

**Sacramento County Civil Service Commission
February 17, 2023 ~ 1:30pm**

ADOPTED

ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order:
The meeting was called to order by Chair Nick Bloise at 1:31pm.
- 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, Steve Booth, and Mike Johnson and were present while Bruce Nelson was absent.

PUBLIC COMMENT

- 4) Public Comment: None

CONSENT MATTERS

- 5) Adopt Commission Meeting Minutes
 - January 27, 2023 Regular Business Meeting
- 6) Receive and File Monthly and Quarterly Department of Personnel Services Reports
 - Promotional Exams & Late Applications: report for January 2023

ACTION: Motion by Commissioner Booth, seconded by Commissioner Johnson, to approve items 5 and 6 on consent. The motion was adopted unanimously (3 to 0).

SEPARATE MATTERS

- 7) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Reports
 - Report for January 2023

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Booth, to accept the Monthly Provisional Appointments reports for January 2023. The motion was adopted unanimously (3 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2022 Building Trades Series Class Study to

- Revise, including changes to the minimum qualifications, the following classes
 - Carpenter
 - Electrician
 - Painter
 - Plumber
- Establish the following classes within the Carpenter Series
 - Lead Carpenter
 - Carpenter Supervisor
- Establish the following classes within the Electrician Series
 - Lead Electrician
 - Electrician Supervisor
- Establish the following classes within the Painter Series
 - Lead Painter
 - Painter Supervisor
- Establish the following classes within the Plumber Series
 - Lead Plumber
 - Plumber Supervisor
- Establish the Facilities Trades Operations Supervisor Class
- Pursuant to Civil Service Rule 2.6(c), grant permanent status into the following classifications
 - three specified incumbents into the Lead Carpenter; one specified incumbent into the Carpenter Supervisor;
 - 19 specified incumbents into the Lead Electrician; and 3 specified incumbents into the Electrician Supervisor
 - four specified incumbents into the four Lead Painter
 - four specified incumbents into the Lead Plumber
 - five specified incumbents into the Facilities Trades Operations Supervisor

---CONTINUED ON NEXT PAGE---

ACTION: Motion by Commissioner Johnson, seconded by Commissioner Bloise, to adopt the Executive Officer's recommendations stemming from the 2022 Building Trades Series Class Study to:

- 1) Revise, including changes to the minimum qualifications, the following classes: Carpenter; Electrician; Painter; and Plumber
- 2) Establish the following classes within the Carpenter Series: Lead Carpenter and Carpenter Supervisor
- 3) Establish the following classes within the Electrician Series: Lead Electrician; and Electrician Supervisor
- 4) Establish the following classes within the Painter Series: Lead Painter; and Painter Supervisor
- 5) Establish the following classes within the Plumber Series: Lead Plumber; Plumber Supervisor
- 6) Establish the Facilities Trades Operations Supervisor Class
- 7) Pursuant to Civil Service Rule 2.6(c), grant permanent status into the following classifications
 - a) three specified incumbents into the Lead Carpenter; one specified incumbent into the Carpenter Supervisor;
 - b) 19 specified incumbents into the Lead Electrician; and 3 specified incumbents into the Electrician Supervisor
 - c) four specified incumbents into the four Lead Painter
 - d) four specified incumbents into the Lead Plumber
 - e) five specified incumbents into the Facilities Trades Operations Supervisor

Motion adopted unanimously (3 to 0).

- 8) Approval of the Commission's Fiscal Year 2023-24 Proposed Budget Prepared by the Executive Officer

ACTION: Motion by Commissioner Booth, seconded by Commissioner Johnson, to approve the Budget for FY 2023-24 as proposed by Executive Director Dowdin Calvillo and forward it to the Executive Office. Motion adopted unanimously (3 to 0).

INFORMATIONAL MATTERS

(Non-action items)

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

Report for the Fourth Quarter of 2022

10) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is March 10 and Commissioners will hear a failed drug test appeal as well as to consider a request from DPS to extend a provisional appointment.

She announced that on March 24 Commissioners may hear an exam disqualification appeal.

She told Commissioners that she received one new Failed Drug Test, one new Release from Probation, one new Exam Disqualification and one new Failed Psychological Evaluation appeals this week and that she closed one new exam disqualification appeal after it was administratively resolved.

Currently, there are six RFP, three failed psychological evaluation; four failed drug test; one exam disqualification; and one allocation appeals pending before the Commission.

Executive Officer Dowdin Calvillo reported that the office would be closed on Monday in observation of President Washington's birthday.

ADJOURNMENT

Seeing no further business before the Commission, and without objection, Chair Bloise adjourned the meeting at 2:21pm.

Adopted 10 March 2023