

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING MAY 17, 1971

The Civil Service Board met in regular session in the Conference Room, 819 Tenth Street, at 2:00 p.m., with Vice-President Yew presiding.

Present: Members Alexander, Reynoso, Street, Yew.
Absent: Member Woods.

ELIGIBLE REGISTERS ESTABLISHED:

<u>Exam. No.</u>	<u>Classification</u>	<u>Date of Written Test</u>	<u>Effective Date</u>
#1138	Personnel Assistant	3/20/71	5/12/71
#1144	Plant Operator II (Promotional)	3/19/71	5/ 5/71
#1145	Sanitary Chemist I (Open and Promotional)	4/ 3/71	5/ 6/71
#1146	Sanitary Laboratory Technician	3/29/71	5/ 6/71
#1160	Cemetery Foreman (Promotional)	Personal Interviews 5/10/71	5/11/71

REQUEST FOR LEAVE OF ABSENCE:

Emily Lumbard, Librarian II

Communication from Emily C. Lumbard, Librarian II, dated May 1, 1971, requesting six months' leave of absence without pay, commencing June 1, 1971, due to medical reasons, was considered. Her request had the approval of the City-County Librarian.

Motion was made by Mr. Street to grant Miss Lumbard her request for leave of absence from June 1, 1971, through November 30, 1971, in accordance with Section 15.2(c) of the rules and regulations. The motion was seconded by Mr. Alexander, and the vote was unanimous.

REQUEST FOR EXTENSION OF LEAVE OF ABSENCE:

Leon Williamson, Patrolman

Communication from Mr. Allen P. Fields, Attorney for Leon Williamson, dated April 30, 1971, requesting another 90-day leave of absence without pay, commencing May 2, 1971, was read by the Secretary. The request was made due to the pending Court matter in the case of Leon Williamson, and Mr. Fields hoped that the matter would be resolved within this 90-day leave of absence.

After consideration, motion was made by Mr. Street to approve the requested leave of absence to commence May 2 and to end on August 1, 1971. The motion was seconded by Mr. Reynoso, and the vote was unanimous.

REQUEST FOR EXTENSION OF LEAVE OF ABSENCE:

Helen Hunter, Parking Meter Checker

Mr. Charles H. Bitterling, Attorney for Helen Hunter, Parking Meter Checker, by his letter dated May 12, 1971, requested a 90-day extension of leave of absence without pay for his client, Helen Hunter, due to her inability to return to work because of medical reasons. William J. Kinney, Chief of Police, had indicated his approval of the request.

Motion was made by Mr. Alexander to grant the request for the 90-day extension of leave of absence from May 16 through August 15, 1971, in accordance with Section 15.2(c) of the rules and regulations. The motion was seconded by Mr. Reynoso, and the vote was unanimous.

EMPLOYEE STATUS IN POSITION REALLOCATED TO HIGHER CLASS:

Amelia Luna, Intermediate Typist-Clerk
Janice Dodson, Intermediate Typist-Clerk

Communication from Lt. Bruce Thayer, Headquarters Division of the Police Department, dated May 6, 1971, requesting reclassification of the positions of Junior Typist-Clerks, currently held by Amelia Luna and Janice Dodson, to the higher class of Intermediate Typist-Clerk, was considered. Both Miss Luna and Miss Dodson had successfully completed the required length of service to qualify for this reallocation, and the reclassification had the approval of Police Chief William J. Kinney.

Motion was made by Mr. Street that, effective June 1, 1971, probationary status be granted to both Amelia Luna and Janice Dodson in the class of Intermediate Typist-Clerk in accordance with Section 4.7(c) of the rules and regulations. Motion was seconded by Mr. Reynoso and carried unanimously.

PRESENTATION OF COMMUNICATION OPERATIONS STUDY:

The Board members were presented with a copy of the study on communication operation activities within the City of Sacramento. It was moved by Mr. Street that the hearing for the study be set for the regular meeting of June 1, 1971. The motion was seconded by Mr. Reynoso and carried by unanimous vote.

GOLF COURSE DIVISION REORGANIZATION AND ESTABLISHMENT OF NEW CLASS:

Golf Course Foreman

At the previous meeting of the Board, the proposed reorganization of the Golf Course Division was held up until this meeting so that administrative personnel from the Recreation and Parks Department could be present. The following representatives appeared at the Board's request: Director Solon Wisham, Jr.; Assistant Director Erling Linggi; and Golf Superintendent Dale Achondo.

The members of the Board asked a series of questions concerning this study. After review and discussion, it was moved by Mr. Street that the classification of Golf Course Foreman be adopted. The motion was seconded by Mr. Alexander, and the motion was carried by majority vote as follows:

AYES: Members Alexander, Street, Yew.
 ABSTAINED: Member Reynoso.
 ABSENT: Member Woods.

Motion was then made by Mr. Street that the class of Golf Course Maintenance Supervisor be deleted from the classification plan of the City of Sacramento. The motion was seconded by Mr. Alexander and was carried by unanimous vote.

A third motion was made by Mr. Street to adopt the proposed salary range of \$855 - \$1040 for the class of Golf Course Foreman for recommendation to the City Council. The motion was seconded by Mr. Alexander and was carried by majority vote as follows:

AYES: Members Alexander, Street, Yew.
 ABSTAINED: Member Reynoso.
 ABSENT: Member Woods.

CIVIL SERVICE RULE RE RESIDENCY RESTRICTION:

The members of the Board were presented with correspondence from John Liebert, Labor Relations Counsel for the City of Sacramento, regarding the civil service rule concerning air-mile residency restriction. Mr. Street moved to place this matter on the agenda for the Civil Service Board meeting of June 15, 1971. The motion was seconded by Mr. Alexander and unanimously carried.

There being no further business to come before the Board, the meeting was adjourned at 3:30 p.m.

William F. Davida

SECRETARY

Joseph J. Yew

ACTING PRESIDENT