

**Sacramento County Civil Service Commission**  
**October 27, 2023 ~ 1:30pm**

**ACTION MINUTES**

- 1) Call to Order  
The Meeting was called to order at 1:33pm by Chairman Bruce Nelson.
- 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, Noah Painter and Chair Bruce Nelson were present. A quorum was established.

**PUBLIC COMMENT**

- 4) Public Comment: None

**CONSENT MATTERS**

- 5) Adopt Commission Meeting Minutes
  - August 18, 2023 Regular Business Meeting
- 6) Receive and File Required Quarterly Department of Personnel Services Reports
  - A) Announced Promotional Exams and Accepted Late Exam Applications: Third Quarter of 2023 (Jul, Aug, and Sep)
  - B) Extended Eligible Lists: Third Quarter of 2023 (Jul, Aug, and Sep)

ACTION: Motion by Commissioner Painter, seconded by Commissioner Booth, to approve items 5 and 6 on consent. The motion was adopted unanimously (4 to 0).

**SEPARATE MATTERS**

- 7) Accept the Department of Personnel Services' Monthly Provisional Appointments Status Reports
  - Reports for August and September 2023

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Nelson, to accept the reports under item 7. The motion was adopted unanimously (4 to 0).

8) Revise the Sacramento County Classification Plan as recommended by the 2023 Sheriff's Communications Dispatcher Series Class Study to:

- Revise, including changes to the minimum qualifications, the Sheriff's 911 Call Dispatcher class
- Revise, including changes to the minimum qualifications, and retitle the Sheriff's Communications Dispatcher Level I/II class to Sheriff's Communications Dispatcher class
- Establish the Supervising Sheriff's Communications Dispatcher and the Sheriff's Communications Dispatch Manager classes

ACTION: Motion by Commissioner Bloise, seconded by Commissioner Booth, to: revise, including changes to the minimum qualifications, the Sheriff's 911 Call Dispatcher class; 2) revise, including changes to the minimum qualifications, and retitle the Sheriff's Communications Dispatcher Level I/II class to Sheriff's Communications Dispatcher class; 3) establish the Supervising Sheriff's Communications Dispatcher and the Sheriff's Communications Dispatch Manager classes; 4) refer these actions to the Board of Supervisors for its concurrence. The motion was adopted unanimously (4 to 0)

9) Revise the Sacramento County Classification Plan as recommended by the 2023 Lactation Consultant Class Study to:

- Establish the Lactation Consultant class

ACTION: Motion by Commissioner Booth, seconded by Commissioner Painter, to: 1) Establish the Lactation Consultant class; 2) Revise the proposed class minimum qualification as follows: Possession of a valid International Board Certified Lactation Consultant (IBCLC) credential; and 3) refer these actions to the Board of Supervisors for its concurrence. The motion was adopted unanimously (4 to 0).

### **APPEAL HEARINGS**

10) Exam Disqualification (Civil Service Rule 5.7): *This hearing was conducted in open session per Government Code section 54957*

- *Appeal 6378-23*

ACTION: Motion by Commissioner Booth, seconded by Commissioner Painter, to deny the appeal. The motion was adopted unanimously (4 to 0).

NOTE: Commissioner Painter recused himself from the next item and left the room.

ACTION: Without objection, the Chair recessed to closed session.

- 11) Release from Probation (Civil Service Rule 12.3): This hearing was conducted in closed session per Government Code section 54957 (b)

- *Appeal No. 6350-23*

ACTION: Motion by Commissioner Booth, seconded by Commissioner Bloise, to adopt the hearing officer's proposed decision in the instant appeal, grant the appeal and order backpay for the Appellant from the date he was released from probation to the date he was re-hired by the County. The motion was adopted unanimously (3 to 0; Painter recused).

ACTION: Without objection, the Chair returned to open session and the Executive Officer announced the vote taken in closed session.

### **INFORMATIONAL MATTERS**

- 12) Quarterly Status Report by the Department of Personnel Services on Classification Studies Previously Approved by the Civil Service Commission

- Report for the Third Quarter of 2023 (Jul, Aug, and Sep)

- 13) Quarterly Status Report by the Department of Personnel Services on Continuous Exams

- Report for the Third Quarter of 2023 (Jul, Aug, and Sep)

- 14) Executive Officer's Verbal Report to the Commission

Executive Officer Dowdin Calvillo reported that the next Commission meeting will be on November 17 and that it is the only meeting during the month of November. At this time, there is one release from probation appeal hearing and one class study scheduled (2023 Principal Human Resources Analyst). She asked that Commissioners notify her right away if they find that they are unable to attend this meeting.

She informed Commissioners that there is one meeting in December as well – on the 15<sup>th</sup>.

The Commission received three exam disqualification appeals and two failed psychological appeals since the last Commission meeting. Executive Director Dowdin Calvillo closed two exam disqualification appeals after they were administratively resolved and another appeal as the Appellant did not wish to continue with her appeal.

Executive Officer Dowdin Calvillo reported that she is working with Contracts to prepare a Request for Proposals for hearing officer and court reporting services.

## **ADJOURNMENT**

Seeing no further business before the Commission, and without objection, Chair Nelson adjourned the meeting without objections at 2:38pm.

*Adopted 17 Nov 2023*