

**Sacramento County Civil Service Commission
July 11, 2025 ~ 1:30pm**

ADOPTED ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order
The Meeting was called to order at 1:31pm by Chairman 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 were present and that Commissioner Bruce Nelson was absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment:

Jessica Saxton and Tanawah M. Downing with the We Shall be Free Tour asked the Commission to investigate the non-conformance of specified Constitutional obligations. Chair Booth explained to the speakers that this was not an issue within the Commission's jurisdiction.

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
 - May 23, 2025 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 2025 (Apr/May/Jun)
 - B) Extended Eligible Lists: Second Quarter of 2025 (Apr/May/Jun)

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Painter to adopt Items 5 and 6 on 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 May and June 2025

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 2025 Human Services Program Specialist and Human Services Program Planner classes Class Study to:

- Revise, including changes to the minimum qualifications, the Human Services Program Specialist and the Human Services Program Planner classes

ACTION: Motion by Commissioner Ly, seconded by Commissioner Bloise to: 1) revise, including changes to the minimum qualifications, the Human Services Program Specialist and the Human Services Program Planner classes; and 2) refer this action to the Board of Supervisors for its concurrence. The motion was adopted unanimously (4 to 0).

9) Revise the Sacramento County Classification Plan as Recommended by the 2025 Assistant County Counsel Class Study to:

- Revise, including changes to the minimum qualifications, the Assistant County Counsel class

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Ly to: 1) revise, including changes to the minimum qualifications, the Assistant County Counsel class; and 2) refer this action to the Board of Supervisors for its concurrence. The motion was adopted unanimously (4 to 0).

10) Election of Commission Chair and Vice Chair for the 2025/26 Fiscal Year, pursuant to Civil Service Rule 14.9

ACTION: Commissioner Painter nominated Commissioner Bloise Chair. No additional nominations were made. Commissioner Bloise was elected Chair unanimously (4 to 0).

ACTION: Newly elected Chair Bloise nominated Commissioner Painter Vice Chair. No additional nominations were made. Commissioner Painter was elected Vice Chair unanimously (4 to 0).

INFORMATIONAL MATTERS

(Non-action items)

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

- Report for the Second Quarter of 2025 (Apr/May/Jun)

12) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is scheduled for Friday, August 29 at 1:30pm. Commissioners will likely hear a release from probation appeal.

At the September 5 meeting, Commissioners are tentatively scheduled to hear an Eligible List appeal. Given the complexity of this appeal, it is likely to be only item that will be scheduled besides routine items.

The proposed Alternate Exam for Certified Disabled Persons is tentatively scheduled for introduction, first reading and public hearing at Commission's September 19 meeting and adoption at the October 31, 2025 meeting.

Since the last meeting, the Executive Officer said the Commission received four exam disqualification appeals, one of which was administratively resolved, one was withdrawn and the remaining two were rejected for noncompliance with the Civil Service Rules.

She also closed one failed psychological evaluation appeal after it was withdrawn by the appellant.

Currently, there are five release from probation, one failed psychological evaluation, one failed medical evaluation, and one eligible list appeal pending before the Commission.

Executive Officer Dowdin Calvillo also reported that since the last meeting, she received the 2025 Attorney – Child Support Services Series class study for preliminary review and provided comments on that study as well as the 2025 Assistant County Counsel, and the Child Development Specialist Series class studies.

At this time, there are NO class studies awaiting review by the Executive Officer or action by the Commission.

The proposed schedule for review and adoption of the Rule amendment establishing the Alternate Exam for Certified Disabled Persons is as follows:

- 1) Already drafted by Commission staff and reviewed by Commission Counsel
- 2) Circulate draft Rule to DPS for a 14-day review next week
- 3) If no major revisions are deemed necessary, release first reading notice and forward Rule to unions and County's Disability Advisory Commission for a 14-day pre-review on September 5
- 4) First reading and public hearing at the Commission's September 19 meeting
- 5) If needed, revise Rule. If not, schedule for Commission adoption at the October 31 meeting
- 6) Rule takes effect immediately upon adoption by the Commission – no action is needed from BOS

ADJOURNMENT

Seeing no further business before the Commission, without objection, Chair Booth adjourned the meeting at 1:54pm.

Adopted 29 Aug 2025