

MINUTES

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

February 22, 2008

The Commission convened for its regularly scheduled meeting at 1:35 p.m. on Friday, February 22, 2008, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Meegan, Johnson and Nelson were present. Commissioner Meredith was absent.

CONSENT CALENDAR

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

- A. Minutes 2/8/08**
- J. Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes (January)**
- K. Clarification Regarding February 8, 2008 Commission Motion And Final Vote Approving Revisions To The Class Of Assistant Chief Criminal Investigator**

ACTION: On a motion by Commissioner Bowler and by unanimous vote of those present, item K was removed from Consent for action as a Separate Matter.

ACTION: By unanimous vote of those present, approved the Consent Calendar (Items A and J).

SEPARATE MATTERS

- B. Departmental Requests To Extend Provisional Appointments:**
 - (1) Municipal Services Agency: Stephen Flannery in the Class of Park Ranger Manager**
- C. Closed Session: The Appeal Of ... From Release Of Probation As A Deputy Sheriff With Sacramento County Sheriff's Department**
(Continued to a date to be set)
- D. Open Session: Discussion Regarding Information From Department Of Personnel Services That Would Be Of Assistance In Commission Consideration Of Appeals From Written Examinations**

ACTION: By unanimous vote of those present, continued to the March 7, 2008 meeting.

E. Appeal of Narissa R. Coker From Disqualification and Removal Of Name From Office Assistant (I/II) Eligible List, CSC Rule 4.11

ACTION: By the following vote, denied the appeal.

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

F. Appeals Pursuant To Civil Service Rule 4.2, Application Rejections - NONE

G. Department Of Personnel Services And Department Of Facility Planning, Architecture And Real Estate: Continued Proposed 1) Revisions To The Class Of Associate Real Estate Agent, Inclusive Of Minimum Qualifications And Re-titling To Real Estate Officer (Level I/II); 2) Revisions To The Real Estate Program Manager Minimum Qualifications; 3) Abolishment Of The Assistant Real Estate Agent (Level I/II) Class; And 4) Granting Of Status To Study Incumbents In Re-Titled Class Of Real Estate Officer Class, In Accordance with Civil Service Rule 2.6 (Continued from 1/4 and 1/25/08)

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. **Revised** the Associate Real Estate Agent class, inclusive of minimum qualifications and re-titled to Real Estate Officer (Level I/II);
2. **Abolished** Assistant Real Estate Agent (Level I/II) class;
3. **Granted status** to study incumbents in the re-titled Real Estate Officer class; and
4. **Continued** consideration of revisions to the Real Estate Program Manager minimum qualifications, directing that (Level II) be amended to (Level I/II) to read:

Minimum Qualifications

A Bachelor's Degree or higher from an accredited college or university with major course work in real estate, business or public administration, economics, urban planning, law or other fields directly related to the governmental and/or commercial real estate duties of this class. Note: (1) The law degree is not a Criminal Justice, Police Science, or related degree; (2) Employees holding status in the class of Real Estate Officer (Level I/II), formerly titled Associate Real Estate Agent, as of June 15, 2007 will be considered to meet the minimum qualifications for education.

And

Either: 1. Two years of full-time experience in the class of Real Estate Officer (Level I/II) in Sacramento County Service; and

Or: 2. Three years of experience in governmental, public utility or

commercial real estate, performing duties at a level comparable to a Real Estate Officer (Level I/II) which have included: preparing reports, negotiating form purchase donation of right of way or property ownership, securing title, property management, and/or negotiating and processing lease agreements.

H. Receive And File Department Of Personnel Services Monthly Status Report On Provisional Appointments (January)

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

I. Department of Personnel Services And Department Of Transportation Municipal Services Agency: Proposed Revision To The Class Of Senior Highway Maintenance Manager Minimum Qualifications

ACTION: By unanimous vote of those present, approved revisions to the above titled class specifications as recommended in Department of Personnel Services January 30, 2008 report as originally approved by the Commission on November 2, 2007 and as recommended in the February 13, 2008 Executive Officer's Staff Report, as follows:

Approved revision to the Class of Senior Highway Maintenance Manger ~~Supervisor-II~~ with Manager in the first minimum qualification pattern by replacing so that it correctly reads:

Either:

1. *Five (5) years of full-time paid experience in the class of Highway Maintenance Manager, Traffic Signal and Lighting Op Manager, or Traffic Signs and Markings Manager in Sacramento County.*

K. Clarification Regarding February 8, 2008 Commission Motion And Final Vote Approving Revisions To The Class Of Assistant Chief Criminal Investigator

This item was removed from the Consent Calendar for clarification.

ACTION: By the following vote, clarified the wording of the motion and final vote on February 8, 2008 which was intended to be exactly the recommendation by DPS in their January 16, 2008 *Amendment to the Proposed Revisions to the Criminal Investigation Series Class Specifications* report:

AYES: Commissioners Meegan, Bowler and Nelson

NOES: None

ABSTAINS: Commissioner Johnson

ABSENTS: Commissioner Meredith

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote of those present, the meeting was adjourned at 5:17 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, March 7, 2008, in Suite 1450 at 700 H Street, Sacramento.

Approval Recommended:

_____/S/_____
Leslie Leahy,
Executive Officer

APPROVED:

_____/S/_____
Bruce Nelson,
Chairperson