

MINUTES

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

August 10, 2007

The Commission convened for its regularly scheduled meeting at 1:33 p.m. on Friday, August 10, 2007, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Johnson, Meegan and Nelson were present. Commission Meredith was absent.

CONSENT CALENDAR

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

A. Minutes 7/27/07

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

K. David Holtz: Appeal From Disqualification For Failure To Pass The Pre-Employment Medical Examination For Probation Aide, Probation Department *(Continued from 7/27/07. Continued to 9/21/07 at the request of Department of Personnel Services.)*

D. Denise Reyes: Ratification Of Appeal From Release Of Probation As An Office Assistant II With The Department Of Human Assistance

ACTION: By unanimous vote of those present, ratified withdrawal of appeal.

E. Kimberly Humble: Ratification Of Appeal From Release Of Probation As An Office Assistant II With The Department Of Human Assistance

ACTION: By unanimous vote of those present, ratified withdrawal of appeal.

F. University Research & Associates Appeal On Behalf Of Highway Maintenance Supervisor Position Allocations At The Sacramento County Airport System And Reallocation Of Subject Highway Maintenance Supervisor I Positions To Highway Maintenance Supervisor II

ACTION: By unanimous vote of those present, granted the appeals. Commissioner Meegan moved to grant permanent status as Highway Maintenance Supervisors II to the incumbents.

Department of Personnel Services requested a continuance of the matter to the August 24, 2007 meeting to allow them the opportunity to research whether the three Highway Maintenance Supervisor I incumbents meet the minimum qualifications for Highway Maintenance Supervisor II.

ACTION: By consensus of those present, continued to the August 24, 2007 Commission meeting.

J. Department of Personnel Services And Sacramento County Airport System: Amended Revisions To The Class Of Chief, Airport Fire Fighting And Airfield Operations, Inclusive of Minimum Qualifications And Re-titling To Fire Chief, Aircraft Rescue And Firefighting (Continued from 7/13/07 and 7/27/07)

ACTION: By unanimous vote of those present, approved the revisions to the above titled class as recommended by the Department of Personnel Services in their August 1, 2007 Amended report.

G. Department Of Personnel Services And Department Of Water Resources, Municipal Services Agency: Proposed New Classes Of Water System Operator And Senior Water Distribution Supervisor

ACTION: By unanimous vote of those present, approved the following as submitted in the July 9, 2007 Department of Personnel Services report and as modified during the public hearing:

1. The new class of Water System Operator, inclusive of amending the third bullet under Physical Requirements section to read; *While carrying equipment which may weigh up to 25 pounds, safely climb and work on ladders with a maximum weight capacity of 300 pounds;* and,
2. The new class of Senior Water Distribution Operator, inclusive of amending the third bullet under Physical Requirements section to read; *While carrying equipment which may weigh up to 25 pounds, safely climb and work on ladders with a maximum weight capacity of 300 pounds*

H. Department Of Personnel Services And Department Of Water Resources, Municipal Services Agency: Proposed New Class Of Water Distribution Supervisor

ACTION: By unanimous vote of those present, approved the following as submitted in the July 9, 2007 Department of Personnel Services report, as recommended for revision in the July 31, 2007 Executive Officer's staff report, and as modified during the public hearing:

1. The new class of Water Distribution Supervisor;
2. Under **EMPLOYMENT STANDARDS**, changed the last word "*related*" in the first line to *relate* so that the sentence reads, *The level and scope of the following knowledge, abilities, and minimum qualifications relate directly to the duties and responsibilities...*; and,
3. Under the **Physical Requirements** section, amended the sixth bullet so that it reads; *Safely climb and work on ladders with a maximum weight capacity of 300 pounds.*

I. Department of Personnel Services: 1) Proposed Revisions To The Human Services Program Specialist Class; 2) Proposed Revisions To The Human Services Program Planner Class; 3) Request To Grant Status To Study Incumbents In The Human Services Program Specialist Class; 4) Request To Abolish The Human Services Hearings Specialist Class; 5) Request To Place A Hold Designation On The Human Services Hearings Supervisor Class; and 6) Request To Abolish The Human Services Hearings Supervisor Eligible List

ACTION: By unanimous vote of those present, approved the following as submitted in the July 27, 2007 Department of Personnel Services (DPS) report, as recommended for amendment in the Executive Officer's staff report, and a further amended during the public hearing:

1. Revised the Human Services Program Specialist class, inclusive of minimum qualifications;
2. Revised the Human Services Program Planner class, inclusive of minimum qualifications and amending the first and third bullets under **Knowledge of:** under **EMPLOYMENT STANDARDS** on page 2 of the specification, by changing the ampersands (&) to *and* so that they read:
 - Principals, methods *and* techniques of community organization *and* development, program planning and design...
 - Theories, principles, goals *and* objectives of public social services
3. Abolished the Human Services Hearings Specialist class;
4. Abolished the Human Services Hearings Supervisor class;
5. Abolished the Human Services Hearings Supervisor eligible list;
6. Granted status to the study incumbents in the Human Services Program Specialist Class as identified in Attachment H of the July 27, 2007 DPS report; and
7. Granted status to Jean Alford in the class of Human Services Program Manager in accordance with Civil Service Rule 2.6 (c) (1)

L. Commission Consideration Of Renewing The Shorthand Reporting Contract; Notice of Non-Renewal Of Current Psychological Expert Contract; And Authorization To Use An existing County-Wide Psychological Consultant Contract

ACTION: By unanimous vote of those present, granted authorization to the Executive Officer.

