

CIVIL SERVICE BOARD MINUTES
CITY OF SACRAMENTO
REGULAR MEETING NOVEMBER 9, 1971

The Civil Service Board met in regular session in the Council Chambers at 1:30 p.m.

The minutes of the previous meeting were approved as corrected.

Present: Members Alexander, Street, Woods, Yew.

Absent: Member Reynoso.

REPORT ON THE USE OF SELECTIVE CERTIFICATION

The Secretary reported to the Board that selective certification of four minority persons remaining on the Firefighter eligible register--two Black, one Spanish surnamed, and one Japanese American--were made, together with five regular certifications, to Fire Chief Wilson to fill seven vacancies. Three of the four minorities have been selected and appointments are subject to medical and background checks which have not yet been conducted.

For the information of the Board, the Secretary reported that investigation will be made as to the possibility of including voluntary identification of race on the City application form. This information is necessary for the carrying out of the full intent of the selective certification rule.

EMERGENCY EMPLOYMENT ACT

Bruce Austin, Selection Services Supervisor, reported that hiring process had been started to fill the 27 positions available under Phase I of the EEA program. Skill tests are scheduled for Draftsman I, Administrative Trainee, Junior Typist Clerk and Junior Stenographer Clerk. The candidates qualifying to take these tests are those with high preference scores.

Mr. Austin reported further that, as of November 8, there were 1,282 applicants for the Phase II positions of the EEA program.

It was suggested by Mr. Woods that a letter of inquiry be written regarding possible support for training programs for persons hired under the Emergency Employment Act.

CHANGE IN PREVAILING CONSTRUCTION HOURLY RATE

<u>Class Title</u>	<u>New Hourly Rate</u>
Machinist Helper	\$5.24
Machinist	6.55
Machinist Foreman	7.205
Blacksmith-Welder	6.55

In accordance with rates outlined in the agreement between the Construction Industries and the Machinists and Mechanics Lodge #2182, I.A.M.A.W., motion was made by Mr. Street and seconded by Mr. Alexander that the above new hourly rates be granted as soon as legally possible to do so. The motion was carried by unanimous vote.

EMPLOYEE STATUS FOLLOWING POSITION REALLOCATION

George Newton, Librarian III

Requests were received from the former City-County Librarian and the new Personnel Librarian for the reallocation of the Librarian II position, currently held by George Newton, to the higher class of Librarian III. Subsequently, a job audit was conducted by William Woska, Personnel Analyst, report of which was presented to the Board. Mr. Woska's recommendation was to reallocate Mr. Newton's position to the higher class of Librarian III.

After review of the duties and responsibilities performed by Mr. Newton, motion was made by Mr. Street to grant him permanent status in the higher classification of Librarian III, effective November 16, 1971. The motion was seconded by Mr. Yew and carried by the following vote:

Ayes: Members Alexander, Street, Woods, Yew.
 Noes: None
 Absent: Member Reynoso.

REQUEST FOR LEAVE OF ABSENCE EXTENSION

Leon Williamson, Patrolman

Request was made by Allen P. Fields, Attorney for Leon Williamson, by letter dated October 27, 1971, to Police Chief Kinney for approval of an additional 90-day leave of absence for Mr. Williamson, pending decision to be rendered by the Appellate Court. Thereupon, Mr. Fields gave a brief report of Mr. Williamson's case .

Police Chief Kinney had approved an additional leave of absence to expire on January 2, 1972, which would total a full year since the beginning of Mr. Williamson's leave.

Motion was made by Mr. Street and seconded by Mr. Alexander to grant the request, and the motion was carried by the following vote:

Ayes: Members Alexander, Street, Woods, Yew.
 Noes: None.
 Absent: Member Reynoso.

REQUEST FOR LEAVE OF ABSENCE:

Diane Athanasiou, Junior Typist-Clerk

Mrs. Diane Athanasiou, Junior Typist-Clerk in the Bureau of Identification in the Police Department, requested an additional ninety days' leave of absence

from October 17, 1971, through January 16, 1972. Her request was made due to medical problems resulting after the birth of her child.

Deputy Chief Thayer had approved the request for leave.

Motion was made by Mr. Alexander, seconded by Mr. Yew, and carried by unanimous vote to grant approval of the requested leave of absence without pay from October 17, 1971, through January 16, 1972.

REQUEST FOR ADDITIONAL HEARING BY CHAIRMAN, GRIEVANCE COMMITTEE, LOCAL 522,
CONCERNING FURTHER APPEAL FROM DISCIPLINARY ACTION, OCTOBER 1970

Stephen Fairbanks	Firefighter
Robert A. Kern	Fire Engineer
Richard H. Mandonca	Firefighter
Dave Pfaendler	Firefighter
Sherman Tisdell	Fire Captain

Request was made for additional hearing to appeal disciplinary action imposed upon the above-listed employees by letter dated October 28, 1971, signed by Amos Syas, Chairman, Grievance Committee, Sacramento Fire Fighters Local 522.

Prior correspondence on this subject were presented to the Board. John Liebert, Labor Relations Counsel, stated that meetings were held and an understanding had been reached between Fire Fighters Local 522 and management as stated in his letter of April 2, 1971, to Kirk Stubbs, President of Fire Fighters Local 522. Necessary adjustments were made in accordance with the criteria agreed upon as the result of the meetings held. Therefore, Mr. Liebert advised against reopening this matter before the Board.

However, after discussion, it was moved by Mr. Street for the Civil Service Board to direct a letter to Mr. Syas, with copy to the Fire Fighters Local 522, requesting his appearance before the Board in the matter of his letter to the Board dated October 28, 1971. The motion was seconded by Mr. Yew and carried by unanimous vote.

POLICY PROBLEMS OF EQUAL OPPORTUNITY PERSONNEL SELECTION IN THE CURRENT
PERIOD OF HIGH UNEMPLOYMENT

Memorandum dated October 26, 1971, from Bruce Austin, Selection Services Supervisor, to William F. Danielson, Personnel Officer, which explained the policy problems confronting the Personnel Department, was presented to the Board by transmittal letter dated November 3, 1971. A draft copy of the report had been delivered to the Board at its meeting held on October 26, 1971, for review and recommendation at this meeting.

The Selection Services Supervisor reported that, of the approximate 450 candidates appearing for the written test for Parking Lot Attendant, 208 candidates had qualified for oral interview, which has not yet been conducted. Much concern was raised as to the length of time required to complete examinations for entry-level classifications, such as Zoo Attendant and Parking Lot Attendant.

After lengthy discussion, in order to expedite the completion of the pending Parking Lot Attendant examination, motion was made by Mr. Street that, of the qualifying candidates for Parking Lot Attendant, fifty names be drawn by random selection method for oral interviews at the next Board meeting. The motion was seconded by Mr. Alexander and carried by the following vote:

Ayes: Members Alexander, Street, Woods, Yew.
Noes: None.
Absent: Member Reynoso.

The meeting was adjourned at 3:30 p.m.

William F. Daniels
SECRETARY

Marsa J. Woods
PRESIDENT