

**Sacramento County Civil Service Commission
October 11, 2024 ~ 1:30pm**

ADOPTED ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order
The Meeting was called to order at 1:34pm by Chair Steve Booth.
- 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 Steve Booth, Nick Bloise, Sally Ly, and Noah Painter present, and Commissioner Bruce Nelson was 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
 - September 13, 2024 Regular Business Meeting
- 6) Receive and File Required Quarterly Department of Personnel Services Reports

A) Announced Promotional Exams and Accepted Late Exam Applications:
Third Quarter of 2024 (Jul/Aug/Sep)

B) Extended Eligible Lists: Third Quarter of 2024 (Jul/Aug/Sep)

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Painter, to approve items 5 and 6 consent. 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 September 2024

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Ly, to accept item 7. The motion was adopted unanimously (4 to 0).

8) Revise the Sacramento County Classification Plan as Recommended by the 2024 Information Security Analyst Series Class Study to:

- Revise, including changes to the minimum qualifications, the Information Security Manager classification;
- Establish the following classifications within the proposed Information Security Analyst Series:
 - Information Security Analyst Lv. I/II
 - Information Security Analyst Lv. III
 - Supervising Information Security Analyst
 - Information Security Division Chief
- Pursuant to Civil Service Rule 2.6(c), grant permanent status to:
 - five specified incumbents into the Information Security Analyst Lv. II classification;
 - two specified incumbents into the Information Security Analyst Lv. III classification
 - three specified incumbents into the Supervising Information Security Analyst classification

ACTION: Motion by Commissioner Painter, seconded by Commissioner Boise, to 1) revise, including changes to the minimum qualifications, the Information Security Manager classification; establish the following classifications within the proposed Information Security Analyst Series:

- Information Security Analyst Lv. I/II
- Information Security Analyst Lv. III
- Supervising Information Security Analyst
- Information Security Division Chief

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:

- David Wingle; David Johnson; Drue Burkhalter; Timothy Chaney; Emad Aljamal; and Lincoln Bartlett into the proposed Information Security Analyst Lv. II classification;
- Sarah Clark into the proposed Information Security Analyst Lv. III classification; and
- Ma Chung; Joseph Sellner; and Kirk Uhl into the proposed Supervising Information Security Analyst classification.

The motion was adopted unanimously (4 to 0).

INFORMATIONAL MATTERS (Non-action items)

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

- Report for the Third Quarter of 2024 (Jul/Aug/Sep)

10) Quarterly Status Report by the Department of Personnel Services on Classification Studies Previously Approved by the Civil Service Commission

- Report for the Third Quarter of 2024 (Jul/Aug/Sep)

11) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is scheduled for November 8 when Commissioners may consider recommendations from the 2024 Nursing Manager Series Class Study.

The Commission will then likely meet on December 13 when the Commission may consider recommendations stemming from the 2024 LAFCO Executive Director Class Study.

Since the last meeting, she said the Commission received one release from probation (RFP) and one failed medical appeal. In addition, she closed three RFP appeals after they were withdrawn by the appellants, two RFP and one exam disqualification appeals because they were not in the Commission's jurisdiction, and one medical disqualification appeal after it was administratively resolved. She also closed one psychological evaluation appeal as it was no longer timely.

Executive Officer Dowdin Calvillo reported that currently, there is one release from probation, two failed psychological evaluations, and one Eligible List appeal pending before the Commission.

She also reported that since the last meeting, she provided comments on the revised 2024 Nursing Manager Series and the 2024 LAFCO Executive

Officer class studies. She received and is currently reviewing the 2024 Health Program Coordinator and the 2024 Airport Fire Series class studies.

ADJOURNMENT

Seeing no further business before the Commission, without objection, Chair Booth adjourned the meeting at 1:52pm.

Adopted December 13, 2024