

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

ADOPTED ACTION MINUTES

**PROCEDURAL MATTERS**

- 1) Call to Order  
The Meeting was called to order at 1:30pm 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 Bruce Nelson were present, and Commissioner Noah Painter was absent. A quorum was declared.

Executive Officer Alice Dowdin Calvillo announced that Item 7 was continued to the Commission's October 11 Meeting.

**PUBLIC COMMENT**

- 4) Public Comment: Two representatives, including President K. Johnston, from the Sacramento County Management Association (SCMA; they represent units 033 and 032) requested that the Commission not approve future class specifications wherein a valid California Driver's License is required unless it is truly required to perform the duties of the job. Further, they requested that the Commission direct DPS to review all classifications to determine which ones can be amended to delete the valid driver's license requirement.

**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
  - July 16, 2024 Regular Business Meeting

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

## SEPARATE MATTERS

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

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

- Reports for July and August 2024

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Bloise, to accept item 6. The motion was adopted unanimously (4 to 0).

~~7) 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~~

## APPEAL HEARING

8) Release from Probation (Civil Service Rule 12.3): *This hearing was conducted in closed session per Government Code section 54957 (b).*

- *Appeal No. 6384-23*

ACTION: Motion by Commission Nelson, Seconded by Commissioner Ly, to adopt the Proposed Decision issued by Hearing Officer Vendrillo as its own and deny the appeal. Motion was approved unanimously (4 to 0).

It should be noted that the Appellant chose not to appear before the Commission.

## **INFORMATIONAL MATTERS**

9) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is scheduled for October 11 when Commissioners will consider recommendations from the 2024 Information Security Analyst Series Class Study and possibly the Nurse Manager Series Class Study.

At the November 8 meeting, Commissioners may hear another release from probation appeal.

Since the last meeting, she said the Commission received four exam disqualification appeals, one failed psychological appeal, and one release from probation appeal. In addition, she closed three exam disqualification appeals after they were administratively resolved and rejected one as it was untimely.

Currently, there are four release from probation, two failed psychological, 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 proposed 2020/2024 Human Services Program Analyst and the 2024 Nurse Manager Series class studies. She received and is currently reviewing the 2024 Health Program Coordinator Class Study.

## **ADJOURNMENT**

Seeing no further business before the Commission, without objection, Chair Booth adjourned the meeting at 1:57pm.

Adopted 11 Oct 2024