

MINUTES

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

December 16, 2011

The Commission convened for its regularly scheduled meeting at 1:30 p.m. on Friday, October 7, 2011, at 700 H Street, in Suite 1450, Sacramento, California. Commissioners Bowler, Johnson, Nelson, Purdy and Suter were present.

The Commission thanked Mr. Joseph Lopez, Human Resources Manager II for his work with the Commission, bid him farewell, and congratulated him on his acceptance of the Human Resource Director position with the City of Modesto.

CONSENT CALENDAR

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

- A. **Minutes 10/7/11** (*Continued from 10/21, 11/4, 11/8, & 12/2/11*)
- E. **Receive And File: Department Of Personnel Services Monthly Status Report On Exempt Student Classes For *November***
- F. **Receive And File: Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For *November***
- G. **Receive And File: Department Of Personnel Services Monthly Status Report On Exempt Student Classes For *September*** (*Continued from 10/21, 11/4, 11/18, & 12/2/11*)
- H. **Receive And File: Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For *September*** (*Continued from 10/21, 11/4, 11/18, & 12/2/11*)
- I. **Receive And File: Department Of Personnel Services Monthly Status Report On Exempt Student Classes For *October*** (*Continued from 11/18, & 12/2/11*)
- J. **Receive And File: Department Of Personnel Services Monthly Status Report On Promotional Examinations And Late Applications For *October*** (*Continued from 11/18, & 12/2/11*)
- K. **Receive And File: Department Of Personnel Services Quarterly Report On Eligible Lists Extended For The Period *July, August, And September 2011*** (*Continued from 12/2/11*)

At the request of Commissioner Purdy, and by unanimous vote, Item A was removed from the Consent Calendar for correction. At the request of

Commissioner Nelson, and by unanimous vote, Item K was removed from the Consent Calendar for discussion.

ACTION: By unanimous vote, approved the Consent Calendar, (Items E, F, G, H, I, and J).

SEPARATE MATTERS

A. Minutes 10/7/11 (*Continued from 10/21, 11/4, 11/8, & 12/2/11*)

This item was removed from the Consent Calendar for correction. Commissioner Purdy noted that the 10/7/11 Minutes showed Commissioner Nelson both present and absent. Commission Staff confirmed that Commission Nelson was absent for the October 7, 2011 meeting. Commission Purdy moved to correct the 10/7/11 Minutes to show that Commission Nelson was absent only.

ACTION: By unanimous vote, approved the October 7, 2011 Minutes (Item A) with the correction that Commission Nelson was absent for the meeting.

K. Receive And File: Department Of Personnel Services Quarterly Report On Eligible Lists Extended For The Period *July, August, And September 2011* (*Continued from 12/2/11*)

This item was removed from the Consent Calendar for discussion.

ACTION: By unanimous vote, Received and Filed.

B. Departmental Requests To Extend Provisional Appointments *NONE*

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

D. Receive And File: Department Of Personnel Services Monthly Status Report On Provisional Appointments For *November*

ACTION: By a vote of four for, and one vote to abstain, Received and Filed.

L. Receive And File: Department Of Personnel Services Monthly Status Report On Provisional Appointments For *September* (*Continued from 10/21, 11/4, 11/18, & 12/2/11*)

ACTION: By unanimous vote, Received and Filed.

M. Receive And File: Department Of Personnel Services Monthly Status Report On Provisional Appointments For *October* (*Continued from 11/18, & 12/2/11*)

ACTION: By unanimous vote, Received and Filed.

N. Receive And File: Department Of Personnel Services Report Back Regarding The August 1, 2011 to September 23, 2011 Fire Chief, Aircraft Rescue Firefighting (ARFF) Recruitment As Requested By The Commission On July 26, 2011

ACTION: By unanimous vote, Received and Filed.

- O. Department Of Personnel Services: 1) Proposed New Classes Of County Executive Officer Management Analyst III, County Executive Officer Management Analyst II, And County Executive Officer Management Analyst I, Each Inclusive Of A 12-Month Probationary Periods, And Chief Of Departmental Administrative And Financial Services; 2) Proposed Revisions To The Classes Of Principal Administrative Analyst, Senior Administrative Analyst, And Associate Administrative Analyst, Inclusive Of Revising The Minimum Qualifications Of Each Class; 3) Request To Abolish The Classes Of Chief Of Departmental Administrative Services, Chief Financial And Administrative Officer, Principal Administrative Analyst (Confidential), Senior Administrative Analyst (Confidential), And Associate Administrative Analyst (Confidential); And 4) Request To Grant Status To Study Incumbents, Pursuant To Civil Service Rule 2.6**

On December 1, 2011 Department of Personnel Services (DPS) submitted a report dated November 28, 2011 requesting the Commission approve the items mentioned in the classification study title above.

By way of an amended report dated December 9, 2011, requested removal of the following from the items mentioned in the classification study title above:

- Revisions to the classes of Principal Administrative Analyst, Senior Administrative Analyst, and Associate Administrative Analyst;
- The Proposed New Class of Chief of Departmental Administrative and Financial Services;
- The Abolishment of the classes of Chief of Departmental Administrative Services and Chief Financial and Administrative Officer; and
- Granting of Status to Susan Elliott, Cathy Girton, Samuel Church, Darcie Pillsbury, Margaret Stewart, Susan Purdin, Joseph Maestretti, Michael Guiver, and Oliver Bohlman in the class of Chief of Departmental Administrative and Financial Services.

ACTION: By unanimous vote, as recommended by Department of Personnel Services in their initial report dated November 28, 2011 and as amended in their December 9, 2011 report, approved the following:

1. New Classes of County Executive Office Management Analyst III, County Executive Office Management Analyst II, and County Executive Office Management Analyst I, each Inclusive of 12-Month Probationary Periods;
2. Granting of Status to Joe Barba and Karen Zazzi in the class of County Executive Office Management Analyst III; to Sharon Dwight, Ute Lavorico, Victoria Neibauer, Kim Smith, Xue Xiong, and Kristen Yates in the class of County Executive Office Management Analyst II, and to Wei Zheng in the class of County Executive Office Management Analyst I; and
3. Abolishment of the classes of Principal Administrative Analyst (Confidential), Senior Administrative Analyst (Confidential), and Associate Administrative Analyst (Confidential).

OTHER BUSINESS

Commission Staff updated the Commission on the progress made with arrangements for the celebration of the Commission's 75th Year Anniversary as a Sacramento County Department. Executive Officer, Leslie Leahy reported a request was submitted to Supervisor Don Nottoli's office, the 2012 Board of Supervisor's Chair, asking that the Board present a resolution to the Commission commemorating the momentous event during their regular Tuesday meeting, on February 7, 2012, at 2:00 p.m.

Following the Board presentation an *Open House* will take place in the Civil Service Commission Office on the second floor of the new Administration Building.

The event will appear in the Sacramento County Events Calendar as well as published in the Sacramento County Newsletter that is released County-wide every other Monday.

Civil Service Specialist, Jeanette King, reported her efforts in contacting past members, employees, and individuals associated with the Commission was quite successful and has resulted in many a response that the event is greatly anticipated and everyone is looking forward to celebrating with the Board of Supervisors and Civil Service Commission. Commissioner Bowler requested that Ms. King compile a list of those past individuals associated with the Commission, and to distribute it among all of the current Commissioners who will attempt to contact any of those on the list that they are associated with in order to ease the burden of the Commission's staff in this endeavor.

Ms. King has been busy collecting data covering the Commission's history and will display her findings at the Open House, as well as display the Commission Office's scrapbook dating back to 1939.

ADJOURNMENT

There being no further business to come before The Commission and by unanimous vote of those present, the meeting was adjourned at 3:10 p.m. The Commission will reconvene for its next regularly scheduled meeting at 1:30 p.m. on Friday, January 6, 2012, in Suite 1445 at 700 H Street, Sacramento.

Respectfully Submitted:

Approval Recommended:

/S/
Jeanette King,
Civil Service Specialist

/S/
Leslie Leahy,
Executive Officer

APPROVED:

/S/
Bruce Nelson,
Chairperson