

**Sacramento County Civil Service Commission**  
**March 7, 2025 ~ 1:30pm**

ADOPTED ACTION MINUTES

**PROCEDURAL MATTERS**

- 1) Call to Order  
The Meeting was called to order at 1:32pm 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, and Noah Painter were present, and commissioners Sally Ly and Bruce Nelson were 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

- January 31, 2025 Regular Business Meeting

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Painter to adopt the January 31, 2025 meeting minutes. The motion was adopted unanimously (3 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 January and February 2025

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Painter to accept item 6. The motion was adopted unanimously (3 to 0).

7) Revise the Sacramento County Classification Plan as Recommended by the 2024 Sacramento County Airport Fire Series Class Study to:

- Establish the Firefighter Recruit, Sacramento County Airport Fire (SCAF) class;
- Revise, including changes to the minimum qualifications, and retitle the Firefighter, SCAF Level I/II class to Firefighter, SCAF; and
- Revise, including changes to the minimum qualifications, the following classes within the SCAF Series
  - Fire Engineer, SCAF
  - Fire Captain, SCAF
  - Fire Battalion Chief, SCAF

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Painter to: 1) establish the Firefighter Recruit, SCAF class; 2) revise, including changes to the MQs, and retitle the Firefighter, SCAF Level I/II to Firefighter, SCAF; 3) revise, including changes to the MQs, the following classes within the Airport Fire series: Fire Engineer, SCAF; Fire Captain, SCAF; and Fire Battalion Chief, SCAF; and 4) refer these actions to the Board of Supervisors for its concurrence. The motion was adopted unanimously (3 to 0).

**INFORMATIONAL MATTERS**  
(Non-action items)

8) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is scheduled for March 21 when Commissioners will consider the budget for FY 2025-26. With regards to the budget, the Commission, as all departments within the County, was given an actual budget target. To meet this target, while accommodating negotiated increase to salaries and benefits (e.g., COLAs, merit step and leave pay out) and increased costs associated with allocated costs outside of the Commission's control, she prepared a budget with a \$27k reduction in spending. Unfortunately, this reduction can only come from salaries and wages as there is no other line item with a budget that the Commission can reduce to achieve these savings. She is not advocating for this reduction and has been in direct communication with the CEO's office regarding the significant impacts of such a reduction. There will be a full report prepared for the March 21 meeting.

The Commission will then meet on April 11, and at this time, the 2024 Health Program Coordinator series class study will be on the agenda.

Since the last meeting, she said the Commission received one exam disqualification appeal, which was administratively resolved, one failed psychological evaluation appeal and one failed medical appeal. Further, she rejected two release from probation appeals because they were not timely.

Currently, there are two release from probation, four failed psychological evaluations, 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 provided additional comments on the revised 2024 Health Program Coordinator class study and received the 2025 Investment Officer series class study for preliminary review. These are the only class studies before the Commission at this time.

She also reported that she is working with the Employment Services Division and Commission Counsel on a proposed rule change to establish an alternative exam path for persons living with disabilities seeking employment with the County. This is at the direction of the Board of Supervisors who adopted the concept at its December 10, 2024 meeting.

Lastly, she congratulated Commission Clerk Gina Volpi on her five-year anniversary with the Commission!

### **ADJOURNMENT**

Seeing no further business before the Commission, without objection, Chair Booth adjourned the meeting at 1:47pm.

Adopted April 11, 2025