

MINUTES

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

April 4, 2008

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, April 4, 2008, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Meegan, Meredith and Nelson were present. Commissioner Johnson was absent.

CONSENT CALENDAR

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

A. Minutes 3/21/08

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

SEPARATE MATTERS

B. Departmental Requests To Extend Provisional Appointments:

(1) Department Of Economic Development And Intergovernmental Affairs: Clark Whitten In The Class Of Business Citizen Assistance Officer

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. Appeals Pursuant To Civil Service Rule 4.2, Application Rejections – *NONE*

D. Department Of Personnel Services Proposed Revision To The Chief Criminal Investigator Class Specification

ACTION: By unanimous vote of those present, took the following action approved as submitted by Department of Personnel Services in their report dated March 14, 2008, and as amended in the Executive Officer's staff report dated March 27, 2008 as follows:

On the last page of the Chief Criminal Investigator class specification under the Certification Requirement section, add a (1), an *and* (2), an *or*, and by deleting the word *and* in the second paragraph so that the sentence reads:

Possession of an (1) Advanced and (2) Supervisory or Management P.O.S.T. certificate is required prior to appointment to a designated peace officer position.

E. AMENDED 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 Employee Benefits Supervisor, Inclusive Of A Twelve Month Probationary Period; Proposed Revisions To The Employee Benefits Manager Class, Inclusive of Increasing The Probationary Period To Twelve Months; And Request To Grant Status To Study Incumbents In Accordance With Civil Service Rule 2.6 (c) (1) (Continued from 3/7, and 3/21/08)

The Commission went into closed session to discuss ***

ACTION: By unanimous vote of those present, took the following action as recommended by Department of Personnel Services in their initial report February 27, 2008, as revised in their addendum report dated March 19, 2008, and as further amended in their 2nd addendum report dated March 27, 2008:

1. Approved, as recommended in the February 27, 2008 Department of Personnel Services (DPS) report revising the Employee Insurance Benefits Analyst class, inclusive of minimum qualifications, and re-titling the class to Employee Benefits Analyst (Level I/II);
2. Granted permanent status to study incumbents, Nicholas Bastunas, Jamilyn Yuson, Amy Liu, and Dave Comerchero in the re-titled class of Employee Benefits Analyst;
3. Continued consideration of the proposed new Employee Benefits Supervisor class directing that the revised specification be brought back with a six month probationary period, and amendment be made to the Minimum Qualifications removing all reference to Level I or Level II experience, keeping in mind that credit should be given for Sacramento County service by requiring slightly more experience from outside candidates, or so that the proposed language is more consistent with the language used in the Employee Benefits Manager revised specification;
4. Continued consideration of the proposed revisions to the Employee Benefits Manager class directing that the revised specification be brought back with a six month probationary period, and that amendments be made to the Minimum Qualifications to clearly note which feeder classes in the series qualify in an internal path as well as the external qualifying path.

ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote, the meeting was adjourned at 3:27 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, April 18, 2008, in Suite 1450 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

/S/

/S/

Jeanette King,
Civil Service Specialist

Leslie Leahy,
Executive Officer

APPROVED:

/S/

Bruce Nelson,
Chairperson