

Sacramento County Civil Service Commission
March 27, 2026 ~ 1:30pm

ADOPTED ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order The Meeting was called to order at 1:31pm by Chairman Nick Bloise.
- 2) Flag Salute
- 3) Roll Call and Declaration of a Quorum Roll was called by Commission Clerk Gina Volpi, 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
 - February 27, 2026 Regular Business Meeting
- 6) Adopt Proposed Amendments to the Civil Service Rules (Rules) Establishing an Alternate Exam for Persons Living with Disabilities:
 - Amendments to Rule 5.2 and 15.23 establish a new exam for persons living with disabilities and define the term "disability" for the purposes of said exam. The purpose of the amendments is to create an additional pathway to civil service employment with Sacramento County for persons living with disabilities who also meet specific minimum requirements.

ACTION: Motion by Commissioner Booth, seconded by Commissioner Ly to adopt items 5 and 6 on consent. 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 February 2026

ACTION: Motion by Commissioner Ly, seconded by Commissioner Booth to accept the Department of Personnel Services' Monthly Provisional Appointments Report for February 2026. The motion was adopted 3 to 0.

8) Revise the Sacramento County Classification Plan as Recommended by the 2025 Building Maintenance Worker Class Study to:

- Revise, including changes to the minimum qualifications, the Building Maintenance Worker class

ACTION: Motion by Commissioner Booth, seconded by Commissioner Ly to: 1) revise, including changes to the minimum qualifications, the Building Maintenance Worker class; and 2) refer this item to the Board of Supervisors for concurrence. The motion was adopted unanimously (3 to 0).

9) Revise the Sacramento County Classification Plan as Recommended by the 2025 Emergency Management Series Class Study to:

- Establish the Emergency Management Specialist and the Emergency Management Technician classes;
- Revise and Retitle, including changes to the minimum qualifications, the Emergency Services Coordinator to Assistant Emergency Manager and the Emergency Operations Coordinator to Emergency Manager classes;
- Revise, including changes to the minimum qualifications, the Chief of Emergency Services class

ACTION: Motion by Commissioner Booth, seconded by Commissioner Bloise to: 1) establish the Emergency Management Specialist and the Emergency Management Technician classes; 2) revise and Retitle, including changes to the minimum qualifications, the Emergency Services Coordinator to Assistant Emergency Manager and the Emergency Operations Coordinator to Emergency Manager classes; 3) revise, including changes to the minimum qualifications, the Chief of Emergency Services class; and 4) refer this item to the Board of Supervisors for concurrence. The motion was adopted unanimously (3 to 0).

It was under this item that Commissioners asked a series of questions pertaining class studies in the works at DPS but have not yet been brought to the Commission's Executive Officer for review. Commissioner Booth requested (a second time) a report from DPS illustrating the class studies currently in the DPS pipeline and when the Commission might expect to review them. DPS responded they would be happy to share a report. Commissioner Ly asked for the oldest class study still pending with DPS. The answer provided was the Deputy Public Guardian/Conservator series study first requested by the corresponding department in 2015.

10) Approval of the Commission's Fiscal Year 2026-27 Proposed Budget Prepared by the Executive Officer

ACTION: Motion by Commissioner Booth, seconded by Commissioner Ly to: 1) approve the proposed budget for the 2026/27 FY with total spending authority in the amount of \$575,865 and a request for a General Fund appropriation in the amount of \$515,865; 2) acknowledge that to meet the CEO's mandatory budget target of \$544,013 (with a General Fund appropriation of \$486,557); the Commission must reduce its budget by \$31,852; and 3) direct the EO to work with the CEO and the County's Chief Financial Officer to finalize the Commission's budget for submittal to the Board of Supervisors for their approval while continuing to communicate the Commission's significant concerns of meeting the established target that would result in a reduction of its FTE. The motion was adopted unanimously (3 to 0).

It should be noted that the Executive Officer also informed Commissioners that she was working to reclassify the Commission's Executive Secretary position to a Senior Office Specialist, Confidential to right size the position and to create salary savings for the Commission.

INFORMATIONAL MATTERS
(Non-action items)

11) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the Commission's next meeting is scheduled for Friday, April 10 at 2:30pm (note time change), where the following class studies are scheduled for Commission consideration: 2025 Process Server Series; 2026 Office Assistant/Office Specialist series; and 2026 Criminalist Series.

The Commission's next meeting after April 10 is Friday, May 15 and Commissioners have the 2026 Criminal Investigator Series class study tentatively scheduled for consideration.

She received two requests for exam disqualification appeal; and she closed one release from probation appeal after the Appellant withdrew her

appeal. She also closed one failed medical appeal as it was no longer timely and an exam disqualification appeal when the Appellant chose not to continue. Currently, there are six release from probations, two exam disqualifications; and one disciplinary action appeal pending before the Commission.

Executive Officer Dowdin Calvillo also reported that since the last meeting, she reviewed and commented on the following class studies: 1) 2026 Criminal Inspector Series; 2) the 2026 Office Assistant/Office Specialist; 3) the Deputy Public Guardian/Conservator Series; and 4) the 2026 Behavioral Health Counselor series, the latter two studies were received after the February 27 meeting. There are currently no class studies pending review with the Commission.

Lastly but not least, the Executive Officer thanked her Executive Secretary and the Commission's Clerk, Gina Volpi for more than six and a half years of service to the Commission as she retires. March 27 was her last day with the Commission.

After the Executive Officer's report, Chair Bloise, as a point of personal privilege, announced that due to unforeseen increases in his professional and personal commitments, he is no longer able to devote the amount of time necessary to continue in his role as Chair. As a result, he directed staff, without objection, to include a special election for Chair and Vice Chair at the April 10, 2026 meeting. Chair Bloise will relinquish his chairmanship immediately proceeding the special election. He said that he will continue to serve on the Commission representing the third Supervisorial district. There were no objections.

ADJOURNMENT

With no objection, the meeting was adjourned at 2:05pm.

Adopted 15 May 2026