

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

ADOPTED ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order Called to order at 1:34pm by Acting Chair Sally Ly.
- 2) Flag Salute
- 3) Roll Call and Declaration of a Quorum Present: Commissioners Tab Berg (arrived late), Nick Bloise, Sally Ly and Bruce Nelson. Absent: Commissioner Noah Painter. Quorum attained.

PUBLIC COMMENT

- 4) Public Comment: None

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

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Ly to adopt items 5 through 7 on consent. The motion was adopted unanimously (3 to 0) Berg absent.

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 15, 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

Public Comment: Seth Alexander with UPE expressed concern that DPS continues to violate Civil Service rules 2.1 and 2.2(b) requiring DPS to consult with employees when proposing changes to the County's Classification Plan. He alleged that DPS has not done this in the proposed revisions of these two series.

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Nelson to remand the recommendations stemming from the 2026 Office Assistant/Office Specialist Series class study (dated July 31, 2026) back to DPS to secure the input from a minimum of 40 incumbents within these series as identified by UPE to ensure full compliance with Civil Service rules 2.1 and 2.2(b) requiring "appropriate consultation from employees" in the development and revision of the classification plan. DPS may choose their preferred method of employee input. Direct DPS to bring this back to the Commission within six months. Motion adopted unanimously (4 to 0).

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

Public Comment: Seth Alexander with UPE expressed continued opposition to the establishment of the Collection Services Clerk classification due to its potential salary conflict with incumbents in a similar class.

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Ly to: 1) establish the Collection Services Clerk classification, and 2) refer this item to the Board of Supervisors for concurrence. The motion was adopted (3 to 1 (Berg no)).

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Nelson to: 1) revise, including changes to the minimum qualifications, the Collection Services Agent Lv. I/II and the Collection Services Supervisor; 2) revise, including changes to the minimum qualifications, and retitle the Collection Services Program Manager classification to Collection/Billing Program Manager classification; and 3) refer these actions to the Board of Supervisors for concurrence. The motion was adopted unanimously (4 to 0).

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

Public Comment: Seth Alexander with UPE spoke in support of the recommendations.

ACTION: Motion by Commissioner Berg, seconded by Commissioner Bloise to: 1) revise, including changes to the minimum qualifications, the Utility Billing Services Representative Lv. I/II; Senior Utility Billing Services Representative; Supervising Utility Billing Services Representative; and Chief, Consolidated Utility Billing Services Division;

2) abolish the following eligible lists, as directed: Utility Billing Services Representative Lv. I/II and Chief, Consolidated Utilities Billing and Services Division; and 3) refer this item to the Board of Supervisors for concurrence.

New Business

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

- Report for July 2026

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Berg to accept the report. Motion was adopted unanimously (4 to 0).

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

Public Comment: Dan Kuntz with LEMA suggested that these classes be available only to internal candidates (incumbents) for retention purposes.

ACTION: Motion by Commissioner Berg, seconded by Commissioner Ly to remanded recommendations stemming from the 2026 Criminal Investigator Series class study (dated July 15, 2026) back to DPS to amend the MQs for the Supervising Criminal Investigator, Assistant Chief Criminal Investigator and the Chief Criminal Investigator to include the following language:

“Note: Investigative work which is gained through performance of duties such as patrol, inmate custodial work, accident investigation and the like is not considered qualifying.” The Motion was adopted unanimously (4 to 0).

The Commission voiced its expectation that after making said amendments, DPS will re-submit the recommendations for further consideration at an upcoming Commission meeting.

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

ACTION: Commissioner Bloise nominated Acting Chair Ly for Chair. No further nominations were made. Commissioner Ly was elected Chair unanimously (4 to 0).

ACTION: Commissioner Ly nominated Commissioner Bloise for Vice Chair. No further nominations were made. Commissioner Bloise was elected Vice Chair unanimously (4 to 0).

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

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is scheduled for Friday, September 11 at 1:30pm. The following class studies are on the agenda: Imaging Specialist Series –and Deputy Public Guardian/Conservator Series. Each study impacts three classes. The Commission may also hear two release from probation appeals as well.

She received three new psychological evaluation appeals since the last meeting. Currently, there are five release from probation and three psychological evaluation appeals pending before the Commission.

Executive Officer Dowdin Calvillo also reported that since the last meeting, she received two new class studies for review: Recreation Series – 8 classes and Economic Development Specialist Series - 2 classes.

She is waiting for the following class studies to be finalized by DPS so that they can be scheduled for consideration by the Commission: 1) Criminalist Investigator Series – 5 classes; 2) Recreation Series – 8 classes; 3)

Behavioral Health Counselor Series – 4 classes; 4) Legal Transcriber Series – 2 classes; 5) Health Education Series – 4 classes; Airport Manager – 3 classes.

She discussed several class study handouts which will be posted to the Commission webpage.

Executive Officer Dowdin Calvillo summarized the Board of Supervisors' action in August 2026 to eliminate the Civil Service Department and the Executive Officer position and instead direct that DPS provide staffing services to the Commission. At its August 25 meeting, the Board adopted the action as a pilot (effective September 24, 2026) with a review in two years to determine if the experiment should continue or be reversed. She reminded Commissioner's of her resignation in July with her last day with the Commission being September 14, 2026.

After EO Dowdin Calvillo concluded her remarks, Chair Ly stated the Commission's expectation that the matter of staffing after September 14 will be discussed at the September 11 meeting as an informational item. She said that DPS Director Angelo is expected to provide his plan for discussion which he responded was under development and that he would be at the September 11 meeting for this purpose. Commissioner Berg also requested that DPS Director Angelo commit, in writing to the Commission, that the staff assigned to the Commission will be at the same level as existing Commission staff.

ADJOURNMENT

With no objection, the meeting was adjourned at 3:13pm

Adopted 11 Sep 2026