

**Sacramento County Civil Service Commission**  
**May 15, 2026 ~ 1:30pm**

ADOPTED ACTION MINUTES

**PROCEDURAL MATTERS**

- 1) 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 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.

EO Dowdin Calvillo requested to move Item 13 immediately following the Exam Disqualification Appeal in Item 8.

**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
  - March 27, 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: First Quarter of 2026 (Jan, Feb, and Mar)
  - B) Extended Eligible Lists: First Quarter of 2026 (Jan, Feb, and Mar)
- 7) Adopt the Commission's Meeting Schedule for the 2026/27 Fiscal Year

ACTION: Motion by Commissioner Booth, seconded by Commissioner Ly to adopt items 5, 6 and 7 on consent. The motion was adopted unanimously (3 to 0).

## APPEAL HEARING

- 8) Exam Disqualification (Civil Service Rule 5.7): This hearing will be conducted in open session per Government Code section 54957

- *Appeal 6443-26*

ACTION: Motion by Commissioner Ly to grant the appeal. Motion died for a lack of a second.

ACTION: Motion by Commissioner Booth, seconded by Chair Bloise to deny the appeal as the Appellant did not demonstrate that DPS' decision to disqualify him from the Real Property Appraiser Lv. I/II Exam was improper, discriminatory, or otherwise fraudulent. Further, although the Appellant met the basic education requirement (high school graduation) and some of the required work/education requirements, he did not meet all of the educational/work experience requirements. The motion failed 2 to 1 (Ly no).

ACTION: Pursuant to Civil Service Rule 14.16, because a majority vote of not less than three Commissioners was not achieved for either motion, this item is automatically continued to the next Commission meeting, June 12.

## SEPARATE MATTERS

(Non-consent items requiring action by the Commission)

- 9) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Reports

- Report for March and April 2026

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

- 10) Revise the Sacramento County Classification Plan as Recommended by the 2025 Process Server Series Class Study to:

- Revise, including changes to the minimum qualifications, the Process Server class
- Abolish the Supervising Process Server class

ACTION: Motion by Commissioner Ly, seconded by Commissioner Booth to 1) revise, including changes to the minimum qualifications, the Process Server class specification and abolish the Supervising Process Server class; 2) abolish the Supervising Process Server Class; and 3) refer this

item to the Board of Supervisors for concurrence. Motion was adopted unanimously (3 to 0).

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

- Revise, including changes to the minimum qualifications, the following classes within the Criminalist Series
  - Forensic Lab Technician
  - Criminalist Lv. I-IV
  - Supervising Criminalist
  - District Attorney's Lab of Forensic Services Director

ACTION: Motion by Commissioner Booth, seconded by Commissioner Ly to 1) revise, including changes to the minimum qualifications, the following classes within the Criminalist Series: Forensic Lab Technician; Criminalist Lv. I-IV; Supervising Criminalist; and the District Attorney's Lab of Forensic Services Director; and 2) refer this item to the Board of Supervisors for concurrence. The motion was adopted unanimously (3 to 0)

12) Revise the Sacramento County Classification Plan as Recommended by the 2026 Office Assistant and Office Specialist series Class Study to:

- Revise, including changes to the minimum qualifications, and retitle the following classes
  - Office Assistant I/II to Office Assistant
  - Office Specialist I/II to Office Specialist
- Revise, including changes to the minimum qualifications, the following classes
  - Senior Office Assistant
  - Senior Office Specialist
- Abolish the following lists, as directed
  - Senior Office Assistant
  - Office Specialist I/II
  - Senior Office Specialist
- Retitle the following lists, as directed
  - Office Assistant I/II to Office Assistant
- Retitle the following transfer lists, as directed
  - Office Assistant I/II to Office Assistant
  - Office Specialist I/II to Office Specialist

PUBLIC COMMENT: Seth Alexander with United Public Employees (UPE) spoke on this item citing that DPS violated Civil Service Rules 2.1 and 2.2(b) in that it did not ascertain the duties and responsibilities of all positions affected by the proposed changes through appropriate consultation with employees. UPE was disappointed that DPS did not use the traditional Position Development Questionnaire (PDQ) process when developing proposed changes to the minimum qualifications and duties, skills and knowledge for the affected classes.

DPS stated that there are more than 1,000 employees within these classifications and that it could not contact them all regarding the proposed changes.

ACTION: Motion by Booth and second by Bloise to table the recommended revisions to the Sacramento County Classification Plan stemming from the 2026 Office Assistant Series and Office Specialist Series Class Study<sup>1</sup> to its July 10, 2026 meeting to allow UPE and DPS time to work together to ensure the proposed recommendations reflect the requirements of Civil Service Rules 2.1 and 2.2(b) as they pertain to “appropriate consultation with employees.” Motion was adopted unanimously (3 to 0).

- 13) Special Election of Commission Chair and Vice Chair for the remainder of the 2025/26 Fiscal Year

***This item was heard after item 9.***

ACTION: Commissioner Ly 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).

### **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 First Quarter of 2026 (Jan, Feb, and Mar)

- 15) Executive Officer’s Verbal Report to the Commission

EO Dowdin Calvillo reported that the Commission’s next meeting is

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<sup>1</sup> The study is dated February 5, 2026.

scheduled for Friday, June 12 at 1:30pm at Hearing Room 3 (Ste. 6720), 700 H Street. The Highway Maintenance Manager Series class study is scheduled for Commission consideration at this meeting.

She received no new appeals since the last meeting. Currently, there are five release from probations and one exam disqualification appeals pending before the Commission. One release from probation appeal and one disciplinary action appeal were withdrawn as the parties reached settlement.

EO Dowdin Calvillo also reported that since the last meeting, she received two new class studies for review: Accountant Series and Highway Maintenance Manager series which the EO 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) Utility Billing Services – 4 classes; 2) Collection Services Series – 4 classes; 3) Criminalist Investigator Series – 5 classes; 4) Deputy Public Guardian/Conservator Series – 3 classes; and 5) Behavioral Health Counselor Series – 4 classes; and 5) Accountant Series – 4 classes.

She discussed several class study handouts which are attached. Commissioner Ly asked that these handouts be posted on the Commission's webpage for full transparency.

At Commissioner Ly's request, EO Dowdin Calvillo summarized her meeting with DPS Director Joe Angelo on March 26 whereby she discussed several actions she took improve efficiency of class study processing with the Commission. When she asked Mr. Angelo what additional measures he would like to see implemented, he responded with the expectation that the Commission schedule the approval of between 20 to 100 class studies at every meeting. She responded that that was not possible when according to DPS it is only actively working on 30 studies +/- at this time. He also asked for longer meetings, which had no objections.

She asked Mr. Angelo if he intended to pursue his proposal to eliminate the CSC Department and EO position and instead use DPS to staff the Commission, and his response was in the affirmative. She asked if he would be willing to instead give her efficiency measures a chance as she has already seen results, and his answer was "no –the County deserves better".

## **ADJOURNMENT**

With no objection, the meeting was adjourned at 3pm.

*Approved 12 Jun 2026*