

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
NOVEMBER 16, 1982

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by President Joseph L. Russell, in Conference Room 103, Department of Personnel, 801 - 9th Street, Sacramento, California at 1:36 p.m.

Members present: Mrs. Vivian C. Nance
 Mr. Jonathan E. Mayhew
 Mr. Joseph L. Russell

Members absent: Ms. Pamela C. Placencia
 Ms. Gail A. Mabbutt

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Mr. Mayhew requested that the minutes be changed on page 6, roll call of the last motion (Motion was made by Ms. Placencia to table the issue until Board Member Vivian Nance could listen to the tape and cast her tie-breaking vote), to reflect his vote as "No". There were no objections.

Ms. Mabbutt entered the meeting at 1:38 p.m.

Motion was made to approve the minutes of the regular meeting of November 2, 1982, as amended.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

REPORTS OF DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel, addressed the Board and informed that per the Board's request, a special meeting was scheduled for November 30, 1982 at the Data Processing Department for a tour of the data processing facilities, and that a special meeting notice would be forthcoming.

HEARING ON APPEAL

Joyce Horizumi - Associate Planner Examination

Mr. Frank Hughes addressed the Board and stated that he was a representative from Stationary Engineers, Local 39, and that he had no further testimony.

Mrs. Nance indicated that she had heard the tape of the previous Civil Service Board meeting of November 2, 1982, at which this issue had been discussed, and there was some discussion on the 30-day appeal period. Mr. Lee Savage, Deputy City Attorney, addressed the Board and explained that Ms. Horizumi had appealed her disqualification, and that Mrs. Giles had denied the appeal because it was not received in a timely manner.

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Motion was made to uphold the decision of the Director of Personnel and deny Ms. Horizumi's appeal of the Associate Planner examination as it was untimely.

Motion: Ms. Mabbutt
Second: Mr. Mayhew

Motion was approved by the following roll call vote:

Ayes: Ms. Mabbutt
Ms. Nance
Mr. Mayhew

Noes: Mr. Russell

EXAMINATIONS ANNOUNCED

- a. #1914 - Police Lieutenant (Promotional)
- b. #1915 - Zoo Attendant I
- c. #1916 - Zoo Attendant II (Promotional)
- d. #1917 - Typist Clerk III (Open & Promotional)
- e. #1918 - Police Clerk III (Promotional only)(Shift Work)
- f. #1920 - Senior Stationary Engineer

There was some discussion on the Police Lieutenant assessment center, and the question was raised about tape recording this portion of the examination. Mr. John Worcester, Personnel Services Manager, and Ms. Thelma Vanesian, Personnel Analyst I, explained the impracticality of trying to tape an assessment center exercise, and there was some general discussion on the taping of exams. Mr. Worcester informed the Board that only certain examinations were taped, primarily the fire and police classifications, and any others which were considered controversial.

There was some discussion on the experience requirement of two years' service as a Police Sergeant and the cut-off date of February 19, 1983.

Ms. Placencia entered the meeting at 1:53 p.m.

There was some discussion on the promotional examinations of Zoo Attendant II and Police Clerk III.


ELIGIBLE LISTS ESTABLISHED

- a. #1800 - Carpenter
- b. #1889 - Offset Equipment Operator
- c. #1899 - Accountant-Auditor II
- d. #1890 - Traffic Signal Technician
- e. #1905 - Computer Operator Supervisor

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There was some discussion on the limited number of eligibles on some of the lists.

There being no further business, President Russell declared the meeting adjourned at 2:10 p.m.



Joseph L. Russell
President



Donna L. Giles
Secretary