

Sacramento County Civil Service Commission
November 14, 2025 ~ 1:30pm

ADOPTED ACTION MINUTES

PROCEDURAL MATTERS

1) Call to Order

The Meeting was called to order at 1:31pm 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 and Noah Painter were present and that Commissioner Bruce Nelson was absent. 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

- October 31, 2025 Regular Business Meeting

ACTION: Motion by Commissioner Booth, seconded by Commissioner Ly to adopt Item 5 on consent. The motion was adopted unanimously (4 to 0).

SEPARATE MATTERS

(Non-consent items requiring action by the Commission)

6) Revise the Sacramento County Classification Plan as Recommended by the 2025 Epidemiologist Series Class Study to:

- Revise, including changes to the minimum qualifications, the following classes:
 - Epidemiologist
 - Epidemiologist Program Manager
- Establish the Supervising Epidemiologist class

ACTION: Motion by Commissioner Ly, seconded by Commissioner Booth to: 1) revise, including changes to the minimum qualifications, the Epidemiologist and the Epidemiologist Program Manager classes; 2) establish the Supervising Epidemiologist class; and 3) refer the changes to the Board of Supervisors for concurrence. The motion was adopted unanimously (4 to 0).

APPEAL HEARING

7) Eligible List (Civil Service Rule 6.2): *This hearing will be conducted in open session.*

- *Appeal No. 6403-23*

ACTION: Motion by Commissioner Ly, seconded by Commissioner Painter to adopt the Executive Officer's recommendation to dismiss the appeal for lack of jurisdiction. Motion failed 2 to 2 (Booth, Bloise no).

ACTION: Motion by Commissioner Booth, seconded by Commissioner Bloise to hear appeal. Motion failed 2 to 2 (Ly, Painter no).

Pursuant to Civil Service Rule 14.16, this item was continued to an upcoming Commission meeting.

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 Friday, December 12 at 1:30pm. Commissioners will consider recommendations for revisions to the County's classification plan stemming from the 2025 Deputy Assessor as well as up to two additional class studies. Commissioners will hear one release from probation appeal and may consider the eligible list appeal on today's agenda.

She said that the next meeting after December 12 is January 23, and she has one eligible list removal appeal hearing scheduled.

Dowdin Calvillo reported that she continues to work on the proposed rule amendment to establish an alternate exam for persons living with disabilities and once completed, she will schedule a public hearing at an upcoming meeting.

Currently, there are nine release from probation, one failed psychological evaluation, two failed medical evaluations, one disciplinary action, one eligible list, and one eligible list removal appeal pending before the Commission.

Dowdin Calvillo also told Commissioners that since the last meeting, she received the following class studies for preliminary review: 2025 Medical Case Management Nurse Series and 2025 Collection Services Series.

She reviewed and commented on the following class studies since the last meeting: 2025 Law Clerk I/II, 2025 Deputy Assessor, and revisions to the 2025 Child Development Specialist Series.

The following studies are with the Commission pending the Executive Officers review: 2025 Medical Case Management Nurse Series; 2025 Collection Services Series; and 2025 Emergency Management Series.

ADJOURNMENT

With no objection, the meeting was adjourned at 2:25pm.

Adopted 12 Dec 2025