

MINUTES

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

February 3, 2006

The Commission convened for its regularly scheduled meeting at 1:35 p.m. on Friday, February 3, 2006, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Johnson, Meredith, Bruce Nelson and Raymond Nelson were present. Commissioner Nakagawa was absent.

Vice-Chairperson, Johnson on behalf of the Commission, introduced and welcomed new Commissioner Gregory Meredith.

CONSENT CALENDAR

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

- A. **Minutes 1/20/06**

- C. **Department Of Employment Services And Risk Management Proposed Revisions To The Classes Of Mechanical Maintenance Technician, Mechanical Maintenance Supervisor, Mechanical Maintenance Manager, Underground Construction And Maintenance Specialist, Underground Construction And Maintenance Supervisor, And Underground Construction And Maintenance Manager**

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

SEPARATE MATTERS

- B. **Departmental Requests To Extend Provisional Appointments**
 - (1) **Department Of Health And Human Services – Tracy Buchko, In The Class Of Human Services Program Manager**
ACTION: By unanimous vote of those present, extended the above-mentioned provisional appointment for five months and 29 days from the date of expiration or until 20 days after the eligible list is established, whichever occurs sooner.

 - (2) **Department Of General Services – Steve Roth And Clark Whitten, In The Class Of Real Estate Supervisor**
ACTION: By unanimous vote of those present, extended the above-mentioned provisional appointments for five months and 29 days from their respective dates of expiration or until 20 days after the eligible lists are established, whichever occurs sooner.

- D. Department Of Health And Human Services And Department Of Employment Services And Risk Management: 1) Proposed Revisions To The Class Specifications Of Senior Nutrition Assistant And Nutrition Assistant (Level I/II); Inclusive Of Minimum Qualifications; And Reformatting The Series Onto Separate Class Specifications; 2) Proposed Revisions To The Mexican/Spanish Language And Culture Special Skills Designations Of Senior Nutrition Assistant And Nutrition Assistant (Level I/II) And Re-titling To Spanish Language And Latin Culture; 3) Proposed Revisions To The Cambodian Language And Culture; Chinese Language And Culture; Laotian Language And Culture; Romanian Language And Culture; Russian Language And Culture; And Vietnamese Language And Culture Special Skills Designations For Senior Nutrition Assistant And Nutrition Assistant (Level I/II); Inclusive Of Minimum Qualifications; 4) Proposed New Armenian Language And Culture; Farsi Language And Persian Culture; Filipino Language And Culture; Hmong Language And Culture; Japanese Language And Culture; Korean Language And Culture; Mien Language And Culture; And Punjabi Language And East Indian Culture; And Ukrainian Language And Culture Special Skills Classes For Senior Nutrition Assistant And Nutrition Assistant (Level I/II)** *(Continued from 1/20/06 at request of Department of Health and Human Services)*

ACTION: By unanimous vote of those present, approved the above Revisions, Re-titling, Reformatting, and New Classes as submitted by Department of Health and Human Services and Department of Employment Services and Risk Management in their report dated January 19, 2006.

- E. Department Of Health And Human Services And Department Of Employment Services And Risk Management Proposed Revisions To The Baker Class Specification, Inclusive of Minimum Qualifications**

ACTION: By unanimous vote of those present, approved revisions to the above entitled class as submitted by Department of Health and Human Services and Department of Employment Services and Risk Management in their report dated January 19, 2006.

- F. INFORMATION ONLY ITEM: Receipt by Commission Of Correspondence Regarding Request By Marty Ware For Investigation Of The Appeal Process In Previously Adjudicated (9-23-05) Appeal CSC #5472 (Release From Probation), For Dispensing Of CSC Rule 12.8 To Permit Hearing Of Pending Appeal CSC #5571 (Release From Probation) Before Commission Rather Than Hearing Officer, And To Amend The Civil Service Rules, Including Provision Of Administrative Record And Reporter's Transcripts Of Hearings Without Charge.**

Mr. Ware requested that the matter be continued, reporting that he had made a formal request for records from Commission Staff but had been instructed by Commission Counsel that he would need to be more specific about what records he was requesting.

ACTION: By unanimous vote of those present, continued to March 24, 2006.

G. Open Session: Commission Discussion Regarding Review Of Civil Service Rule, Sections 11 And 12 In Response To The Grand Jury, 2004 -2005 Final Report *(Continued from 1/6/06)*

Commissioner Johnson made a motion to continue the discussion. Commissioner Raymond Nelson moved to continue the matter to a time when there would be a full quorum and after the two new Commissioners, Bruce Nelson and Gregory Meredith had an opportunity to review all of the Grand Jury material and listen to previous Commission discussions recorded on CD. Kathleen O'Connor, Commission Counsel suggested that once the new Commissioners determine they feel prepared to discuss the matter they could notify the Executive Officer to have the matter placed back on the agenda.

ACTION: By unanimous vote of those present, continued to a date to be set.

H. Appeals Pursuant To Civil Service Rule 4.2, Application Rejection (1) Esther Diaz - Human Services Specialist *(Continued from 1/6/06 & 1/20/06)*
(Administratively Resolved by Department of Employment Services and Risk Management)

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote of those Commissioners present, the meeting was adjourned at 2:48 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, February 24, 2006, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

/S/
Jeanette King,
Office Specialist II

/S/
Leslie Leahy,
Executive Officer

APPROVED:

/S/
Michael Johnson,
Vice Chairperson