

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING FEBRUARY 18, 1976

The regular meeting of the Civil Service Board was called to order by President Jimmie Yee at 1:40 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Oreitha Eggleston-Hausey, Alba Kuchman, Wilfred Street,
Ronald Wright, Jimmie Yee.

Absent: None.

MINUTES OF ROBERT D. BRILL HEARING, JANUARY 27, 1976: Approved as submitted.

MINUTES OF REGULAR MEETING AND OF CONTINUATION OF ROBERT D. BRILL HEARING,
FEBRUARY 3, 1976

Approved as submitted.

MINUTES OF SPECIAL MEETING, FEBRUARY 5, 1976: Approved as amended.

REPORTS OF DIRECTOR OF PERSONNEL

a. Reports on Issues Pertaining to Layoff and Reinstatement

Mr. Danielson reported that information had not yet been received from the City Council on this matter. (This subject will continue to be placed on each Civil Service Board agenda as directed by the Board.)

b. Report on Civil Service Rule Changes Required by Enactment of Charter Amendment on Employee Development Programs (Measure E) Approved by Electorate in November 1975

The following proposed amendments and addition, as drafted by Deputy City Attorney Tom Haas, were submitted:

- 2.1 Transition.
- 11.1 Types of Appointment.
- 11.2 Request for Certification.
- 11.7 Appointments in Absence of Eligible Lists.
- 11.13 Transition of Employees.
- 12.1 Appointments Subject to Probationary Period.

Mr. Danielson suggested that the Board set its first reading of the proposed rule change after the community groups and employee organizations have had time to review the proposed rule changes.

Attorney Haas explained the proposed transition procedure whereby a vacancy in the classified service would be filled by certification by the conventional rule-of-three, together with names from the applicable reinstatement list and from the applicable list of those persons who had successfully completed six months' continuous, full-time service in a temporary status, or in a limited-term or seasonal position.

Criteria for employment of Comprehensive Employment and Training Act (CETA) employees was explained by Mr. Danielson.

Mrs. Kuchman requested that a staff report be furnished the Board providing the rationale for the proposed rule changes and an explanation as to why conventional civil service examinations are not adequate to resolve problems of transition.

Mr. Wright discussed the possibility of incorporating in the transition rule certification by seniority of the CETA employees and others who had successfully completed the six months' employment in a temporary status or in a limited-term or seasonal position. It was suggested that this matter be discussed when the Board is informed of the number of employees in the various classifications under applicable programs; however, Mr. Wright indicated that he would be interested in having a proposal drafted which would authorize certification by seniority.

- c. Request by Fire Fighters Local 522 to Consider an Amendment to Rule 19.5, "Destruction of Records", to Include Language to Purge from Employee Files Records of Disciplinary Action after a Given Period of Time.
(Continued from 2/3/76)

Communication from Sacramento Area Fire Fighters Local 522, together with its proposed amendment to Rule 19.5, was presented to the Board at its meeting of February 3, 1976. Local 522 requested the Board to include in the Civil Service Board Rules and Regulations language to purge records of disciplinary action from employee files after a specified period of time. At that time, the Board deferred the matter to its next regular meeting to allow the Personnel staff time to discuss the issue with Local 522.

Mr. Don Fausset, Employee Relations Administrator, stated that Mr. Harbolt had requested inclusion of language to purge records of disciplinary action into Rule 17 during the time the new Rule 17 was being considered for adoption. The Board had requested that this matter be brought before the Board following adoption of Rule 17. Local 522's proposal is to include the language concerning purging of disciplinary action records in Rule 19.5, "Destruction of Records", as follows: (Added language is identified by underscoring.)

"19.5 Destruction of Records.

"Roster cards shall be considered permanent records. All other records relating to personnel, including correspondence, applications, examination records, and reports, may be destroyed after five years. Unless prohibited by the provisions of general law, all records relating to disciplinary action shall be purged from all personnel files in the following manner:

- a. Letters of reprimand ----- two years from date of effect.
- b. Suspension ----- two years from date of effect.
- c. Withholding of in-grade salary increase -- three years from date of effect.
- d. In-grade salary reduction ----- four years from date of effect.
- e. Demotion ----- five years from date of effect.

~~"Any record~~ All other records, whether permanent or temporary, may be destroyed by the ~~Personnel Officer~~ Director of Personnel with the consent of the Board and the City Attorney, unless specifically required to be kept by the provisions of general law."

Subsequent to the meeting of February 3, Mr. Fausset met with Mr. Harbolt, with the Director of Personnel, with the Employee Services Administrator, and with the chief of the Personnel Management Services Division. He indicated that there has not yet been opportunity to consult the City Manager concerning this issue. He indicated that he is in substantial agreement with Local 522's proposal with the exception of one amendment, which is to change the date of effect for purging reprimand letters from one year to two years. Mr. Fausset indicated preliminary agreement that items b, c, d, and e of Local 522's proposed amendment to Rule 19.5 are reasonable requests to present the Board for its consideration.

Attorney David P. Simmons, representing Sacramento Police Officers Association; Mr. Wesley Keyson, representing Local 39/SCEA; and Mr. Wayne Harbolt, President of Fire Fighters Local 522, expressed their concurrence on the adoption of the proposed rule.

Mr. Fausset requested that, inasmuch as there has not been the opportunity to meet with either the City Manager or with the remaining recognized employee organizations, the Board defer this matter to the next regular meeting, at which time he would attempt to return with a recommendation of all of the recognized employee organizations as well as that of management.

As suggested at a previous meeting, it was requested that the possibility of purging disciplinary action records after an equal length of time be considered.

The Board then deferred this matter to its next regular meeting by unanimous vote.

d. Mr. Danielson reported that the February 18 joint meeting with the Council Budget and Finance Committee to discuss Board decisions which would affect budgetary costs had been cancelled; that the rescheduled time, date, and place are 5:00 p.m., April 1, 1976, in the City Hall Council Chamber.

e. Proposed Charter Revisions -- Boards, Commissions and Agencies; Retirement Board and Board of Education

A copy of the memorandum dated February 13, 1976 from Assistant City Attorney David McMurtry to the Charter Amendments Committee concerning the above subject was provided the members of the Board for their information.

REQUEST FOR VOLUNTARY DEMOTION

David Spalding, Maintenance Man (Truck Driver) to Maintenance Man I

Mr. Spalding's request for voluntary demotion had the approval of the Refuse Collection Superintendent and the City Engineer.

Staff recommendation was to approve the request and grant Mr. Spalding permanent status as Maintenance Man I, with his salary set at Step "E" (\$905 per month).

Mr. Wright moved to approve the voluntary demotion as recommended by staff. Mr. Street seconded the motion, which carried by unanimous vote.

ELIGIBLE REGISTER ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Effective Date</u>	<u>Expiration Date</u>
#1442	Parking Meter Coin Collector (Promotional)	2/2/76	2/1/77

EXAMINATIONS ANNOUNCED

#1446 Maintenance Man (Truck Driver) (Promotional)
 #1448 Equipment Specification Writer
 #1449 Custodial Foreman I (Promotional)
 #1450 Parking Control Foreman (Promotional)

Mr. Wright moved to approve the above-listed announcements, and Mr. Street seconded the motion.

After discussion concerning the rationale for promotional examinations for Maintenance Man (Truck Driver), Custodial Foreman I, and Parking Control Foreman, the motion carried by unanimous vote.

REQUEST FOR TRANSFER TO A DIFFERENT CLASSIFICATION (Continued from 2/3/76)
 Betty Phillips, Telephone Operator to Intermediate Typist-Clerk

As requested at its meeting of February 3, the Board was provided a job description for the vacant Intermediate Typist-Clerk position in the Water and Sewer Division, class specifications for the classes of Telephone Operator and Intermediate Typist-Clerk, together with other relevant information pertaining to the two classifications.

Mrs. Phillips and Mr. Irvin Clark, Water and Sewer Distribution Superintendent, were present to answer questions of the Board.

Mrs. Kuchman pointed out that the Board should consider classifications and not people in situations such as this. She suggested that a transfer examination ought to be given in this type of action.

After lengthy discussion, Mr. Street moved to grant Betty Phillips' request for transfer from Telephone Operator to Intermediate Typist-Clerk. The motion was seconded by Mr. Wright and carried by the following vote:

Ayes: Wright, Street, Yee, Hausey.
 Noes: Kuchman.

REQUEST FOR REINSTATEMENT FOLLOWING RESIGNATION

Barbara Cary, former Supervising Dispatcher Clerk

Ms. Cary had been an employee of the City as a Dispatcher Clerk from December 16, 1960, and as a Supervising Dispatcher Clerk since May 15, 1972, until her resignation on February 15, 1975. She requested to be reinstated by letter dated February 9, 1976.

Police Chief Kinney recommended reinstatement; however, he indicated that there was no vacancy in the Supervising Dispatcher Clerk classification and that a vacancy was not contemplated. He also cited a morale problem, should the Supervising Dis-

patcher Clerk position, if a vacancy should occur, be filled from a reinstatement list. Chief Kinney, therefore, supported Mrs. Cary's reinstatement to the Dispatcher Clerk list instead of the Supervising Dispatcher Clerk list.

After discussion, Deputy City Attorney Tom Haas was requested to provide a legal opinion as to (1) whether a former employee, after having been placed on a reinstatement list, may request voluntary demotion from such list, and (2) whether a former employee may be appointed to a class below which he or she is reinstated pursuant to Rule 10.4, "Precedence", which states: "Employees whose names appear on reinstatement lists shall be given precedence for employment over persons whose names appear on promotion or open eligible lists for the same classes of positions."

If the interpretation of Rule 10.4 precludes appointment to a lower class, it was requested that the Legal Department propose an amendment to Rule 10.4 which would allow appointment from a reinstatement list to classes or class series which are lower than the reinstatement list to which a reinstatement applicant is placed.

Mr. Street moved to place Mrs. Cary on the reinstatement list for Supervising Dispatcher Clerk. The motion failed due to lack of a second.

Mr. Wright moved to table this matter to the next regular meeting; seconded by Mrs. Kuchman; and carried by unanimous vote.

SETTING OF HEARING DATE TO DISCUSS THE USE OF HEARING OFFICER

Mr. Street moved to continue the setting of a hearing date on this matter to the next regular meeting. Mr. Wright seconded the motion, which carried by the following vote:

Ayes: Wright, Street, Yee, Hausey.
Noes: Kuchman.

AMENDMENT TO CLASSIFICATION PLAN

- a. Revision of Class Specifications - second reading
 - Building Inspector I
 - Building Inspector II
- b. New Classification - second reading
 - Building Inspector III
- c. Abolishment of Classifications - second reading
 - Electrical Inspector I
 - Plumbing Inspector I
 - Housing Inspector
 - Mechanical Inspector
 - Electrical Inspector II
 - Plumbing Inspector II
 - Building Inspector - Condemned Buildings

- d. (1) Recommendation that Inspectors I be granted the same status as presently held in their new classification of Building Inspector I.
- (2) Recommendation that Inspectors II and Inspector of Condemned Buildings be granted the same status as presently held in their new classification of Building Inspector III.

Motion was made by Mr. Wright to approve a, b, c, d(1), and d(2) as listed above. Mr. Street seconded the motion.

Mrs. Kuchman and Mrs. Hausey had reservations concerning the closed City experience requirement which precludes lateral transfer from other jurisdictions. Mr. Street expressed his concern as to the elimination of the inspection discipline and the selection process for the Building Inspector II classification. Mr. Woska, Supervising Personnel Analyst, informed the Board that determination of the selection process for the Building Inspector II classification had not yet been determined.

The motion carried by the following vote:

Ayes: Wright, Street, Yee.

Noes: Kuchman, Hausey.

AMENDMENT TO CLASSIFICATION PLAN

Proposed New Classification - first reading

Assistant Box Office Supervisor

Assistant Personnel Analyst Robert Coons presented his report and recommendation for the creation of the new classification of Assistant Box Office Supervisor. A proposed class specification was provided the Board for consideration.

Mrs. Kuchman suggested that staff review the possibility of enlarging on an existing classification (for instance, Events Supervisor) rather than to create a single-position classification.

After discussion, this matter was deferred to the next regular meeting in accordance with Board procedure.

REQUEST FOR HEARING TO APPEAL DISCIPLINARY ACTION (REPRIMAND LETTER)

Guy Robinson, Maintenance Man (Truck Driver), Street Cleaning

Mr. Robinson received a reprimand letter dated January 16, 1976, based upon his failure to adequately perform a pre-use check of City equipment. He was charged with violation of Rule 17.2(p), negligence or intentional misconduct which causes damage to City or public property.

Mr. Wesley Keyson, Field Representative, Stationary Engineers, Local 39, by letter dated January 28, 1976, appealed the reprimand letter on behalf of Mr. Robinson.

Mr. Street moved to grant the request for hearing. Mr. Wright seconded the motion, which carried by unanimous vote.

Mr. Keyson and Mr. Larry Dow, Employee Relations Representative, were requested to suggest an agreeable date during the month of April to conduct the hearing.

REQUEST FOR HEARING TO APPEAL DISCIPLINARY ACTION (TWO-DAY SUSPENSION)
Melvyn Irwin, Maintenance Man II, Community Convention Center

Mr. Irwin was suspended from his Maintenance Man II position for two days, charged with violation of Rule 17.2(d), inexcusable neglect of duty; (e) insubordination; (m) discourteous treatment of any other employees in a situation where an employment relationship exists at the time of the incident; (t) any conduct rationally related to employment which impairs, disrupts or causes discredit to the employee's employment or the public service.

Mr. Wesley Keyson, on behalf of Mr. Irwin, requested a hearing to appeal the two-day suspension.

Mr. Wright moved to grant the request for hearing. Mrs. Kuchman seconded the motion, which carried by unanimous vote.

COMMUNICATION RECEIVED RE EMPLOYMENT STATUS
David R. Freeman, Electrician

Mr. Freeman had accepted a temporary, one-year appointment with probationary status as an Electrician on June 12, 1974 to replace an Electrician assigned to a project which was to be completed in a minimum of one year. It was his understanding that he would achieve permanent status after six months. Due to his temporary status, social security and retirement deductions had not been made from his paycheck.

He did achieve permanent status after six months and was eligible for appointment to the next regular, full-time Electrician position when a vacancy would occur. Through inexplicable error, however, although he was appointed with probationary status and completed his probationary period successfully, it was not until January 1976 that it was discovered that no social security or retirement contributions had been withheld from his paycheck. Mr. Freeman then conferred with Mr. Dunbar Heins, Employee Services Administrator, regarding his employment status. Because employees holding probationary or permanent status are required to be covered by retirement and social security, Mr. Freeman was informed by Mr. Heins that he had two options from which to choose, as follows:

1. To consider his entire length of employment with the City as permanent, which would require retirement and social security contributions from the original date of hire. This would provide recall rights in event of layoff in the spring of 1976; or
2. To consider his entire length of employment with the City as temporary. This would not provide recall rights in event of layoff in the spring of 1976.

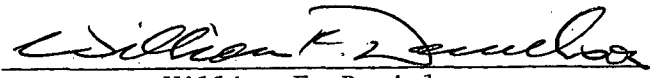
Mr. Freeman, not concurring with the options provided, requested a meeting with the Board by his letter of February 3, 1976 regarding his employment status.

After discussion with Mr. Freeman, Deputy City Attorney Tom Haas was requested by the Board to review this case and to prepare his findings in line with the discussion held at this meeting. The Board also requested Attorney Haas to report on the possibility of a third alternative: to have Mr. Freeman commence employment, immediately, as an Electrician with probationary or permanent status, and to consider his prior employment as "limited term".

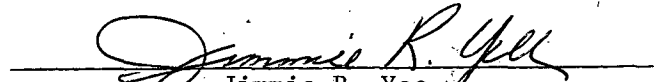
CONTINUATION OF HEARING TO APPEAL DISCIPLINARY ACTION - continued
Robert D. Brill, Police Officer

Deputy City Attorney Leliand Savage was ill and unable to attend this meeting. The continuation of the hearing was deferred to March 16, 1976, following the regular meeting.

The meeting was adjourned at 4:30 p.m.



William F. Danielson
Secretary



Jimmie R. Yee
President

BUILDING INSPECTOR I
BUILDING INSPECTOR II
BUILDING INSPECTOR III

DEFINITION:

The Building Inspector classification series includes three levels of inspectors. The series provides for various inspection disciplines, including but not limited to, building, plumbing, mechanical and electrical specializations.

This classification series is assigned to the Building Inspections Division of the Engineering Department. The series ranges from the entry-level Inspector I to the Inspector II performing combination inspections, to the Inspector III, who serves as either of the following: (1) as a first-line supervisor over other inspectors to assure compliance with building codes and ordinances; (2) as a building construction permit coordinator with responsibility for ascertaining adherence to all building codes and ordinances in approving building construction permits and supervising office employees engaged in code related activities; (3) as a specialist enforcing the Dangerous Building Code with responsibility for inspecting buildings to determine whether they endanger the safety and welfare of the occupants and the general public.

Building Inspector activities occur in the field as well as the office. These activities include inspection of commercial, industrial, residential, single family residences, and mobile homes. Assignments vary with the type of inspection and level of difficulty.

All classifications within this series work under the direction of a Chief Inspector for each inspection discipline. The Chief Inspector reports to the Director of Building Inspections Division.

INFORMATION PERTAINING TO CLASSIFICATIONS WITHIN CLASSIFICATION SERIES:

BUILDING INSPECTOR I

DEFINITION OF LEVEL:

This is the entry-level inspector working under general supervision to perform inspectional work from routine to moderately difficult assignments in a specific discipline. As the employee gains experience, less supervision is received and greater independence is allowed in work assignments. The Building Inspector I performs inspections of commercial, residential, and industrial structures.

EXAMPLES OF DUTIES:

Inspects all types of structures in one of the inspection disciplines including, but not limited to, electrical, mechanical, housing, plumbing or building specializations.

Reviews and approves plans and specifications to insure conformity with codes and ordinances and issues permits accordingly.

Reviews plans and inspects buildings during construction; confers with architects, engineers, and builders to insure the proper use of materials and workmanship according to established codes and ordinances.

Investigates complaints and keeps records of inspections.

Performs related duties as required.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

Methods, practices, and materials used in construction work relating to a particular inspection discipline.

Federal, state, and local laws, statutes, codes, and ordinances relating to construction of residential, commercial, and industrial facilities.

Ability to:

Detect and locate defects and improper workmanship below code standards.
Understand and work with diagrams, specifications, blueprints, or similar documents to ascertain the stage of construction and where defects or faults might occur.

Maintain and prepare reports.

Establish and maintain effective working relationships with employees and the general public.

Skill in:

The use of standard testing equipment utilized in the performance of work assignments.

EMPLOYMENT STANDARDS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Three years of journeyman level experience in a specialized inspection discipline

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid California Operator's License.

BUILDING INSPECTOR II

DEFINITION OF LEVEL:

In addition to all of the duties performed by the Inspector I classification, Inspector II performs combination inspection work on single family residential and mobile homes. The employee is responsible for inspections to insure compliance with plumbing, electrical, mechanical, and building codes and ordinances.

EXAMPLES OF DUTIES:

Inspects new and existing single family residential homes and mobile homes for compliance with various codes and ordinances.

EXAMPLES OF DUTIES: (Continued)

Inspects plumbing installation, electrical systems, foundation, frame for structural support, and checks for the proper use of materials to adhere to the respective codes and ordinances.

Reviews plans and specifications prior to issuing permits.

Maintains records and prepares reports.

Performs related duties as required.

KNOWLEDGES, ABILITIES, AND SKILLS:

All of the knowledges, abilities, and skills listed above for Building Inspector I and:

Knowledge of:

The various local codes and ordinances relating to combination inspection work for single family dwellings and mobile homes.

The federal and state regulations pertaining to construction of single family dwellings and mobile homes.

Possible defects and faults in various systems and structures under inspection.

Ability to:

Understand and have a working knowledge of the various codes and ordinances relating to combination inspection work in addition to a special discipline.

EMPLOYMENT STANDARDS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

One year as a Building Inspector I with the City of Sacramento.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid California Operator's License.

BUILDING INSPECTOR III

DEFINITION OF LEVEL:

Positions assigned to the Inspector III level are responsible for supervision of subordinate inspectors to assure compliance with the various codes and regulations. The employee performs the more difficult inspection assignments in a specialized discipline and assists the Chief Inspector in the respective discipline or acts as Chief Inspector in his absence as may be delegated by the Director .

EXAMPLES OF DUTIES:

Prepares reports and correspondence, and supervises office work related to the issuance of building permits and other Building Inspections Division activities.

Supervises and participates in the work of Building Inspectors in the field and office, follows and enforces the administrative policies and directives of the director.

Performs the more difficult inspection assignments in a specialized inspection discipline.

Assists the Chief Inspector with administrative details and, as delegated by the director, assumes his duties in periods of absence.

Interprets codes and ordinances in cases of disagreement or conflict.

Reviews and checks subordinate inspectors' work performance to adhere to department policy and legal requirements.

Checks plans for all types of construction for compliance with applicable codes.

Issues citations for non-code compliance.

Trains and evaluates subordinate building inspectors.

Performs related duties as required.

KNOWLEDGES, ABILITIES, AND SKILLS:

All of the knowledges, abilities, and skills listed above for Building Inspector I and:

Considerable knowledge of the provisions and regulations set forth in federal, state, and local codes and ordinances relating to construction work in a particular discipline.

Considerable knowledge of the materials, methods, and practices used in construction work in a specialized discipline.

Knowledge of the principles and practices of supervision.

Ability to:

Read and interpret plans, blueprints, specifications and thoroughly analyze details for detection of defects, faulty workmanship, and/or materials.

Evaluate the quality of materials and workmanship of a specialized construction discipline.

Plan, assign, and supervise the work of subordinate employees.

Perform the more difficult inspection assignments.

EMPLOYMENT STANDARDS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Two years as a Building Inspector with the City of Sacramento.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid California Operator's License.

FACTORS AFFECTING POSITION ALLOCATION:

I. Assignment of Work

- A. Variety and complexity.
- B. Level of experience.
- C. Independence of action and decision.

II. Supervision

- A. Degree of supervision received.
- B. Degree of supervision exercised.
- C. Administrative responsibilities.

III. Other

- A. Completion of the combination inspector training program.

Adopted: 2/18/76

Revised:

Title Change:

Abolished: