

MINUTES

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

June 23, 2006

The Commission convened for its regularly scheduled meeting at 1:35 p.m. on Friday, June 23, 2006, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Johnson, Meredith, Nakagawa, and Bruce Nelson were present. Commissioner Raymond Nelson was absent.

CONSENT CALENDAR

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

- A. Minutes 6/9/06**
- E. Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes**

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

SEPARATE MATTERS

- B. Departmental Requests To Extend Provisional Appointments —**
 - (1) Office Of The District Attorney – Nick Sheehan, In The Class Of Investigative Assistant**
 - (2) Department Of General Services – James Kaiser And Gary Cunningham, In The Class Of Stationary Engineer I**
 - (3) Office Of The District Attorney – Scott Waterman, In The Class Of Investigative Assistant And Kimberly Schniegenberg, In The Class Of Paralegal**
 - (4) Office Of Communications And Information Technology – John Schneider, In The Class Of Information Technology Supervisor – Training Option**
 - (5) Department Of Health And Human Services – Nicole Kahl, In The Class Of Public Health Microbiologist Trainee**

Department of Health and Human Services submitted a request to extend the provisional appointment of Nicole Kahl, in the class Public Health Microbiologist Trainee, stating that an examination will not be developed because incumbents are temporary employees and may not gain permanent status in the class.

Pursuant to Civil Service Rule 5.4 (g), "Trainee to First Working Level Examination," there are a number of classes in which it is desirable to allocate the position at the first working level, employ a person in the position at the trainee level, and promote him/her in the same position when his/her training is completed and he/she is deemed competent to function at the first working level. Appendix A of the Civil Service Rules lists Public Health Microbiologist Trainee as a class approved for examination under Rule 5.4 (g).

On June 22, 2006, Department of Personnel Services requested that the matter be withdrawn from the agenda because Public Health Microbiologist Trainees are temporary positions and an eligible list will not be established; and reported that the trainee positions will be removed from future monthly status reports on provisional appointments submitted to the Commission.

Further discussions revealed confusion about the Public Health Microbiologist Trainee classification and DPS requested that the withdrawal be rescinded, so that the provisional appointee, Nicole Kahl, is not disadvantaged while a solution to the issue is being sought.

During the Commission meeting, DPS reiterated their request that Nicole Kahl's provisional appointment be extended, and that they will work with County Counsel in order to develop an exam for the Public Health Microbiologist Trainee class.

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.

C. Department of Personnel Services: Request To Use An Alternative Eligible List For Audit Manager

ACTION: By unanimous vote of those present, approved as submitted by Department of Personnel Services in their report received June 7, 2006.

D. Receive And File Department Of Personnel Services Monthly Status Report On Provisional Appointments

ACTION: By unanimous vote of those present, received and filed.

F. 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 4/7/06, 5/5/06, 5/19/06, & 6/9/06)

Following discussion, and by the consensus of those present, the Commission determined that no changes to Civil Services Rules, Sections 11 and 12 are required and voiced an interest in reviewing the information packet and instructions provided to the Hearing Officers, to better ensure that sufficient information is presented to the Commission and that the proposed decisions comport with Sections 11 and 12.

ACTION: By unanimous vote of those present, no changes would be made to Section 11 of the Civil Service Commission Rules:

