



### Civil Service Commission

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### County of Sacramento

### Commissioners

Nick Bloise, Chair  
Noah Painter, Vice Chair  
Steve Booth  
Sally Ly  
Bruce Nelson

**To:** Members, Civil Service Commission

**Agenda Item:** 6 -Consent

**Meeting Date:** 27 Mar 2026

**From:** Alice Dowdin Calvillo, Executive Officer (EO)

**Date:** March 11, 2026

**Subject:** Proposed Amendments to the Civil Service Rules Establishing an Alternate Exam for Persons Living with Disabilities

#### SUMMARY

Attached are proposed amendments to the Civil Service Rules (Rules; Attachment A) prepared by the Executive Officer in conjunction with Commission Counsel and the Department of Personal Services (DPS), and last discussed by the Commission at its February 27, 2026 meeting, to establish an alternative exam for persons living with disabilities. The intent of these amendments, as directed by the Sacramento County (County) Board of Supervisors (BOS), is to reduce employment barriers for persons living with disabilities thereby creating a more inclusive and equitable workforce within County civil service.

#### RECOMMENDATION

Adopt the proposed rule amendments as presented. The amendments will become effective immediately upon adoption by a majority of the Commission.

#### BACKGROUND

##### Public Hearings

The Commission conducted two public hearings for the proposed rule amendments. The first was on January 23, 2026 and the second was on February 27, 2026. Both hearings were duly noticed at least 14 days in advance as required by Rule Section 1.5.

##### Sacramento County Charter

Section 71-A. of the Charter establishes the Commission within the County and Section 71-B. gives the Commission its powers and duties, including the requirement that the Commission establish rules regarding the selection of employees, for, and the classification of, civil service positions. Section 71-C provides that the County Executive or his designee shall administer examinations subject to the final approval of the Civil Service Commission.

Section 71.F. (i) grants the Commission authority to establish programs designed to attract and utilize persons with minimal qualifications, but with potential of development, in order to provide career development opportunities among members of disadvantaged groups, including persons living with disabilities and Veterans.

### Civil Service Rules

The purpose of the Rules, as adopted and amended by the Commission pursuant to Charter Section 71 B. is to "...provide a clear definition of the letter and intent of the (*Sacramento County*) Charter provisions as they relate to the responsibility and authority of the Civil Service Commission and to the personnel system within County government." The Rules address a myriad of topics, including civil service exams (Section 5). Specifically, Rule 5.2 spells out the three types of civil service exams used in County hiring: promotional, open and continuous. This proposal would add a fourth exam – the alternate exam for persons with disabilities.

Pursuant to Rule Section 1.5, Rule changes must be scheduled for public hearing before the Commission, and public notice must be given at least 14 calendar days before such a hearing. Rule amendments take effect upon adoption by a majority of the Commission.

*For more background information, please refer to the staff reports prepared for the January 23, and February 27, 2026 meetings.*

### **DESCRIPTION OF PROPOSED RULE AMENDMENTS**

As stated previously, the existing Rules allow for the following types of civil service exams: promotional, open and continuous. The DPS Director is charged with developing and administering exams based on the Rules established by the Commission.

The proposed amendments would add a new type of exam – the Alternate Exam for Persons Living with Disabilities. The objective of the new exam is to create an additional pathway to civil service employment with the County for persons living with disabilities who also meet specific minimum requirements for the exams they seek to pursue. This is loosely framed after the State's LEAP which allows persons living with disabilities to compete for civil service positions using an alternative path focused on the demonstration of ability through actual employment vs. taking a traditional exam.<sup>1</sup>

The Alternate Exam could be used for all classifications within the County's Classification System for which an exam is used for appointment. The intent is to open all jobs to persons living with disabilities who meet class MQs. This language is permissive in that it allows all classifications to have an Alternate Exam but defers to the Director if and when classifications are open to the Alternate Exam.

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<sup>1</sup> LEAP is administered by two separate State agencies. The CA Department of Rehabilitation (specifically the Workforce Development Program) and the CA Department of Human Resources (CalHR). Candidates are qualified for LEAP and placed on a LEAP-referral list by DOR. LEAP referral lists and Employment Lists (non-LEAP) are combined into Eligible lists provided to State agencies seeking to fill vacancies. CalHR manages the LEAP program once a LEAP candidate is hired. The LEAP program is authorized by Chapter 5 of the Government Code section 19050 to 19238) and implemented pursuant to Title 2 of the California Code of Regulations, section 547.50 et. al.

Any person living with disabilities would be able apply for the Alternate Exam by: 1) providing proof of disability; and 2) meeting the minimum qualifications for the classification/exam pursued. More specifically, adequate proofs of disability would include a certification, letter, or equivalent from a qualifying entity such as the State Department of Rehabilitation, the Department of Veteran's Affairs, licensed medical professional, or similar stating that the applicant is disabled as defined in Section 15.23.5 of the Rules.

Once a candidate has been deemed by DPS to meet the criteria for the Alternate Exam in which they applied, that candidate would then be placed on the corresponding eligibility list in a rank making him or her eligible for hire.

County departments would have the authority to recruit only Alternate Exam candidates to fill a vacancy if they so choose.

The federal definition of disability would be added to the Rules as follows:

[a] developmental disability, as defined in Section 15002(8) of Title 42 of the United States Code, a mental illness, as defined in Section 10802(4) of Title 42 of the United States Code, a disability within the meaning of the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), as defined in Section 12102(2) of Title 42 of the United States Code, or a disability within the meaning of the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code), as defined in subdivision (j) or (m) of Section 12926 of the Government Code.

Attachment:

Attachment A: February 27, 2026 proposed Rule amendments