

MINUTES

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

March 7, 2008

The Commission convened for its regularly scheduled meeting at 1:32 p.m. on Friday, March 7, 2008, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Meegan, Meredith and Nelson were present.

CONSENT CALENDAR

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

- A. Minutes 2/22/08**
- H. Department Of Personnel Services: Request To Use The Human Resources Manager I Eligible List To Fill Four Vacant Principal Human Resources Analyst Positions In The Department Of Personnel Services**

ACTION: On a motion by Commissioner Johnson and by unanimous vote, item H was removed from Consent for discussion and action as a Separate Matter.

ACTION: By unanimous vote, approved the Consent Calendar (Item A).

SEPARATE MATTERS

- B. Departmental Requests To Extend Provisional Appointments - NONE**
- C. Appeals Pursuant To Civil Service Rule 4.2, Application Rejections - NONE**
- 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 (Continued from 1/4/08)**

ACTION: By the following vote, the Commission adopted as the decision of the Civil Service Commission, County of Sacramento, State of California, the hearing officer's findings of fact, conclusions of law and order denying the appeal:

AYES: Commissioners Bowler, Meegan, Meredith, Johnson and Nelson
NOES: None
ABSTAIN: None
ABSENT: None

- E. Department Of Personnel Services: Proposed Revisions To The Class Of Employee Insurance Benefits Analyst, Inclusive Of Minimum Qualifications And Re-Titling To Employee Benefits Analyst (Level I/II), Proposed New Class Of Senior Employee Benefits Analyst, Inclusive Of A Twelve Month Probationary Period; And Request To Grant Status To Study Incumbents In Accordance With Civil Service Rule 2.6 (c) (1) (Continued to 3/21/08 at the request of DPS)**

- F. Anthony Bourdon Appeal From Ranking And Content Of The Bridge Maintenance Worker Examination**

ACTION: By the unanimous vote, denied the appeal.

- G. Department Of Personnel Services And The Office Of The Assessor: Proposed Revisions To The Class Of Assessment Technician, Inclusive Of Minimum Qualifications**

ACTION: By unanimous vote, took the following action as recommended by Department of Personnel Services in their February 19, 2008 report and as modified during the public hearing:

Approved revisions to the Assessment Technician class, inclusive of minimum qualifications, with a Six Month probationary period.

- H. Department Of Personnel Services: Request To Use The Human Resources Manager I Eligible List To Fill Four Vacant Principal Human Resources Analyst Positions In The Department Of Personnel Services**

This item was removed from the Consent Calendar for discussion.

ACTION: By unanimous vote, approved the use of the Human Resources Manager I Eligible list to fill four vacant Principal Human Resources Analyst positions in the Department of Personnel Services.

- I. Department Of Personnel Services And Office Of Communications And Information Technology: Proposed New Class Of Deputy Director, Office Of Communications And Information Technology, Inclusive Of A Twelve Month Probationary Period.**

ACTION: By the following vote, approved the new class of Deputy Director as recommended in Department of Personnel Services received by the Commission on February 21, 2008 and as recommended in the February 27, 2008 Executive Officer's Staff Report:

AYES: Commissioners Meegan, Meredith, Johnson and Nelson
NOES: None
ABSTAIN: Commissioner Bowler
ABSENT: None

1. Approved the new Deputy Director, Office of Communications and Information Technology class, inclusive of a 12 Month Probationary Period, with the following modifications to the class specification:

a). On the first page under the **Distinguishing Characteristics** section, correct the word *then* to **than**, and amend the sentence to clearly identify that incumbents may be supervising one or more IT Division Chiefs and one or more subordinate divisions, i.e.:

*“...the Deputy Director **may** supervise more **than** one IT Division Chief and be responsible for management of **one or more** subordinate divisions...”*

b). On the first page under the **Examples of Duties** section, modify the **first, third** and **sixth bullets** to clearly identify that incumbents may be responsible for one or more divisions, one or more units, and one or more heads of organizational elements, i.e.:

Bullet 1: Plans, organizes and directs the work of assigned organization elements (*one or more* division or *one or more* other unit) of the Office of Communications and Information Technology.

Bullet 3: Coordinates with, consults and directs *one or more* heads of assigned organizational elements to promote maximum efficiency.

Bullet 6: Develops policies and practices that improve operations of *one or more* assigned division and unit.

2. On the third page, under **Ability To**, modify the **first bullet** to clearly identify that incumbents may be responsible for one or more divisions, i.e.:

Bullet 1: Coordinate, plan, organize and direct the work of others in a diverse organization of *one or more* divisions having unique areas...

J. Open Session: Discussion Regarding Information From Department Of Personnel Services That Would Be Of Assistance In Commission Consideration Of Appeals From Written Examinations (*Continued from 2/22*)

ACTION: By unanimous vote, continued to March 21, 2008.

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote of those present, the meeting was adjourned at 3:37 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, March 21, 2008, in Suite 1450 at 700 H Street, Sacramento.

Approval Recommended:

/S/
Leslie Leahy,
Executive Officer

APPROVED:

/S/
Bruce Nelson,
Chairperson