

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING MAY 1, 1979

The regular meeting of the Civil Service Board was called to order by President Wilfred Street at 1:30 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Luis Campos, Juanita Damerell, Vivian Nance, Wilfred Street.
Joe Russell (arrival at 1:50 p.m.)
Absent: None.

MINUTES OF APRIL 17, 1979 REGULAR MEETING:

Approved as amended to reflect the July hearing dates before an Administrative Law Judge if a mutual arbitrator could not be selected by Attorney David Simmons and Deputy City Attorney Garland Burrell in the Raj Brar matter.

MINUTES OF APRIL 17, 1979 SPECIAL MEETING: Approved as submitted.

REPORTS OF DIRECTOR OF PERSONNEL

The Secretary reported that the second list of arbitrators, requested two weeks ago, had not yet been received from the American Arbitration Association. The Secretary is to contact the American Arbitration Association to inquire when the list can be expected.

ELECTION OF VICE PRESIDENT

As Mr. Luis Campos had accepted the office of Vice President on an interim basis, pending appointment of new Board members, it was his request that an election be held at this meeting.

It was moved by Mrs. Damerell, seconded by Mrs. Nance, and carried by unanimous vote (Mr. Russell being absent) that Mr. Campos be appointed as Vice President of the Civil Service Board.

Mr. Campos requested that he be replaced as the Civil Service Board's representative to the Retirement Hearing Commission, as the required time to serve both bodies was too demanding on this position with Yolo County. The Secretary was requested to contact Mrs. Nance and Mr. Russell regarding the Retirement Hearing Commission: number of meetings per month, average length of meetings, and possible number of special meetings.

ELIGIBLE REGISTER ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Effective Date</u>	<u>Certification Date</u>	<u>Expiration Date</u>
#1647	Senior Typist-Clerk (Promotional)	4/24/79	5/9/79	4/23/80
#1654	Drainage Foreman (Promotional)	4/5/79	4/20/79	4/4/80

EXAMINATIONS TO BE ANNOUNCED#1635 Engineering Aide I

MOTION: Mrs. Damerell moved to approve this announcement.

SECOND: Mrs. Nance.

CARRIED: Ayes: Mr. Campos, Mrs. Damerell, Vivian Nance, Wilfred Street
Absent: Joseph Russell

(Mr. Russell arrived at 1:50 p.m.).

#1666 Personnel Technican

MOTION: Mrs. Damerell moved to approve this announcement.

SECOND: Mr. Campos

CARRIED: Unanimous vote.

AMENDMENT TO CLASSIFICATION PLANProposed Revision of Class Specification

Animal Control Officer)
Senior Animal Control Officer) second reading

The revised specifications, as amended by the Board at the last meeting, were presented. The amended recommendation was:

"Previous work experience involving public contact and demonstrating an ability to handle large and small animals."

MOTION: Mrs. Nance moved to strike the word "work", and suggested the language: "Previous paid or voluntary experience involving public contact and demonstrated ability to handle large and small animals."

SECOND: Mrs. Damerell.

CARRIED: Unanimous vote.

LEGAL INTERPRETATION OF CIVIL SERVICE BOARD RULE 3.6(a), REALLOCATION TO A LOWER CLASS, AND RULE 8.3(a)(1), TRANSFER TO A HIGHER CLASS

Deputy City Attorney submitted his interpretation of Rules 3.6 (a) and 8.3(a)(1) in response to the Board's request.

REQUEST FOR TRANSFER

Bryan R. Campbell, Maintenance Worker II to Water and Sewer Serviceman I
(continued from 4/17/79)

Class split-off and 5 percent of Y-rated salary were discussed as possible alternatives for authority to allow the requested transfer. The possibility of allowing a transfer to classes within 10 percent differential was also discussed as a possible rule revision.

SECOND: Mr. Campos.
CARRIED: Ayes: Mr. Campos, Mrs. Damerell, Vivian Nance, Wilfred Street.
Noes: Mr. Russell.

AMENDMENT TO CSB RULES AND REGULATIONS

Proposed Rule Pertaining to Polygraph Examinations - first and second reading.

MOTION: Mrs. Nance moved to adopt the polygraph examination language as follows:

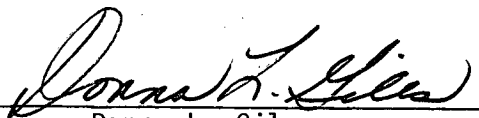
12.2-1 Polygraph examinations: Whenever disciplinary action is taken against an employee for refusing to take a polygraph examination, whether such action is taken pursuant to rule 12.2(e), 12.2(o) or otherwise, upon appeal, the Civil Service Board shall inquire into, and take into consideration in making its decision, all of the facts surrounding the promulgation and/or application of the rule, order of direction under which the employee was ordered to submit to a polygraph examination. Discipline against an employee for refusing to take a polygraph examination shall not be upheld unless the Board finds and concludes, among such other findings and conclusions as may be necessary or appropriate, that there existed a reasonable basis to justify the order to take a polygraph examination.

SECOND: Mrs. Damerell.
CARRIES: Unanimous vote

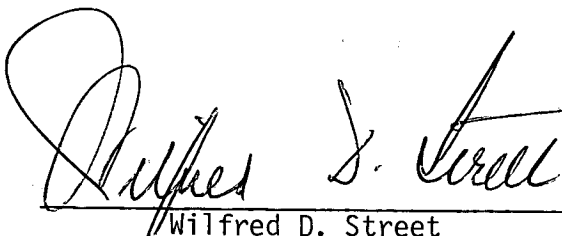
SPECIAL MEETING CALLED FOR MAY 4, 1979.

Mr. Street requested that a special notice be mailed for the Personnel and Public Employees Committee meeting at 9:00 a.m., Friday, May 4, 1979.

The meeting adjourned at 3:00 p.m.



Donna L. Giles
Secretary



Wilfred D. Street
President

ANIMAL CONTROL OFFICER
SENIOR ANIMAL CONTROL OFFICER

NATURE OF WORK:

Under supervision to perform duties involving the enforcement of laws and ordinances related to animal control and to assist in the operation of the City Animal Control Center.

DISTINGUISHING CHARACTERISTICS:

Employees in both classes perform duties which require the knowledge of laws and ordinances relevant to Animal Control. Much of the work is performed in the field rather than at the Animal Control Center and requires the exercise of tact and courtesy in dealing with the public.

The Senior Animal Control Officer serves as a working supervisor. The position performs the more difficult duties, supervises the work of subordinate employees, and assumes responsibility for supervising the activities of the Center in the absence of the Chief Animal Control Officer.

EXAMPLES OF DUTIES:

Investigates complaints concerning animals and takes appropriate action.
Explains and enforces laws and ordinances related to animal control.
Issues citations for violations and may appear in court as a witness.
Captures, confines, and transports animals to the City Animal Control Center.
Assists the License Department in the collection of dog license fees.
Receives and accounts for redemption and sales fees.
Prepares and maintains records and reports.
Cooperates with appropriate agencies in securing protection for sick and injured animals.
Performs related work as required.

Senior Animal Control Officer - Additional Duties.

Plans, assigns and reviews the work of subordinates, including clerical employees.
Trains subordinate employees, instructing them in department policies, laws, ordinances, and proper techniques to be used in their work.
Arranges for repair and routine maintenance of equipment.
Requisitions field supplies and equipment.
Assists in preparation of the department budget.

DESIRABLE QUALIFICATIONS:

Experience:

Animal Control Officer:

Previous paid or volunteer experience involving public contact and demonstrated ability to handle large and small animals.

Senior Animal Control Officer:

Two years of increasingly responsible experience in work involving the enforcement of laws and ordinances related to animal control. Previous experience in an animal control center is highly desirable.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

Animal Control Officer:

The habits and characteristics of animals.
City geography including the location and layout of streets.

Senior Animal Control Officer:

In addition to the above:
The principles of supervision.

Ability to:

Animal Control Officer:

Interpret and enforce laws and ordinances related to animal control.
Exhibit a considerable degree of tact, courtesy and good judgment in dealing with the public and with animals.
Read and write English at a level necessary for efficient job performance.

Senior Animal Control Officer:

In addition to above:
Direct the work of subordinates.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid California Driver License.

ANIMAL CONTROL OFFICER
SENIOR ANIMAL CONTROL OFFICER

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April 1979

Adopted: Senior Animal Control Officer 10/1/74
Revised: Animal Control Officer 10/1/74; / 5/1/79
Title Change:
Abolished:
Class Code: Animal Control Officer 03601
Senior Animal Control Officer 03253