

Sacramento County Civil Service Commission
November 18, 2022 ~ 1:30pm

ADOPTED
ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order:
The meeting was called to order by Chair Nick Bloise at 1:32pm on Friday, November 18, 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 Nick Bloise, Bruce Nelson, Steve Booth and Mike Johnson and were present and Commissioner Ron Suter was absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None

CONSENT MATTERS

- 5) Adopt Commission Meeting Minutes
 - October 21, 2022 Regular Business Meeting

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Johnson, to adopt item 5 on consent. The motion was adopted 3 to 0 with Commissioner Booth abstaining.

- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports
 - Promotional Exams & Late Applications: report for October 2022

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Nelson, to adopt item 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 October 2022

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

8) Revise the Sacramento County Classification Plan as recommended by the 2022 Behavioral Health Director Class Study to:

- Revise, including changes to the minimum qualifications, and retitle, the Director, Mental Health Services classification to Behavioral Health Director classification
- Pursuant to Civil Service Rule 2.6(c), grant permanent status to one specified incumbent into the proposed Behavioral Health Director classification

ACTION: Motion by Commissioner Booth, seconded by Commissioner Nelson, to adopt the Executive Officer's recommendations stemming from the 2022 Behavioral Health Director Class Study to: 1) Revise, including changes to the minimum qualifications, and retitle, the Director, Mental Health Services classification to Behavioral Health Director classification; 2) Refer these actions to the Board of Supervisors for its concurrence; and 3) Pursuant to Civil Service Rule 2.6(c), grant permanent status to Ryan Quist into the retitled Behavioral Health Director classification. Motion adopted unanimously (4 to 0).

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9) Revise the Sacramento County Classification Plan as recommended by the 2022 Human Resources Information Systems Analyst Series Class Study to: (Continued from August 19, 2022)

- 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: Motion by Commissioner Nelson, seconded by Commissioner Johnson, to adopt the Executive Officer's recommendations stemming from the 2022 Human Resources Information System Analyst Class Study to: 1) 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; 2) Refer these actions to the Board of Supervisors for its concurrence; and 3) Pursuant to Civil Service Rule 2.6(c), Grant probationary status to: Anthony Herrera into the proposed HRIS Analyst Lv. I/II classification; permanent status to: Casandra Leon-Singh; Tracy Ford; Annette Aina; and Michelle Bourn into the proposed HRIS Analyst Lv. I/II classification; and permanent status to Michele Rovito into the proposed HRIS Analyst III classification. Motion adopted 3 to 1 (Booth no).

INFORMATIONAL MATTERS

10) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission will next meet on December 16 when Commissioners are tentatively scheduled to consider revisions to the County's Classification Plan stemming from the 2022 Building Trades Series; Assistant Director of Homeless Services and Housing Class; and 2022 Labor Relations Series class studies.

Commissioners are also scheduled to meet January 27, 2023 when they are tentatively scheduled consider revisions to the County's Classification Plan stemming from the 2020 Human Service Program Class Study as well as to hear a failed drug test appeal.

Dowdin Calvillo informed Commissioners that she received one failed drug appeal this week and rejected it as it was not within the scope of the Commission's jurisdiction.

She reported that there are four release from probation, one failed drug, one failed psychological evaluation, and one allocation appeal pending before the Commission.

Lastly, she stated that she received two class studies for her preliminary review: 2022 Assistant Director, Homeless Services and Housing and the 2022 Labor Relations Series.

ADJOURNMENT

Seeing no further business before the Commission, and without objection, Chair Bloise adjourned the meeting.

Adopted 16 Dec 2022