

**Sacramento County Civil Service Commission
January 27, 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 on Friday, January 27, 2023.

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, Ron Suter, and Mike Johnson and were present.

Executive Officer Alice Dowdin Calvillo announced that item 7 (Failed Drug Test Appeal) is removed from the agenda as the appeal was administratively resolved and hence the appeal closed.

She also announced that today would be Commissioner Suter's last meeting as he is retiring from the Commission effective January 28, 2023. Dowdin Calvillo praised Commissioner Suter who was first appointed to the Commission on July 2, 2008 by then Supervisor Jimmie Yee. He was subsequently re-appointed several times, lastly by Supervisor Patrick Kennedy. Commissioner Suter served the Commission with distinction and will be missed!

PUBLIC COMMENT

4) Public Comment: None

CONSENT MATTERS

5) Adopt Commission Meeting Minutes

- December 16, 2022 Regular Business Meeting

6) Receive and File Monthly and Quarterly Department of Personnel Services Reports

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

B) Extended Eligible Lists: quarterly report for October, November and December 2022

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

APPEAL HEARING

7) ~~Failed Pre-Employment Drug Test (Civil Service Rule 4.11):~~

~~*Appeal 6332-22*~~

SEPARATE MATTERS

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

- Report for December 2022

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Booth, to accept the Monthly Provisional Appointments reports for December 2022. The motion was adopted unanimously (5 to 0).

9) Revise the Sacramento County Classification Plan as recommended by the 2022 Labor Relations Series Class Study to

- Establish Labor Relations Assistant class within the Labor Relations Series
- Revise, including changes to the minimum qualifications, the following classes within the Labor Relations Series
 - Labor Relations Representative
 - Labor Relations Officer
- Revise, including changes to the minimum qualifications, and Retitle the Labor Relations Manager class to Chief Labor Negotiator class
- Abolish the eligibility lists for Labor Relations Representative; Labor Relations Officer; and Labor Relations Manager upon Board of Supervisor approval of the proposed minimum qualification changes

ACTION: Motion by Commissioner Booth, seconded by Commissioner Nelson, to adopt the Executive Officer's recommendations stemming from the 2022 Labor Relations Series Class Study to:

- 1) Establish Labor Relations Assistant class within the Labor Relations Series
- 2) Revise, including changes to the minimum qualifications, the following classes within the Labor Relations Series
 - Labor Relations Representative
 - Labor Relations Officer
- 3) Revise, including changes to the minimum qualifications, and Retitle the Labor Relations Manager class to Chief Labor Negotiator class

- 4) Abolish the eligibility lists for Labor Relations Representative; Labor Relations Officer; and Labor Relations Manager upon Board of Supervisor approval of the proposed minimum qualification changes
- 5) Refer this actions to the Board of Supervisors for its concurrence.

Motion adopted unanimously (5 to 0).

INFORMATIONAL MATTERS

(Non-action items)

- 10) 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 2022

- 11) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is February 17 and that she has recommendations stemming from the 2022 Building Trades Series Class Study on the agenda as well as approval of the Commission's FY 23-24 budget.

The Commission will meet on March 10 to hear a failed drug test appeal as well as to consider a request from DPS to extend a provisional appointment. On March 24 Commissioners may hear an exam disqualification appeal.

She told Commissioners that she did not receive any new appeals this week but that she closed one drug test appeal after it was withdrawn.

Currently, there are four RFP, two failed psychological evaluation; one failed drug test; once exam disqualification; and one allocation appeal pending before the Commission.

Commissioner Johnson asked Executive Officer Dowdin Calvillo if she was still planning to invite retired Commissioners Macht and Purdy to a meeting so that they could be recognized for their service to the Commission since both retired during COVID when the meetings were virtual only. She replied yes, and she would work with their calendars.

ADJOURNMENT

Seeing no further business before the Commission, and without objection, Chair Bloise adjourned the meeting at 1:50pm.

Adopted 17 Feb 2023