

**Sacramento County Civil Service Commission
December 13, 2024 ~ 1:30pm**

ADOPTED ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order
The Meeting was called to order at 1:32pm by Vice Chair Nick Bloise.
- 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, Sally Ly, and Bruce Nelson were present, and commissioners Steve Booth and Noah Painter were absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None

CONSENT MATTERS

(Consent Matters are acted upon as one unit. Items removed from consent for discussion will be heard under Separate Matters.)

- 5) Adopt Commission Meeting Minutes

- October 11, 2024 Regular Business Meeting

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Ly, to approve item 5 on consent. The motion was adopted unanimously (3 to 0).

SEPARATE MATTERS

(Non-consent items requiring action by the Commission.)

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

- Report for October 2024

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Ly to accept item 6. The motion was adopted unanimously (3 to 0).

7) Revise the Sacramento County Classification Plan as Recommended by the 2024 Nurse Manager Series Class Study to:

- Establish the following classifications within the proposed Nursing Manager Series:
 - Nurse Manager I
 - Nurse Manager I – Detention/Correctional Facility
 - Nurse Manager II
 - Nurse Manager II – Detention/Correctional Facility
 - Nursing Division Manager

- Pursuant to Civil Service Rule 2.6(c), grant permanent status to:
 - Five specified incumbents into the Nurse Manager I classification;
 - Three specified incumbents into the Nurse Manager I – Detention/Correctional Facility classification
 - Four specified incumbents into the Nurse Manager II classification;
 - Two specified incumbents into the Nurse Manager II – Detention/Correctional Facility classification
 - One specified incumbent into the Nursing Division Manager classification

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Ly, to:

1) establish the following classifications within the proposed Nursing Manager Series:

- Nurse Manager I
- Nurse Manager I – Detention/Correctional Facility
- Nurse Manager II
- Nurse Manager II – Detention/Correctional Facility
- Nursing Division Manager

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 incumbents:

- Diep Trinh, Lindsey Park, Jennifer Hinckley, Dana Dinh, and Stephanie Watkins into the proposed the Nurse Manager I classification;
- Gladys Mencias, Scarlett Ong, and Ben Santos into the proposed Nurse Manager I – Detention/Correctional Facility classification
- Leesa Hooks, Bonnie Cooper, Rachel Allen, and Melanie Capiccioni into the proposed Nurse Manager II classification;

- Reema Singh and Pamela Gandy-Rosemond into the proposed Nurse Manager II – Detention/Correctional Facility classification; and
- Lynnann Svensson into the proposed Nursing Division Manager classification

The motion was adopted unanimously (3 to 0).

8) Revise the Sacramento County Classification Plan as Recommended by the 2024 Local Agency Formation Commission Executive Officer Class Study to:

- Establish the Local Agency Formation Commission Executive Officer classification
- Pursuant to Civil Service Rule 2.6(c), grant permanent status to one individual into the proposed Local Agency Formation Commission Executive Officer classification

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Ly, to:

- 1) Establish the LAFCo Executive Officer classification as a single, stand-alone class;
- 2) Refer this action to the Board of Supervisors for its concurrence; and
- 3) Pursuant to Civil Service Rule 2.6(c), grant permanent status to Jose Henriquez into LAFCo Executive Officer class.

The motion was adopted unanimously (3 to 0).

INFORMATIONAL MATTERS
(Non-action items)

9) Executive Officer’s Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission’s next meeting is scheduled for January 31 when Commissioners will hear an exam disqualification appeal and may consider recommendations stemming from the 2024 Airport Fire series class study.

The Commission will then meet on February 14.

Since the last meeting, she said the Commission received five exam disqualification; two release from probation (RFP); and two failed psychological evaluation appeals. In addition, she closed three exam disqualification appeals – two were administratively resolved and one was not accepted as it was not in the Commission’s jurisdiction. She also

closed two release from probation appeals after one was withdrawn by the appellant and the other was not within the Commission's jurisdiction. She also closed one psychological evaluation appeal as it was no longer timely.

Currently, there is one release from probation, three failed psychological evaluations, one exam disqualification, and one eligible list appeal pending before the Commission.

Executive Officer Dowdin Calvillo also reported that since the last meeting, she provided comments on the revised 2024 Airport Fire series and the 2024 Health Program Coordinator class studies.

She also discussed a concept proposal submitted by DPS to amend the Civil Service Rules to provide an alternate path to employment through the civil service exam process for persons with disabilities. The proposal is loosely framed after the LEAP Program at the State level and is driven by Board Chair Patrick Kennedy. As she reported to Commissioners in an earlier status report, she discussed the concept with Chair Booth; however, at the time it was submitted, it was not made clear if/when it would be formally submitted to the Commission nor was it mentioned that the concept would be taken to the Board of Supervisors for formal support. However, since the rule change concept was shared with the Commission, DPS brought the concept to the Board of Supervisors for support which occurred at their December 10 meeting. Unfortunately, the Commission was only made aware that the concept was going before the Board less than 30 minutes before the meeting.

She is coordinating a written response to the concept proposal with Chairman Booth and will bring the item to the Commission for consideration and public hearing at an upcoming Commission meeting. The County Charter and Civil Service Rules delegate the approval/amendment/abolishment of said rules to the Commission. Subsequent approval by the Board of Supervisors is not required.

ADJOURNMENT

Seeing no further business before the Commission, without objection, Vice Chair Bloise adjourned the meeting at 1:58pm.

Adopted 31 Jan 2025