

MINUTES OF THE SPECIAL MEETING  
OF THE CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
MARCH 10, 1981

The special meeting of the Civil Service Board, City of Sacramento, was called to order by President Campos in the Conference Room, Wastewater Treatment Plant, 5699 South Land Park Drive, Sacramento, California, on Tuesday, March 10, 1981, at 1:30 p.m.

Members present: Mr. Jonathan E. Mayhew  
Ms. Gail A. Mabbutt  
Mr. Luis J. Campos

Members absent: Mr. Joseph L. Russell  
Mrs. Vivian C. Nance

Mr. John Worcester, Personnel Management Administrator, gave a brief background report on the progress of the Study to date, and the projected steps which would have to be taken for the adoption by the Civil Service Board, the actions of the Director of Personnel, and the presentation to the City Council.

Mr. Worcester referred to an earlier request of the City Manager with regard to the exempt employees affected by the Study, in which the Civil Service Board was asked to make recommendations to the City Manager, from which he would make his decisions on these exempt positions.

Mrs. Donna L. Giles, Director of Personnel, answered a question from Ms. Mabbutt, and informed the Board that the Study was initiated as a result of negotiations in 1979. She informed that the salary section had been separated out, and the the classification section is now being studied.

Mr. Garland Rosauro, Business Representative, Local #39, addressed the Board and handed out a letter which was accepted as part of the record. Mr. Rosauro informed the Board that a meeting had been arranged with Personnel Department staff to discuss some concerns. Mrs. Giles stated that staff was willing to work with anyone who has concerns, prior to the second reading.

Mrs. Giles read a letter to the Board from Mr. Anthony Nastro, President of the Sacramento City Management Association regarding the concerns of the Association. This letter was accepted as part of the record; copies will be furnished to Board members prior to the second reading.

Mr. Robert Blaser, Vice-President and Secretary to the Local Chapter, Western Council of Engineers, addressed the Board and voiced some concern regarding the delivery date of the information and material for this special meeting, and stated that it gave little time to study the material. Mr. Blaser voiced some concern regarding the proposed architect series of classifications, and in particular, the omission of the assistant architect class. He also requested that the disciplines of the various engineering class specifications (i.e., Civil, electrical, etc.), be identified. Mr. Worcester responded to Mr. Blaser's concerns and explained that the assistant architect classification had been inadvertently omitted, and

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that it had been developed, and that with regard to the engineering class specifications, the differing disciplines are listed on the examination announcements and separate lay-off ladders will be subject to negotiations.

After some discussion, it was agreed that a Special Meeting would be held on March 31, 1981, for the Second Reading of this Classification Study. It was planned that this First Reading would be continued to the next regular meeting of the Civil Service Board, and input could still be received at this regular meeting.

Mrs. Vivian C. Nance entered the meeting at 2:00 p.m.

Ms. Mabbutt voiced some concerns regarding the clerical positions at the Police Department. There was some discussion on some of these classifications, and the different duties required by the Police Department, including shift work, Matron-Clerk duties, and the possible separation of clerical staff at the Police Department from the rest of the City clerical workforce when it came to career ladders.

Mr. John Shannon, Consultant with Ralph Andersen and Associates, addressed the Board and explained some of the steps which had led up to the present recommendations. It was agreed that a meeting would be arranged between Ms. Mabbutt, Personnel Department staff, and Mr. Shannon, to orient Ms. Mabbutt on the background staff work which had been conducted at the Police Department.

There was more general discussion on various aspects of the Study.

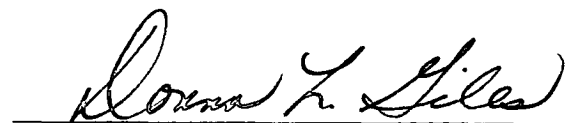
Motion was made to continue the First Reading of the Classification Study to the next regular meeting of the Civil Service Board scheduled for March 17, 1981.

Motion: Mrs. Nance  
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

There being no further business, President Campos adjourned the meeting at 2:27 p.m.

  
Luis J. Campos  
President

  
Donna L. Giles  
Secretary