

Sacramento County Civil Service Commission
October 31, 2025 ~ 1:30pm

ADOPTED ACTION MINUTES

PROCEDURAL MATTERS

1) Call to Order

The Meeting was called to order at 1:33pm 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 Bruce Nelson were present and that Commissioner Noah Painter 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.)

ACTION: Commissioner Nelson pulled Agenda Item 6 off consent as he had a question about it.

5) Adopt Commission Meeting Minutes

- August 29, 2025 Regular Business Meeting Minutes

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

6) Receive and File Required Quarterly Department of Personnel Services Reports

A) Announced Promotional Exams and Accepted Late Exam Applications: Third Quarter of 2025 (Jul/Aug/Sep)

B) Extended Eligible Lists: Third Quarter of 2025 (Jul/Aug/Sep)

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Ly to adopt Item 6. 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

- Reports for August and September 2025

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Booth to accept item 7. The motion was adopted unanimously (4 to 0).

8) Revise the Sacramento County Classification Plan as Recommended by the 2025 Executive Assistant to the Board of Supervisors Class Study to:

- Revise, including changes to the minimum qualifications, and retitle the Secretary to the Board of Supervisors to Executive Assistant to the Board of Supervisors
- Abolish the August 24, 2022 Secretary to Member of Board of Supervisors eligible list and the Secretary to Member of Board of Supervisors (transfer List; established October 1, 2008)

ACTION: Motion by Commissioner Booth, seconded by Commissioner Nelson to: 1) Revise, including changes to the minimum qualifications, and retitle the Secretary to the Board of Supervisors to Executive Assistant to the Board of Supervisors and 2) Abolish the 8/24/2022 Secretary to Member of Board of Supervisors eligible list and the Secretary to Member of Board of Supervisors (transfer List; established 10/1/08); and 3) Refer these recommendations to the Board of Supervisors for concurrence. The motion was adopted unanimously (4 to 0).

9) Revise the Sacramento County Classification Plan as Recommended by the 2025 Human Services Social Worker - Master's degree Class Study to:

- Revise, including changes to the minimum qualifications, the following classes
 - Human Services Social Worker - Master's degree
 - Human Services Social Supervisor - Master's degree

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Ly to: 1) Revise, including changes to the minimum qualifications, the following classes Human Services Social Worker - Master's degree; and Human Services Social Supervisor - Master's degree, and 2) Refer this recommendation to the Board of Supervisors for concurrence. The motion was adopted unanimously (4 to 0).

10) Revise the Sacramento County Classification Plan as Recommended by the 2025 Attorney - Child Support Services Series Class Study to:

- Revise, including changes to the minimum qualifications, the Principal Attorney – Child Support Services class;
- Revise, including changes to the minimum qualifications, and retitle the Attorney – Child Support Services Levels I-V to Attorney – Child Support Services Levels I-IV;
- Establish the Supervising Attorney – Child Support Services class within the Attorney - Child Support Services Series

ACTION: Motion by Commissioner Ly, seconded by Commissioner Nelson to: 1) Revise, including changes to the minimum qualifications, the Principal Attorney – Child Support Services class; 2) Revise, including changes to the minimum qualifications, and retitle the Attorney – Child Support Services Levels I-V to Attorney – Child Support Services Levels I-IV; and 3) Establish the Supervising Attorney – Child Support Services class within the Attorney - Child Support Services Series; and 4) Refer these recommendations to the Board of Supervisors for concurrence. The motion was adopted 3 to 1 (Booth no).

Commissioner Booth voted against the motion because he believes the Attorney-Child Support Services Lv. IV salary level should be its own separate class because the duties are different enough from the first three salary levels within the class.

INFORMATIONAL MATTERS (Non-action items)

11) Quarterly Status Report by the Department of Personnel Services on Continuous Exams

- Report for the Third Quarter of 2025 (Jul/Aug/Sep)

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

- Report for the Third Quarter of 2025 (Jul/Aug/Sep)

13) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is scheduled for Friday, November 14 at 1:30pm. Commissioners will consider recommendations for revisions the County's classification plan stemming from the 2025 Epidemiologist Series class study and hear an Eligible List Appeal. There are attorneys representing both parties in the instant appeal, and this is the first time such an appeal has been heard by the Commission in recent history.

The next meeting will be on December 12, and she has tentatively scheduled one RFP appeal hearing and it is likely that Commissioners will also consider recommendations stemming from at least one class study.

As you know, the Commission was previously scheduled on September 15 to conduct a public hearing on a proposed amendment to the Civil Service Rules establishing an alternate exam for persons living with disabilities. The hearing was canceled at the request of the County CEO due to concerns that the proposed amendment may have been too far reaching. Since then, Executive Officer Dowdin Calvillo has been working with DPS to further revise the proposed amendment and hopes have a draft to share with Commissioners soon.

Since the last meeting, the Executive Officer said the Commission received five exam disqualification appeals (three of which were administratively resolved), two RFP, one disciplinary action, one medical, and one eligible list appeal.

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

Executive Officer Dowdin Calvillo also reported that since the last meeting, she received the following class study for preliminary review: Deputy Assessor; Utility Billing Services; Executive Assistant to the BOS; Law Clerk I/II; Estate Property Series; and Emergency Management Series. In addition, she received the following revised class studies for review: Human Services Social Worker – Master's Degree; Child Development Specialist Series; Attorney – Child Support Services; Epidemiologist Series; and Law Clerk I/II.

She reviewed and commented on the following class studies: Utility Billing Services; Executive Assistant to the BOS; Law Clerk I/II; Estate Property Series; Human Services Social Worker – Master's Degree; Attorney – Child Support Services; Epidemiologist Series; and Law Clerk I/II.

The Executive Officer also responded to a lengthy Public Records Act

request for documentation on the classification process as well as copies of her analyses prepared for the Commission's consideration over the last ten years.

ADJOURNMENT

With no objection, the meeting was adjourned at 3:32pm.

Adopted 14 Nov 2025