

Sacramento County Civil Service Commission
July 10, 2026 ~ 1:30pm

ADOPTED ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order: The Meeting was called to order at 1:30pm by Chairman Steve Booth.
- 2) Flag Salute
- 3) Roll Call and Declaration of a Quorum Roll was called by Commission Executive Officer (EO) Alice Dowdin Calvillo, and it was noted that commissioners Steve Booth, Nick Bloise, and Bruce Nelson were present and commissioners Sally Ly and Noah Painter were absent. A quorum was declared.

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

- June 12, 2026 Regular Business Meeting Minutes

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Nelson to adopt item 5 on consent. The motion was adopted unanimously (3 to 0).

SEPARATE MATTERS

(Non-consent items requiring action by the Commission)

- 6) Election of Commission Chair and Vice Chair for the 2026/27 Fiscal Year, pursuant to Civil Service Rule 14.9

ACTION: Commissioner Bloise nominated Commissioner Booth as Chair. There were no additional nominations. Commissioner Booth was elected unanimously as Chair (3 to 0).

ACTION: Chair Elect Booth nominated Commissioner Ly as Vice Chair. There were no additional nominations. Commissioner Ly was elected unanimously as Vice Chair (3 to 0).

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

- Report for June 2026

ACTION: Motion by Commissioner Nelson, seconded by Commissioner Bloise to accept the report. Motion was adopted unanimously (3 to 0).

8) Revise the Sacramento County Classification Plan as Recommended by the 2026 Accountant Series Class Study to:

- Revise, including changes to the minimum qualifications, the following classes:
 - o Accountant
 - o Senior Accountant
 - o Accounting Manager
 - o Senior Accounting Manager

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Nelson to: 1) revise, including changes to the minimum qualifications, the Accountant; Senior Accountant; Accounting Manager; and Senior Accounting Manager class specifications; and 2) refer this item to the Board of Supervisors for concurrence. Motion was adopted unanimously (3 to 0).

9) 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

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

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Booth to table the EO's recommendations:

- 1) to amend the Chief, Consolidated Utility Billing Services Division MQs to allow a master's or high degree to be used as an alternate path of qualification in addition to a bachelor's degree as prescribed; and
- 2) until the Commission receives greater clarity from DPS regarding potential budget revisions and any implications they may have on filling vacancies and establishing new positions

The expectation is that DPS will bring the recommendations back to the Commission for approval once the two items listed above are completed.

10) 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:
 - o Collection Services Agent Lv. I/II
 - o Collection Services Supervisor
- Revise, including changes to the minimum qualifications, and retitle the Collection Services Program Manager classification to Collection/Billing Program Manager classification

Public Comment: Seth Alexander with UPE expressed concerns regarding the establishment of the Collection Services Clerk class.

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Booth to table the EO's recommendations:

- 1) to provide an additional opportunity for DPS to address UPE's concerns with the proposed Collection Services Clerk classification specification; and
- 2) until the Commission receives greater clarity from DPS regarding potential budget revisions and any implications they may have on filling vacancies and establishing new positions.

The expectation is that DPS will bring the recommendations back to the Commission for approval once the two items listed above are completed.

INFORMATIONAL MATTERS

(Non-action items)

11) Executive Officer's Verbal Report to the Commission

EO Dowdin Calvillo reported that the Commission's next meeting is scheduled for Friday, August 14 at 1:30pm. The Office Assistant/Office Specialist series Class Study is scheduled.

She received no new appeals since the last meeting. Currently, there are five release from probation appeals pending before the Commission.

EO Dowdin Calvillo also reported that since the last meeting, she received

three new class studies for review: Health Education Series – 4 classes; Airport Manager Series – 3 classes and Imaging Specialist Series – 3 classes - the later was reviewed by the EO reviewed and responded to DPS.

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) Deputy Public Guardian/Conservator Series – 3 classes; 3) Behavioral Health Counselor Series – 4 classes; 4) Legal Transcriber Series – 2 classes; and 5) Imaging Specialist – 3 classes

She discussed several class study handouts which are attached.

Chair Booth asked the EO to summarize her recent discussions with the DPS Director about filling the Commission's reclassified clerical position. She said that she recently asked DPS staff for an update on the confidential designation for the newly reclassified position and learned that the designation was on hold as DPS Director Angelo felt it was best to wait until the Board of Supervisor acted on the DPS recommendation to reorganize Commission staff. After she responded that the budget had been adopted and the re-classification of the position approved by the Board of Supervisors, he then cited that it was best to hold the designation as the Board was "revisiting" the budget. No further information was provided except that some departments were choosing for themselves to keep some positions unfilled. The issue of concern here was DPS' lack of authority to prevent the Commission from filling its vacancy.

ADJOURNMENT

With no objection, the meeting was adjourned at 2:04pm.

Adopted 28 Aug 2026