Nelson, and Ron Suter were present. A quorum was declared.

**PUBLIC COMMENT**

- 4) Public Comment: None received

**CONSENT MATTERS**

- 5) Adopt Commission Meeting Minutes
  - June 17, 2022 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports
  - A) Promotional Exams & Late Applications: report for June 2022
  - B) Extended Eligible Lists: quarterly report for April, May and June 2022

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

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## SEPARATE MATTERS

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

- Report for June 2022

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

8) Revise the Sacramento County Classification Plan as recommended by the 2020 Environmental Legislative and Regulatory Affairs Series Class Study to:

- Establish the Environmental Legislative and Regulatory Affairs Manager; the Senior Environmental Legislative and Regulatory Affairs Analyst; and the Environmental Legislative and Regulatory Affairs Analyst classes with the Environmental and Regulatory Affairs Series

ACTION: Motion by Commissioner Suter, seconded by Commissioner Bloise, to adopt the Executive Officer's recommendations stemming from the Environmental Legislative and Regulatory Affairs Series Class Study to:

- 1) Establish the Environmental Legislative and Regulatory Affairs Manager; the Senior Environmental Legislative and Regulatory Affairs Analyst; and the Environmental Legislative and Regulatory Affairs Analyst classes within the Environmental and Regulatory Affairs Series;
- 2) Refer these actions to the Board of Supervisors for its concurrence; and
- 3) Once finalized, requested that the Sanitation Districts Agency provide the Commission with its staffing transition plan as it pertains to the reallocation of positions into the new classes listed above.

The Motion was adopted 3 to 1 (Nelson no).

9) Election of Commission Chair and Vice Chair for the 2022/23 Fiscal Year, pursuant to Civil Service Rule 14.9

ACTION: Chair Johnson opened nominations for Chair for FY 22/23. Commissioner Suter nominated Commissioner Bloise. No further nominations were made. Commissioner Bloise was elected unanimously (4 to 0).

Immediate Past Chair Johnson opened nominations for Vice Chair for FY 22/23. Commissioner Suter nominated Commissioner Nelson. No further nominations were made. Commissioner Nelson was elected unanimously (4 to 0).

## INFORMATIONAL MATTERS

### 10) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission will next meet on August 19 as we do not have a quorum for the July 29. At the August 19 meeting, Commissioners will consider revisions to the County's Classification Plan stemming from the 2021 Therapist Series and the 2022 Manager Special Districts class studies.

For the Commission's September 23 meeting, Commissioners will likely consider revisions to the County's Classification Plan stemming from the 2022 Health Service Coordinator class study and possibly hear a release from probation appeal.

Dowdin Calvillo informed Commissioners that she received one release from probation appeal this week. Currently, there are five release probation and one allocation appeals pending before the Commission.

Dowdin Calvillo reported that in FY 21/22, the Commission reviewed and adopted proposed changes to the County's Classification Plan stemming from 17 class studies affecting 50 separate classes.

She also reported that the Commission closed 28 appeals as follows:

- 9 Exam Disqualification
- 7 Release from Probation
- 3 Failed Drug Tests
- 2 Allocation
- 2 Exam Evaluation
- 2 Failed Psyc Exam
- 2 intent to file
- 1 to file

The Commission conducted 11 meetings; all but three were conducted via Zoom.

## ADJOURNMENT

Seeing no further business before the Commission, and without objection, Immediate Past Chair Johnson adjourned the meeting at 2:39pm.

*Adopted 15 August 2022*