

Sacramento County Civil Service Commission
May 23, 2025 ~ 1:30pm

ADOPTED ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order
The Meeting was called to order at 1:34pm 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 Bruce Nelson were present and that Commissioner Noah Painter was 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
 - April 11, 2025 Regular Business Meeting
- 6) Adopt the Commission's Meeting Schedule for the 2025/26 Fiscal Year

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Bloise 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 April 2025

ACTION: Motion by Commissioner Nelson, 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 Investment Officer Series Class Study to:

- Establish the Senior Investment Officer classification
- Revise, including changes to the minimum qualifications, the following classes within the Investment Officers Series
 - Investment Officer
 - Chief Investment Officer
- Pursuant to Civil Service Rule 2.6(c), grant permanent status to one specified incumbent into the proposed Senior Investment Officer class

ACTION: Motion by Commissioner Ly, seconded by Commissioner Bloise to: 1) establish the Senior Investment Officer classification; 2) revise, including changes to the minimum qualifications, the following classes within the Investment Officers Series: Investment Officer and Chief Investment Officer; 3) pursuant to Civil Service Rule 2.6(c), grant permanent status to one specified incumbent into the proposed Senior Investment Officer class; and 4) refer this action to the Board of Supervisors for its concurrence. The motion was adopted unanimously (4 to 0).

9) Approval of the Commission's Fiscal Year 2025-26 Proposed Budget Prepared by the Executive Officer

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Ly to approve the proposed budget for the 2025/26 FY with total spending authority in the amount of \$570,114 and a request for a General Fund appropriation in the amount of \$510,114; and direct the EO to work with the CEO and the County's Chief Financial Officer to finalize the Commission's budget for submittal to the Board of Supervisors for their approval. The motion was adopted unanimously (4 to 0).

INFORMATIONAL MATTERS

(Non-action items)

10) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is scheduled for June 13 at 10am instead of 1:30pm due to the unavailability of the Board Chambers that afternoon. Commissioners will consider recommended revisions to the County's Classification Plan stemming from the 2020/2024/2025 Human Services Program Planner Series class study.

The Commission will then meet on July 11 and again on August 29.

Since the last meeting, she said the Commission received: four release from probation appeals, one was rejected for noncompliance with the Civil Service Rules; two exam disqualification appeals, one of which was administratively resolved and the other was rejected for noncompliance with the Civil Service Rules; and one request for a reason an employee was released from probation, which we could not provide.

She also closed two failed psychological evaluation appeals after they were both withdrawn by their respective appellants, and one allocation appeal as the Appellant is no longer a Sacramento County employee.

Currently, there are five release from probation, two 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 received the 2025 Assistant County Counsel Class Study for preliminary review, provided preliminary comments on the 2025 Human Services Social Worker- Master's degree class study, and provided comments on the 2020/2024/2025 Human Services Program Planner class study.

At this time, there only two class studies awaiting review by the Executive Officer.

She also reported that she continues to work 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.

The proposed schedule for review and adoption of said rule is as follows:

- 1) Draft Rule language
- 2) Circulate draft Rule to DPS for a 10 to 15 day review
- 3) If needed, revise Rule. If no revisions are deemed necessary by Commission staff, schedule first reading before the Commission and forward Rule to unions for a 14 day review
- 4) First reading at a Commission meeting and release Rule for 30-day public comment
- 5) If needed, revise Rule. If not, schedule for Commission adoption
- 6) Rule takes effect immediately upon adoption by the Commission – no action is needed from BOS

Commissioner Nelson asked if hard copies of the meeting packet would be provided before future meetings. EO Dowdin Calvillo said yes, once the issue with the current courier service provider are resolved.

ADJOURNMENT

Seeing no further business before the Commission, without objection,
Chair Booth adjourned the meeting at 2:09pm.

Adopted 11 July 2025