

Sacramento County Civil Service Commission
June 12, 2026 ~ 1:30pm

ADOPTED ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order The Meeting was called to order at 1:31pm 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 Sally Ly were present and commissioners Bruce Nelson 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

- May 15, 2026 Regular Business Meeting Minutes

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

APPEAL HEARING

- 6) Exam Disqualification (Civil Service Rule 5.7): *This hearing was continued from the May 15, 2026 meeting pursuant to Civil Service Rule 14.16 and will be conducted in open session per Government Code section 54957*

- *Appeal 6443-26*

ACTION: Motion by Commissioner Ly, seconded by Chair Booth to grant the appeal after finding that the Appellant met the minimum qualifications for the applicable exam. The motion was adopted unanimously (3 to 0).

SEPARATE MATTERS

(Non-consent items requiring action by the Commission)

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

- Report for May 2026

ACTION: Motion by Commissioner Ly, 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 Highway Maintenance Manager Series Class Study to:

- Revise, including changes to the minimum qualifications, the following classes: Highway Maintenance Supervisor, Highway Maintenance Manager, and the Senior Highway Maintenance Manager

ACTION: Motion by Commissioner Ly, seconded by Commissioner Bloise to 1) revise, including changes to the minimum qualifications, the following classes: Highway Maintenance Supervisor, Highway Maintenance Manager, and the Senior Highway Maintenance Manager; and 2) refer this item to the Board of Supervisors for concurrence. Motion was adopted unanimously (3 to 0).

INFORMATIONAL MATTERS

(Non-action items)

9) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is scheduled for Friday, July 10 at 1:30pm. The following class studies are tentatively scheduled for Commission consideration at this meeting as well as officer elections for fiscal year 2026/27: 1) Accountant Series (4 classes); 2) Utility Billing Services (4 classes); 3) Collection Services Series (4 classes); and the Office Assistant/Office Specialist series.

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

Executive Officer Dowdin Calvillo also reported that since the last meeting, she received one new class studies for review: Legal Transcriber Series (2 classes) which she has reviewed and responded to DPS. There are currently no class studies pending review by the EO.

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); and 4) Legal Transcriber Series (2 classes).

The EO informed the Commission that the budget approved by the Commission and submitted by the EO was approved this week by the Board of Supervisors as part of the County's \$9 billion budget package.

She discussed several class study handouts which are attached.

ADJOURNMENT

With no objection, the meeting was adjourned at 1:53pm.

Adopted July 10, 2026

