

**Special Meeting Agenda
Sacramento County Civil Service Commission
August 28, 2026 ~ 1:30pm**

LOCATION: Sacramento County Board of Supervisors' Chambers¹
700 H Street, Sacramento, California

PROCEDURAL MATTERS

- 1) Call to Order
- 2) Flag Salute
- 3) Roll Call and Declaration of a Quorum

PUBLIC COMMENT

- 4) Public Comment: At this time, anyone may address the Commission regarding any item that is *not* already scheduled on today's meeting agenda *and* is within the Commission's subject matter jurisdiction. The Commission may only act on such items as authorized by Government Code Section 54954.3 and Civil Service Commission Rule 14.13.

CONSENT MATTERS

(Consent Matters are acted upon as one unit. Items removed from consent for discussion will be heard under Separate Matters.)

- 5) Adopt Commission Meeting Minutes
 - July 10, 2026 Regular Business Meeting Minutes
- 6) Receive and File Required Quarterly Department of Personnel Services Reports
 - A) Announced Promotional Exams and Accepted Late Exam Applications: Second Quarter of 2026 (Apr, May and Jun)
 - B) Extended Eligible Lists: Second Quarter of 2026 (Apr, May and Jun)

¹ 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 (916) 874-7647 (TTY) no later than five working days prior to the meeting. This meeting will not be live-streamed.

- 7) Revise the Fiscal Year 2026/27 Commission Meeting Schedule by changing the September 18 meeting to September 11, 2026

SEPARATE MATTERS

(Non-consent items requiring action by the Commission)

Old Business

- 8) Revise the Sacramento County Classification Plan as Recommended by the 2026 Office Assistant and Office Specialist series Class Study as first heard by the Commission on May 10, 2026, to:
- Revise, including changes to the minimum qualifications, and retitle the following classes: Office Assistant I/II to Office Assistant and Office Specialist I/II to Office Specialist
 - Revise, including changes to the minimum qualifications, the following classes: Senior Office Assistant and Senior Office Specialist
 - Abolish the following lists, as directed
 - o Senior Office Assistant
 - o Office Specialist I/II
 - o Senior Office Specialist
 - Retitle the Office Assistant I/II List to Office Assistant Eligible List, as directed
- 9) Revise the Sacramento County Classification Plan as Recommended by the 2025 Collection Services Series Class Study to:
- Establish the Collection Services Clerk classification
 - Revise, including changes to the minimum qualifications, the following classes: Collection Services Agent Lv. I/II and Collection Services Supervisor
 - Revise, including changes to the minimum qualifications, and retitle the Collection Services Program Manager classification to Collection/Billing Program Manager classification
 - Abolish the Collection Services Agent Lv. I/II eligible list, as directed

10) Revise the Sacramento County Classification Plan as Recommended by the 2025 Utility Billing Services Series Class Study to:

- Revise, including changes to the minimum qualifications, the following classes:
 - o Utility Billing Services Representative Lv. I/II
 - o Senior Utility Billing Services Representative
 - o Supervising Utility Billing Services Representative
 - o Chief, Consolidated Utility Billing Services Division
- Abolish the following eligible lists, as directed: Utility Billing Services Representative Lv. I/II and Chief, Consolidated Utilities Billing and Services Division

New Business

11) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Report

- Report for July 2026

12) Revise the Sacramento County Classification Plan as Recommended by the 2026 Criminal Investigator Series Class Study to:

- Revise, including changes to the minimum qualifications, and retitle the following classes: Investigator Assistant to Investigator Specialist and Criminal Investigator Lv. I/II to Criminal Investigator
- Revise, including changes to the minimum qualifications, the following classifications:
 - o Supervising Criminal Investigator
 - o Assistant Chief Criminal Investigator
 - o Chief Criminal Investigator
- Abolish the following eligible lists:
 - o Criminal Investigator Lv. I/II
 - o Assistant Chief Criminal Investigator
 - o Chief Criminal Investigator
- Retitle the following transfer lists: Investigator Assistant to Investigative Specialist and Criminal Investigator Lv. I/II to Criminal Investigator

13) Special Election of Commission Chair and Vice Chair for the remainder of the 2026/27 Fiscal Year

INFORMATIONAL MATTERS

(Non-action items)

14) Quarterly Status Report by the Department of Personnel Services on Classification Studies Previously Approved by the Civil Service Commission

- Report for the Second Quarter of 2026 (Apr, May and Jun)

15) Executive Officer's Verbal Report to the Commission

ADJOURNMENT