

Sacramento County Civil Service Commission
December 12, 2025 Meeting

ADOPTED ACTION MINUTES

PROCEDURAL MATTERS

1) Call to Order

The Meeting was called to order at 1:30pm by Chairman 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 Steve Booth, Nick Bloise, Sally Ly, Bruce Nelson and Noah Painter were present. A quorum was declared.

PUBLIC COMMENT

4) Public Comment:

None received

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

- November 14, 2025 Regular Business Meeting

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Painter to adopt Item 5 on consent. The motion was adopted unanimously (5 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 2025

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Ly to accept the Department of Personnel Services' Monthly Provisional Appointments Report for October 2025. The motion was adopted unanimously (5 to 0).

7) Revise the Sacramento County Classification Plan as Recommended by the 2025 Deputy Assessor Class Study to:

- Establish the Deputy Assessor class

ACTION: Motion by Commissioner Booth, seconded by Commissioner Painter to: 1) establish the Deputy Assessor class; and 2) refer to the Board of Supervisors for concurrence. The motion was adopted unanimously (5 to 0).

8) Revise the Sacramento County Classification Plan as Recommended by the 2025 Estate Property Series Class Study to:

- Revise, including changes to the minimum qualifications, and retitle the Estate Inventory Specialist to Estate Inventory Specialist I/II class and
- Revise, including changes to the minimum qualifications, the Estate Property Officer class

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Ly to: 1) revise, including changes to the minimum qualifications, and retitle the Estate Inventory Specialist to Estate Inventory Specialist I/II class; and 2) revise, including changes to the minimum qualifications, the Estate Property Officer class; and 3) refer to the Board of Supervisors for concurrence. The motion was adopted unanimously (5 to 0).

9) Revise the Sacramento County Classification Plan as Recommended by the 2025 Law Clerk Lv. I/II Class Study to:

- Revise, including changes to the minimum qualifications, and retitle the Legal Research Assistant to Law Clerk Lv. I/II class

ACTION: Motion by Commissioner Ly, seconded by Commissioner Nelson to: 1) revise, including changes to the minimum qualifications, and retitle the Legal Research Assistant to Law Clerk Lv. I/II class; and 2) refer to the Board of Supervisors for concurrence. The motion was adopted unanimously (5 to 0).

APPEAL HEARINGS

10) Release from Probation (Civil Service Rule 12.3): This hearing was conducted in closed session pursuant to Government Code section 54957 (b)

- *Appeal No. 6429-25*

ACTION: Motion by Commissioner Booth, Seconded by Commissioner Painter, to adopt the Proposed Decision issued by Hearing Officer Vendrillo in the instant appeal as its own and deny the appeal. Motion was approved unanimously (5 to 0).

11) Eligible List (Civil Service Rule 6.2): This matter was conducted in open session and was continued from the November 14, 2025 meeting pursuant to Civil Service Rule 14.16

- *Appeal No. 6403-23*

ACTION: Main motion by Commissioner Painter, seconded by Commissioner Ly to adopt the Executive Officer's recommendation to dismiss the appeal for lack of jurisdiction.

ACTION: Motion by Commissioner Booth, seconded by Commissioner Nelson to lay the Main motion on the table. Motion failed 2 to 3 (Ly, Bloise, and Painter no).

ACTION: The Main motion to adopt the Executive Officer's recommendation to dismiss the appeal for lack of jurisdiction was adopted 4 to 1 (Booth no).

INFORMATIONAL MATTERS (Non-action items)

12) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is scheduled for Friday, January 23, and tentatively scheduled for that meeting are one eligible list removal appeal hearing, the Child Development Specialist Series class study, and the proposed rule amendment to establish an alternate exam for persons living with disabilities.

The Commission will also meet on February 27, and it is likely that there will be several class studies ready for Commission consideration as well as a possible release from probation appeal hearing and the possible adoption of the proposed rule amendment to establish an alternate exam for persons living with disabilities.

She reported receiving two exam disqualification and one exam evaluation appeals since the last meeting. The two exam disqualification appeals are with DPS to determine if they can be administratively resolved, and the exam evaluation appeal was withdrawn.

Currently, there are eight release from probations, one failed medical evaluation, one disciplinary action, and one eligible list removal appeal pending before the Commission.

Executive Officer Dowdin Calvillo also reported that since the last meeting, she received the following class studies for preliminary review:

2025 Building Maintenance Worker class; 2025 Family Service Worker Series; and 2025 Process Server Series.

She said that she reviewed and commented on the following class studies since the last meeting: 2025 Emergency Management Series; 2025 Collection Services Series; 2025 Building Maintenance Worker class; and the 2025 Medical Case Management Nurse Series.

ADJOURNMENT

With no objection, the meeting was adjourned at 2:39pm.

Adopted 23 January 2026