

MINUTES

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

January 4, 2008

The Commission convened for its regularly scheduled meeting at 1:31 p.m. on Friday, January 4, 2008, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, and Nelson were present. Commissioners Meegan and Meredith were absent.

CONSENT CALENDAR

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

- A. Minutes 12/21/07**
- F. Department Of Personnel Services And Department Of Planning And Community Development, Municipal Services Agency: 1) Proposed Revisions To The Class Of Principal Code Enforcement Officer, Inclusive Of Minimum Qualifications, A Twelve Month Probationary Period, And Re-titling The Class To Chief, Code Enforcement Division; 2) Proposed Revisions To The Class Of Code Enforcement Manager, Inclusive Of Minimum Qualifications And A Twelve Month Probation Period; And 3) Request To Abolish The Current Principal Code Enforcement Officer And Code Enforcement Manager Eligible Lists (Continued from 11/16 & 12/7/07)**

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

SEPARATE MATTERS

- B. Departmental Requests To Extend Provisional Appointments –**
(1) Municipal Services Agency: Michael Fallon in the Class of Building Construction Supervisor.

ACTION: By unanimous vote of those present, extended the above mentioned provisional appointment for five months and 29 days from its date of expiration or until 20 days after the eligible list is established, whichever occurs sooner.

- C. Appeal of Wanda Ellis From Rejection Of Application For The Deputy Probation Officer Examination, Failure To Demonstrate Minimum Qualifications, Rule 4.2(a)**

ACTION: Commissioner Johnson moved to grant the appeal, seconded by Commissioner Nelson. The motion failed by the following vote, and pursuant to Civil Service Rule 14.16, Majority Vote Required, the appeal was continued for Commission consideration to the meeting of January 25, 2008.

AYES: Commissioners Johnson and Nelson
NOES: Commissioner Bowler
ABSTAINS: None
ABSENTS: Commissioners Meegan and Meredith

D. Open Session: Proposed Decision Of The Hearing Officer In The Appeal Of Delette Ziegelmann-Jackson From Release From Probation As A Clerical Supervisor II With The Department Of Environmental Management

ACTION: At the request of the appellant and by unanimous vote of those present, continued to the January 25, 2008 meeting.

E. Appeals Pursuant To Civil Service Rule 4.2, Application Rejection

(1) Josephine Mendoza – Senior Office Assistant Examination, Civil Service Rule 5.6 (b) (ADMINISTRATIVELY RESOLVED BY DPS)

G. Department of Personnel Services and Department of Facility Planning, Architecture and Real Estate: 1) Proposed Revisions to the Class of Associate Real Estate Agent, Inclusive of Minimum Qualifications and Re-titling to Real Estate Officer (Level I/II); 2) Proposed New Class of Real Estate Specialist; 3) Proposed Revisions to the Real Estate Program Manager Minimum Qualifications; 4) Request to Abolish the Class of Assistant Real Estate Agent (Level I/II); and 5) Request to Grant Status to Study Incumbents in Accordance with Civil Service Rule 2.6

ACTION: By unanimous vote of those present, the Civil Service Commission took the following action as recommended by Department of Personnel Services and Department of Facility Planning, Architecture and Real Estate in their December 5, 2007 report:

- 1) **Approved** the new class of Real Estate Specialist; and
- 2) **Granted Status** to study incumbents: Robin LeBell, Christina Mitic, and Jessica M. Rondeau in the new class of Real Estate Specialist.

The Commission **continued** consideration of the following to a date to be determined by Department of Personnel Services:

- **Revisions** to the class of Associate Real Estate Agent and its re-titling to Real Estate Officer (Level I/II);
- **Revisions** to the Minimum Qualifications of the Real Estate Program Manager class;
- **Abolishment** of the class of Assistant Real Estate Agent (Level I/II); and,

- **Granting of Status** to the study incumbents identified for reallocation to the new class of Real Estate Officer.

The Commission **directed** that language be added to the Distinguishing Characteristic section of the proposed new Real Estate Officer (Level I/II) class specification, clearly identifying what minimum standards incumbents in the first salary level, Real Estate Officer (Level I) must achieve prior to advancing to next salary level of Real Estate Officer (Level II).

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote of those Commissioners present, the meeting was adjourned at 5:14 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, January 25, 2008, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

/S/

Jeanette King,
Civil Service Specialist

/S/

Leslie Leahy,
Executive Officer

APPROVED:

/S/

Bruce Nelson,
Chairperson