

Hearing Notice
Sacramento County Civil Service Commission
September 19, 2025 ~ 1:30pm

LOCATION: Sacramento County Board of Supervisors' Chambers¹
700 H Street, Sacramento, California 95814

PROCEDURAL MATTERS

- 1) Call to Order
- 2) Flag Salute
- 3) Roll Call and Declaration of a Quorum

PUBLIC COMMENT

- 4) Public Comment: At this time, anyone may address the Commission regarding any item that is *not* already scheduled on today's meeting agenda *and* is within the Commission's subject matter jurisdiction. The Commission may only act on such items as authorized by Government Code Section 54954.3 and Civil Service Commission Rule 14.13.

PUBLIC HEARING

- 5) Proposed Amendments to the Civil Service Rules (Rules) Establishing an Alternate Exam for Persons Living with Disabilities: Any and all changes to the Rules are governed by Rule 1.5. Comments on the proposed amendments, which are attached to this notice, will be accepted in writing and verbally at the September 19 hearing. Written comments may also be submitted to the Commission from the issue date of this notice until October 6, 2025 via email at dowdincalvillosa@saccounty.gov or fax at 916-854-9236.
 - *Amendments to Rule 5.2 and 15.23 establish a new exam for persons living with disabilities and define the term "disability" for the purposes of said exam. The purpose of the amendments is to create an additional pathway to civil service employment with the County of Sacramento for persons living with disabilities who also meet specific minimum requirements within designated qualifications.*

ADJOURNMENT

Date Notice Issued: 4 Sep 2025

¹ The meeting facilities are accessible to persons with disabilities. Requests for interpreting services, assistive listening devices, or other considerations should be made through the County Disability Compliance Office at (916) 874-7642 or (916) 874-7647 (TTY) no later than five working days prior to the meeting. This meeting will not be live-streamed.

Proposed Civil Service Rule Amendment
Alternate Exam for Persons Living with Disabilities
Released 4 September 2025

DRAFT

SECTION 5 EXAMINATIONS

Rule 5.2 TYPES OF EXAMINATIONS

In establishing eligible lists for classes in the Civil Service: the following types of examinations may be used: promotional, open, or continuous, examinations or alternate examinations for persons living with disabilities may be used.

(d) Alternate Exams for Persons Living with Disabilities

- (1) All classifications within the County's Classification Plan for which an exam is used for appointment may have an alternate exam for persons living with disabilities to be administered by the Department of Personnel Services (DPS) at the discretion of the DPS Director.
- (2) Any person living with disabilities as defined in Section 15 may apply for an Alternate Exam (AE) for Persons Living with Disabilities. The AE shall, at a minimum, require: the applicant's name; contact information; documentation listed in 5.2(d) (3) demonstrating proof of disability; a brief statement describing how an applicant meets the minimum qualifications for the classification exam pursued; and an abbreviated list of employment and/or volunteer experience.
- (3) Adequate proof of disability for the purposes of qualifying for the AE shall require the provision by the applicant of at least one of the following items:
 - (a) Medical records, including a letter on a physician's or other medical professional's letterhead, listing the disability;
 - (b) Educational records (such as an Independent Education Plan, 504plan, Psych-educational assessment);
 - (c) Recent and valid copy of a Social Security Administration award or continuation letter stating that the applicant is receiving Supplemental Security Income/Social Security Disability Insurance (SSI/SSD) benefits due to their specified disability;
 - (d) Recent copy of a Benefits Planning Query Report from the Social Security Administration;
 - (e) Certification from a private Vocational Rehabilitation Counselor or other counselor who issues or provides disability benefits; and/or

- (f) Official documentation from any federal, State, District of Columbia, or US territory agency that issues or provides disability benefits showing that the applicant has the disability for which they claim.
- (4) Applicants who have successfully demonstrated pursuant to 5.2(d) (2) and 5.2(d) (3) that they meet all the criteria for the AE for which they applied shall be placed on a list in a rank eligible for hire. The life of said eligible list shall be at the discretion of the DPS Director.
- (5) When requesting an eligible list from the DPS Director, appointing authorities may exclusively request an eligible list comprised of candidates who were placed on said list pursuant to 5.2(d) (4).

SECTION 15 DEFINITIONS

15.23.5 “Disability” means a developmental disability, as defined in Section 15002(8) of Title 42 of the United States Code, a mental illness, as defined in Section 10802(4) of Title 42 of the United States Code, a disability within the meaning of the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), as defined in Section 12102(2) of Title 42 of the United States Code, or a disability within the meaning of the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code), as defined in subdivision (j) or (m) of Section 12926 of the Government Code.