

AGENDA
Sacramento County Civil Service Commission Meeting
700 H Street, Suite 1445
Sacramento, California 95814

October 22, 2010
1:30 P.M.

Anyone may address the Commission regarding any item that is within the Commission's subject matter jurisdiction. However, the Commission may not take action on any item that is not on this agenda except as authorized by Government Code Section 54954.3 and CSC Rule 14.13. Appellants in disciplinary or release from probation appeals may request a closed session pursuant to Government Code Section 54957. The meeting facilities are accessible to persons with disabilities. Requests for interpreting services, assistive listening devices, or other considerations should be made through the County Disability Compliance Office at (916) 874-7642 or 874-7647 (TTY) no later than five working days prior to the meeting.

CONSENT CALENDAR
(Consent Matters Are Acted Upon As One Item)

- A. Minutes 9/10/10 (*Continued from 9/24 & 10/8*)
- J. Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes For *August (Continued from 9/24 & 10/8)*
- K. Receive And File Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For *August (Continued from 9/24 & 10/8)*
- L. Receive And File Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For *September*
- O. Receive And File Department Of Personnel Services Monthly Status Report On Exempt Student Classes For *September*
- P. Receive And File: Department Of Personnel Services Quarterly Report On Eligible List Extended For The Period *July, August, And September 2010*

SEPARATE MATTERS

- B. Departmental Requests To Extend Provisional Appointments
- C. Appeals Pursuant To Civil Service Rule 4.2, Application Rejections
- D. Receive And File: Department Of Personnel Services Monthly Status Report On Provisional Appointments For *August (Continued from 9/24 & 10/8)*
- E. **Countywide Clerical Classification Study Phase I:** Department Of Personnel Services Proposed Revisions To The Account Clerk (Level I/II) And Account Clerk (Level I/II) Confidential Classes, Inclusive Of Revising The Minimum Qualifications For Both Classes; Revisions To The Account Clerk III And Account Clerk III (Confidential) Classes, Inclusive Of Revising The Minimum Qualifications For Both

Classes And Their Re-titling To Senior Account Clerk And Senior Account Clerk Confidential Respectively

- F. **Countywide Clerical Classification Study Phase I:** Department Of Personnel Services Proposed Revisions To The Class Of Veterans' Claims Representative, Inclusive Of Revising The Minimum Qualifications
- G. **Countywide Clerical Classification Study Phase I:** Department Of Personnel Services Proposed Revisions To The Class Of Claims Assistance Clerk, Inclusive Of Revising The Minimum Qualifications; Reducing The Probationary Period To Six Months, Re-titling The Class To Claims Assistance Specialist; And Request To Re--title The Claims Assistance Clerk Eligible List To Claims Assistance Specialist
- H. **Countywide Clerical Classification Study Phase I:** Department Of Personnel Services Proposed New Classes Of Victim/Witness Claims Specialist; Senior Victim/Witness Claims Specialist; Audio/Visual Specialist (Level I/II); And Senior Audio/Visual Specialist; Request To Grant Status To Study Incumbents Listed In The September 21, 2010 Department Of Personnel Services Report Allocation List (*Agenda Item I, Attachment L*); Request To Place A Hold Designation on The Class Of Data Entry Operator; And Request To Abolish The Class Of Senior Data Entry Operator
- I. **Countywide Clerical Classification Study Phase I:** Department Of Personnel Services List Of All Positions Studied By Department And Allocation List Of Positions Recommended For Granting Of Status In The Proposed New Classes Of Victim/Witness Claims Specialist, Senior Victim/Witness Claims Specialist, Audio/Visual Specialist (Level I/II), And Senior Audio/Visual Specialist
- M. OPEN SESSION: Civil Service Commission Consideration Of Proposed Shorthand Reporting Contract
- N. Receive And File: Department Of Personnel Services Monthly Status Report On Provisional Appointments For *September*