

MINUTES

**Sacramento County Civil Service Commission Meeting
700 H Street, Suite 1450
Sacramento, California 95814**

November 2, 2012

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, November 2, 2012, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Nelson, and Purdy were present. Commissioner Suter was absent.

CONSENT CALENDAR

(Matters on The consent calendar are acted upon as one motion.)

A. Minutes 10/19/12

ACTION: By unanimous vote of those present, approved the Consent Calendar.

SEPARATE MATTERS

B. Departmental Requests To Extend Provisional Appointments - *NONE*

C. Appeals Pursuant To Civil Service Rule 4.2, Application Rejections - *NONE*

D. CLOSED SESSION: Civil Service Commission Discussion Regarding Recruitment Of A New Executive Officer

At 3:01 p.m. the Commission convened in Closed Session. At 4:19 p.m. the Commission announced an Open Session.

NO ACTION REQUIRED

E. CONTINUED: Department of Personnel Services: Proposed New Class Of Emergency Medical Services Coordinator; And Proposed Revisions To The Classes Of Emergency Medical Services Administrator, And Emergency Medical Services Specialist (Level I/II), Each Inclusive Of Revision The Minimum Qualifications (*Continued from 6/29/12*)

ACTION: By unanimous vote of those present, approved the above as recommended by Department of Personnel Services in their initial report dated May 16, 2012, and their amended request dated September 24, 2012.

F. Department Of Personnel Services: Proposed Revisions To The Class Of Economic Development And Marketing Director, Inclusive Of Maintaining The Current Twelve Month Probationary Period; And Proposed New Classes Of Senior Economic Development And Marketing Specialist, And Economic Development And Marketing Specialist

ACTION: By unanimous vote of those present, took the following action as recommended by Department of Personnel Services in their request dated October 5, 2012 and as discussed by the Commission during the public hearing:

Economic Development And Marketing Director: Approved revisions to the class, inclusive of revising the Minimum Qualifications.

Senior Economic Development And Marketing Specialist: Continued consideration of the new class and recommended that revisions similar to the following be made:

To the Essential Duties section, include the following new duties at the top of the list:

Focuses on efforts to stimulate job creation and retain, grow, and attract new business and investment in the County.

Tracks County regulations to enhance the County's private sector environment.

Revise the following current duty and move to the top of the list:

Establishes and maintains relationships with regional business development organizations, i.e., SACTO, Metro Chamber of Commerce, private business firms, developers, brokers, public agencies, major property owners, and the general public to promote and facilitate the planning and execution of economic development and marketing activities.

To the Minimum Qualifications section, in the educational pattern add language stating that:

degrees in business development fields such as Engineering, Business, Accounting, Health, Economics, and Environmental Science, etc. are acceptable;

a *Note:* section that states that an MBA is required or desirable; and

to the AND 1b. experience pattern: add language that reflects the need for private sector experience with the appropriate years of experience that align with the possession of an MBA if appropriate.

Economic Development And Marketing Specialist: Continued consideration of the new class and recommended that revisions similar to the following be made:

To the Essential Duties section, include the following new duties at the top of the list:

Focuses on efforts to stimulate job creation and retain, grow, and attract new business and investment in the County.

Tracks County regulations to enhance the County's private sector environment.

Revise the following current duty and move to the top of the list:

Establishes and maintains relationships with regional business development organizations, i.e., SACTO, Metro Chamber of Commerce, private business firms, developers, brokers, public agencies, major property owners, and the general public to promote and facilitate the planning and execution of economic development and marketing activities.

To the Minimum Qualifications section, to the educational pattern add language stating that:

degrees in business development fields such as Engineering, Business, Accounting, Health, Economics, and Environmental Science, etc. are acceptable;

a *Note:* section that states that an MBA is desirable; and

to the AND 1b. experience pattern: add language that reflects the need for private sector experience with the appropriate years of experience that align with the possession of an MBA if appropriate.

G. Receive And File: Department Of Personnel Services Quarterly Report On Eligible Lists Extended For July, August, and September

ACTION: By unanimous vote of those present, Received and Filed.

ADJOURNMENT

There being no further business to come before The Commission and by unanimous vote of those present, the meeting was adjourned at 4:19 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, November 16, 2012, in Suite 1445 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

/S/
Jeanette King,
Civil Service Specialist

/S/
Leslie Leahy,
Executive Officer

APPROVED:

/S/
Michael Johnson,
Chairperson