

**Sacramento County Civil Service Commission
December 15, 2023 ~ 1:30pm**

ADOPTED ACTION MINUTES

PROCEDURAL MATTERS

- 1) Call to Order
The Meeting was called to order at 1:30pm by Vice Chairman Steve Booth.
- 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 Nick Bloise, Steve Booth, and Noah Painter were present and that Commissioner Chairman Bruce Nelson was absent. A quorum was declared.

PUBLIC COMMENT

- 4) Public Comment: None

CONSENT MATTERS

- 5) Adopt Commission Meeting Minutes
 - November 17, 2023 Regular Business Meeting

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

SEPARATE MATTERS

(Non-consent items requiring action by the Commission)

- 6) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Report
 - Reports for October and November 2023

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Painter, to accept the DPS Monthly Provisional Appointment Status reports for October and November 2023. The motion was adopted unanimously (3 to 0).

7) Revise the Sacramento County Classification Plan as recommended by the 2023 Nutrition Assistant Series Class Study to:

- Revise, including changes to the minimum qualifications, the Nutrition Assistant Lv. I/II and the Senior Nutrition Assistant classes

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Painter, to: 1) revise, including changes to the minimum qualifications, the Nutrition Assistant I/II classification; 2) revise, including changes to the minimum qualifications, the Senior Nutrition classification; and 3) refer this action to the Board of Supervisors for its concurrence. The motion was adopted unanimously (3 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2023 Principal Human Resources Analyst Series Class Study to:

- Revise, including changes to the minimum qualifications, Principal Human Resources Analyst class

ACTION: Motion by Commissioner Painter, seconded by Commissioner Bloise, to: 1) revise, including changes to the minimum qualifications, the Principal Human Resources Analyst classification; with an amendment to the revised minimum qualification deleting the phrase, "The knowledge and abilities required to perform this function are typically attained through:"; and 2) refer this action to the Board of Supervisors for its concurrence. The motion was adopted unanimously (3 to 0).

INFORMATIONAL MATTERS

9) Executive Officer's Verbal Report to the Commission
Executive Officer Dowdin Calvillo reported that the Commission's next meeting is scheduled for January 26, 2024 and that the agenda tentatively contains a failed drug test appeal hearing and a class study.

The next meeting after January 26 is scheduled for February 9.

She informed Commissioners that since the Commission's last meeting, the Commission received two failed drug appeals and one exam disqualification appeal. In addition, she closed one failed drug appeal for lack of jurisdiction and two exam disqualifications as the Appellants did not wish to continue, and one Release from Probation.

Currently, there are five release from probation, two failed psychological evaluations, and one failed drug appeal pending before the Commission.

She reported that she will be developing the Commission's budget for the 24-25 FY next month.

ADJOURNMENT

Seeing no further business before the Commission, without objection, Vice Chair Booth adjourned the meeting at 1:51pm.

Adopted 9 February 2024