

MINUTES

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

March 24, 2006

The Commission convened for its regularly scheduled meeting at 1:34 p.m. on Friday, March 24, 2006, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Johnson, Meredith, Nakagawa, Bruce Nelson and Raymond Nelson were present.

CONSENT CALENDAR

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

- A. **Minutes 3/10/06**
- E. **Receive And File Department Of Employment Services And Risk Management Monthly Status Report On Exempt Student Classes**

ACTION: By unanimous vote, approved the Consent Calendar.

SEPARATE MATTERS

- B. **Departmental Requests To Extend Provisional Appointments**
 - (1) **Municipal Services Agency – William Katen And Richard Strangelove, In The Class Of Park Maintenance Superintendent**
 - (2) **Department Of Health And Human Services – Raymond Reis, In The Class Of Information Technology Division Chief**
 - (3) **Department Of General Services – Ellen Des Varro, In The Class Of Associate Real Estate Agent**

ACTION: By unanimous vote, 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.
- C. **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 (Continued from 2/3/06)**

NO ACTION WAS TAKEN
- D. **Closed Session: Proposed Decision Of The Hearing Officer In The Appeal ... From Release From Probation As An Environmental Specialist I With The Environmental Management Department (Continued from 10/21/05)**

(Continued to 4/21/06 at request of Appellant)

F. Receive And File Department Of Employment Services And Risk Management Monthly Status Report On Provisional Appointments

ACTION: By unanimous vote, received and filed.

G. Department Of Employment Services And Risk Management: Proposed Revisions To The Class Of Airport Noise Officer, Inclusive Of Minimum Qualifications; Proposed New Class Of Airport Noise Specialist; And Request To Grant Status To Richard Miller In The New Class Of Airport Noise Specialist, Pursuant To Civil Service Rule 2.6

Joe Lopez, Senior Personnel Analyst, present on behalf of the Department of Employment Services and Risk Management (DESRM) gave a brief overview of the proposal. Commissioner Bruce Nelson inquired as to why there was a need for two separate classes when most of the recommended duties are performed by the Airport Noise Officer. Monica Newhouse, Airport Noise Program Manager responded that while there was some overlap of duties, the Airport Noise Officer is the position responsible for public outreach while the Specialist's responsibilities are more technical in nature and include database management.

Commissioner Raymond Nelson made a motion to approve the recommendations as submitted. The motion failed a second.

Commissioner Nakagawa noted that in the Minimum Qualifications section under "And," the statement, "**Possession of an Associate degree** or higher from an accredited college or university . . ." is inconsistent with "**Completion of all coursework** from an accredited college or university required for an Associate of Arts Degree or higher . . ." Mr. Lopez responded that the wording, "Possession of an Associate degree," could be changed to "Completion of coursework . . ."

In response to Commission Johnson's question regarding what standard would be used to determine what courses are accepted in completion of an Associates of Arts Degree, Michelle Daggett, Principal Human Resources Analyst stated the language could be changed to reflect any classes that would lead up to a degree or how many units directly related to the work assignment of the class.

Chairperson Nakagawa further suggested, so that it is consistent with the Specialists class, that the Airport Noise Officer Minimum Qualifications in the "Please note" section should be revised from, "Additional relevant full-time experience may be substituted **for the Bachelor's Degree . . .**" to something comparable to

Additional relevant full-time experience may be substituted **for the completion of all major upper division course work** from an accredited four year college or university required for a Bachelor's Degree or higher . . .

Kathleen O'Connor, Commission Counsel noted that both Minimum Qualifications should reference the total number of units that are required in Airport management, air transportation, environmental studies or other courses related to the work assignments, and suggested the study be brought back at a future meeting with the recommended amendments. Mr. Lopez explained there was a pressing need for immediate approval by

the Commission as the Board of Supervisors was imposing an April 18 moratorium on all salary resolution amendments which would delay the granting of status to Mr. Miller until next Fall.

Ms. O'Connor noted that the proposal could be approved 'as is' with the understanding that the revisions, as discussed, be resubmitted at a future date so that the final Minimum Qualifications language may be determined by the Commission.

Commissioner Raymond Nelson moved to approve the proposal 'as is' with the understanding that it be brought back on April 7, 2006 for further amendments. The motion failed a second.

After further discussion, Commissioner Raymond Nelson amended his motion to approve the proposal "as is" by adding that the revisions to the Minimum Qualifications language would be brought back to the Commission for final approval on May 19, 2006.

By a vote of four to one, as submitted by Department of Employment Services and Risk Management in their March 8, 2006 report and their amended report dated March 14, 2006, approved the following:

1. Revisions to the class of Airport Noise Officer, inclusive of minimum qualifications;
2. The new class of Airport Noise Specialist; and,
3. Granted status to Richard Miller in the class of Airport Noise Specialist.

H. Department Of Employment Services And Risk Management And Municipal Services Agency: Proposed Revisions To The Civil Engineer Class Series Inclusive Of The Classes Of Principal Civil Engineer, Senior Civil Engineer, Associate Civil Engineer, And Assistant Civil Engineer (Level I/II), Inclusive Of Minimum Qualifications; And Separating The Classes From The Existing Series Format Into Four Individual Class Specifications; And Re-titling Assistant Civil Engineer (Level I/II) To Assistant Engineer – Civil (Level I/II)

ACTION: By unanimous vote, approved as submitted by Department of Employment Services and Risk Management and Municipal Services Agency in their report dated February 27, 2006 and their Correction report dated March 16, 2006.

I. Department Of Employment Services And Risk Management: Proposed New Classes Of Principal Transportation Engineer, Senior Transportation Engineer, And Associate Transportation Engineer, Inclusive Of A 12-Month Probationary Period For Each Class; Request To Grant Status To Randal W. Foust In The Class of Principal Transportation Engineer; And Request To Grant Status To Douglas S. Maas And Guadalupe Rodriguez In The New Class Of Senior Transportation Engineer, Pursuant To Civil Service Rule 2.6

ACTION: By unanimous vote, approved as submitted by Department of Employment Services and Risk Management and Municipal Services Agency in their report dated February 27, 2006.

J. Appeals Pursuant To Civil Service Rule 4.2 - NONE

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote of those Commissioners present, the meeting was adjourned at 2:27 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, April 7, 2006, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

_____/S/
Clair E. Fry,
Civil Service Staff Assistant

_____/S/
Leslie Leahy,
Executive Officer

APPROVED:

_____/S/
Mike Nakagawa,
Chairperson