

**Sacramento County Civil Service Commission  
February 9, 2024 ~ 1:30pm**

ADOPTED ACTION MINUTES

**PROCEDURAL MATTERS**

- 1) Call to Order  
The Meeting was called to order at 1:34pm by Chairman Bruce Nelson.
- 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, Sally Ly and Chairman Bruce Nelson were present and that Commissioner Noah Painter was absent. A quorum was declared.

Chairman Nelson introduced Commissioner Sally Ly who, on January 9, 2024 was appointed by the Board of Supervisors to represent District 1. Ms. Ly has extensive experience in human resources at both the local and State level.

**PUBLIC COMMENT**

- 4) Public Comment: None

**CONSENT MATTERS**

- 5) Adopt Commission Meeting Minutes
  - January 26, 2024 Regular Business Meeting

ACTION: Motion by Commissioner Painter, seconded by Commissioner Bloise, to approve item 5 on consent. The motion was adopted unanimously (4 to 0).

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

A) Announced Promotional Exams and Accepted Late Exam Applications: Fourth Quarter of 2023 (Oct, Nov, and Dec)

B) Extended Eligible Lists: Fourth Quarter of 2023 (Oct, Nov, and Dec)

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Booth, to approve item 6 after it was removed from consent so that a question could be asked. The motion was adopted unanimously (4 to 0).

**SEPARATE MATTERS**

(Non-consent items requiring action by the Commission)

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

- Report for December 2023

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Booth, to accept the DPS Monthly Provisional Appointment Status report for December 2023. The motion was adopted unanimously (4 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2024 Development Manager Class Study to:

- Establish the Development Manager class as a stand-alone class

ACTION: Motion by Commissioner Bloise, seconded by Chair Nelson, to:  
1) establish the Development Manager class as a stand-alone class with the following amendment to the MQ substitution language:

Note: Additional experience as described above may be substituted for the educational requirement on the basis of one (1) year of experience is equal to 30 semester units (45 quarter units). The educational requirement is considered to require a minimum of 120 semester units (180 quarter units) a-year-for-year-basis.

2) refer this action to the Board of Supervisors for its concurrence.

The motion was adopted 3 to 1 (Booth no).

## INFORMATIONAL MATTERS

(Non-action items)

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

- Report for the Fourth Quarter of 2023 (Oct, Nov, and Dec)

10) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is scheduled for March 8 but it is likely that meeting will be cancelled and the Commission will instead meet on March 22. Items tentatively on the March 22 agenda include: the proposed budget for FY 2024/25, and recommended revisions to the County's Classification Plan stemming from two class studies (2023 Communications/Operations Dispatcher I/II and 2024 Administrative Assistant to the CEO).

For April it is likely the Commission will meet on April 26.

She informed Commissioners that since the Commission's last meeting, we received three release from probation; six exam disqualification appeals; one eligible list; and one promotional exam – oral panel appeal. In addition, she closed one failed drug appeal for lack of jurisdiction; one release from probation appeal after it was withdrawn by the Appellant; and six exam disqualifications appeals mostly as they administratively resolved.

Currently, there are seven release from probation; two failed psychological evaluation; one exam disqualification; one eligible list; and one promotional exam – oral panel appeals pending before the Commission.

Dowdin Calvillo also reported that since the last meeting, we received the following class studies for her preliminary review: 2023 Airport Fire Series (now on hold); 2024 Employee Benefits Series (now on hold); 2024 Assistant Director of Airports; and 2024 Sr. Public Information Officer.

She also informed Commissioners the office will be closed on Monday, February 12 as it is a County holiday and that she will be out of the office March 25 through April 1.

## **ADJOURNMENT**

Seeing no further business before the Commission, without objection, Chair Nelson adjourned the meeting at 2:14pm.

*Adopted 22 March 2024*