

## MINUTES

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

June 26, 2009

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, June 26, 2009, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Meredith, Nelson, and Suter were present.

### CONSENT CALENDAR

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

- A. **Minutes 6/5/09**
- F. **Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes (May)**

ACTION: By unanimous vote, 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**
- D. **Department Of Personnel Services: Proposed New Classes Of Sheriff's Crime/Intelligence Analyst (Level I/II) And Sheriff's Crime Analysis Program Coordinator, Each Inclusive Of A Twelve-Month Probationary Period; Proposed Revisions To The Sheriff's Records Officer II Class Specification; And Request To Grant Status To Study Incumbents In The New Classes, Pursuant To Civil Service Rule 2.6 (c) (1)**

ACTION: By unanimous vote, the Commission granted the request of Department of Personnel Services to continue consideration of this item to the August 14, 2009 Commission meeting, or to the first meeting with a full quorum.

- E. **Department Of Personnel Services: Proposed Revisions To The Class Of Medical Transcriber (Level I/II), Inclusive Of Revisions To The Minimum Qualifications (*Continued from 5/1 & 5/15/09*)**

ACTION: By unanimous vote, the Commission granted the request of Department of Personnel Services to continue consideration of this item to a date to be determined.

- G. **Receive And File Department Of Personnel Services Monthly Status Report On Provisional Appointments (May)**

ACTION: By unanimous vote, received and filed.

**H. Department Of Personnel Services: Proposed Revisions To The Class Of Parking Lot Attendant; Inclusive Of Adding Minimum Qualifications; And Request To Abolish The Current Parking Lot Attendant Eligible List**

ACTION: By unanimous vote, approved revisions to the Parking Lot Attendant class, inclusive of Adding Minimum Qualifications; and abolished the Current Parking Lot Attendant Eligible List.

**I. Department Of Personnel Services: Proposed New Classes Of 1) Sanitation District Planner Scheduler Manager, Inclusive Of A Twelve Month Probationary Period; 2) Sanitation District Planner Scheduler III, Inclusive Of A Twelve Month Probationary Period; 3) Sanitation District Planner Scheduler II; And 4) Sanitation District Planner Scheduler I**

ACTION: By a vote of three to two, approved the new classes of Sanitation District Planner Scheduler Manager and Sanitation District Planner Scheduler III, each inclusive of a twelve month probationary period; Sanitation District Planner Scheduler II, and Sanitation District Planner Scheduler I, as recommended by Department of Personnel Services in their April 27, 2009 report, and as recommended for correction in the Executive Officer's June 17, 2009 Staff Report as follows:

1. To the Sanitation District Planner Scheduler Manager class specification, on page 2, the third line of the fourth bullet should be corrected by replacing the word "*compondents*" with "components"; and,
2. To the Sanitation District Planner Scheduler II class specification, on the first page, change the title "*EXAMPLES of DUTIES*" to "ESSENTIAL DUTIES".

**J. Department Of Personnel Services: Proposed Revisions To The Class Of Telephony Systems Technician (Level I/II), Inclusive of Revisions To The Minimum Qualifications (*Continued from 6/5/09*)**

ACTION: By unanimous vote, approved revisions to the Telephony Systems Technician (Level I/II) class as recommended by Department of Personnel Services in their initial April 21, 2009 report, and as revised in their report dated June 9, amending the second paragraph under the "*Note.*" section of the Minimum Qualifications so that candidates with a degree higher than an Associate's may be allowed to substitute that degree for the year of experience required, and so that it reads:

*Acceptable proof of such education or training is one of the following: a) an Associate's degree or higher in one of the above fields from an accredited college or university; or b) a certificate of completion of a vocational training program in one of the above fields at an accredited college, trade or military school; or c) completion of 30 semester units in one of the above fields at an accredited college or university.*

- K. Deferred Sacramento County Deputy Sheriffs' Association Appeal On Behalf Of 1) Homeland Security Intelligence Analyst, Sheriff's Records Officer II Incumbents; And, 2) Crime Prevention Specialist, Sheriff's Records Officer I And Community Services Specialist III Incumbents From The Allocation Decisions Resulting From The July 2008 Sheriff's Records Officer Class Study; And, Deferred By The Civil Service Commission On March 20 And June 5, 2009, Pending Submission Of The Sheriff's Crime/Intelligence Analyst (Level I/II) And Sheriff's Crime Analysis Program Coordinator Classification Study (*Continued from 3/20 & 6/5/09*)**

ACTION: By unanimous vote, the Commission granted the request of Department of Personnel Services to continue consideration of the following deferred appeals to the August 14, 2009 Commission meeting, or to the first meeting with a full quorum:

- Homeland Security Intelligence Analysts: Rita Bali, SRO II; Melody Lafond, SRO II; and Kristi Smith, SRO II
- Crime Prevention Specialists: Shirley Kay, SRO I; Mary Frances Fitzsimmons, SRO I; Cindy Burdette, SRO I; Laura Grossman, SRO I; Kathleen Kennedy, SRO I; and, Sherrie Waugh, CSS III

### ADJOURNMENT

There being no further business to come before the Commission and by unanimous vote, the meeting was adjourned at 3:06 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, July 10, 2009, 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/  
Gregory Meredith,  
Chairperson