

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 3, 1976

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

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

MINUTES OF JULY 20, 1976 MEETING: Approved as submitted.

REPORTS OF DIRECTOR OF PERSONNEL

a. A copy of the Equal Employment Opportunity Coordinating Council (EEOCC) Guidelines on Employee Selection Procedures, which was published in the Federal Register on July 14, 1976, was provided Board members. Mr. Danielson reported that the guidelines are proposed to be used by the Department of Labor, Department of Justice, and the United States Civil Service Commission, but that the guidelines do not represent the position of the Equal Employment Opportunity Commission (EEOC). Mr. Danielson reported that the guidelines, when effective, would supersede the City Charter, Civil Service Rules, City Code, and any other state or local law to the extent that the federal agency has jurisdiction. He informed the Board that the U. S. Civil Service Commission has no jurisdiction over the City's personnel program. The City, however, is under the jurisdiction of the Department of Justice (through certain Law Enforcement Assistance Administration [LEAA] grants) and the Department of Labor (through Comprehensive Employment and Training Act [CETA] and other programs in which the City participates). A meeting with the Regional Director, U. S. Equal Employment Opportunity Commission, was scheduled, and further report would be made at a later date.

b. As requested by the Board, legal opinions regarding tie votes and regarding rule-of-three were submitted by Deputy City Attorney Elizabeth Hassard Silver.

OBJECTIONS BY ATTORNEY DAVID P. SIMMONS RE FINDINGS AND CONCLUSIONS IN THE MATTER OF THE APPEAL OF WALLACE J. GROVES, POLICE OFFICER

Board members received the Findings and Conclusions of the Wallace Groves hearing. Upon the written request from Attorney David Simmons, representing Wallace Groves, that Item #4 of the signed stipulation be included within the Findings and Conclusions, and concurrence at this meeting by Deputy City Attorney Terence Brown, motion was made by Mr. Wright, seconded by Mrs. Hausey, and approved to include the stipulation as requested by Attorney Simmons. The vote was as follows:

Ayes: Wright, Yee, Hausey.
Abstained: Kuchman.
Absent: Wilfred Street.

Motion was made by Mr. Wright and seconded by Mrs. Hausey to change the word "majority" to "unanimous" on page 1, line 10. The motion carried by unanimous vote.

Mr. Wright then moved to approve the Findings and Conclusions as amended. Mrs. Hausey seconded the motion, which carried by the following vote:

Ayes: Hausey, Wright, Yee.
 Abstained: Kuchman.
 Absent: Street.

RESCHEDULING OF HEARING DATE (continued from 7/7; 7/20; 8/3/76)
 Jerry Angelides, Assistant Mechanical Engineer

At the request of Deputy City Attorney Terence Brown, this matter was deferred until such time as it is requested to be scheduled on the agenda. Attorney Brown indicated that a possible resolution may be reached.

REQUEST FOR HEARING TO APPEAL DISCIPLINARY ACTION
 Johnnie Nelson, Industrial Painter

Mr. Nelson was suspended without pay for three working days from July 12 through July 14, 1976. He was charged with insubordination and willful disobedience of a lawful rule, order, or direction.

Attorney Melvyn J. CoBen, representing Johnnie Nelson, appealed the three-day suspension by letter dated July 15, 1976.

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

The Board referred this matter to the Office of Administrative Hearings and requested that the secretary make necessary arrangements.

PROPOSED AMENDMENT TO STANDARDS FOR PERCEPTION OF SOUND FOR POLICE OFFICER

The current hearing perception rule was adopted by the Board on December 11, 1973. The Board received a report that, due to the stringent hearing perception requirement in the high-frequency ranges, the City had been losing many well-qualified candidates. It was, therefore, recommended that the high frequency hearing perception requirement be lowered to exclude the 6000 and 8000 frequency levels.

Mr. Earl Simons, Safety Officer, and Dr. Patrick Clancy, Occupational Medicine and an examining physician for the City, were present to answer questions of the Board.

Attorney David Simmons, Attorney for Sacramento Police Officers Association, and Sgt. Kelley, representing SPOA, verbally concurred with the lowering of the high frequency hearing perception requirement. Captain Michael O'Kane, on behalf of the Chief of Police, indicated departmental concurrence with the deletion of the 6000 and 8000 high frequency hearing perception.

Board member Kuchman requested that written concurrences from SPOA and from the Police Department be obtained for the record.

The Board was requested to act on the proposed change inasmuch as the Police Officer written test was given on July 31, 1976, and medical examinations were to be scheduled as soon as the written test results are received.

Mr. Wright moved that a special meeting be held on August 10 to consider this matter, as well as other items which may be received for Board consideration. The motion was seconded by Mrs. Hausey and carried by unanimous vote.

NEW EXAMINATIONS ANNOUNCED

- #1473 Park Foreman I (promotional)
- #1474 Maintenance Man III (promotional)

Motion was made by Mr. Wright, seconded by Mrs. Hausey, and carried by unanimous vote to approve the above examination announcements.

AMENDMENT TO CLASSIFICATION PLAN

Proposed New Classification - second reading
Ticket Seller

Mr. Wright moved to approve the new Ticket Seller classification and the class specification. Mrs. Hausey seconded the motion which carried by unanimous vote.

PREVAILING CONSTRUCTION RATES: WAGES PAID UNDER CONTRACT WITH CITY

Although the Board is no longer required to act on establishing building trades hourly rates for City employees, wages paid by other employers under contract, performing City work, must be brought before the Board until such time as the rule (City Code Section 58.501, "Wages Paid Under Contract with City") is amended. The wage scale provided by the Sacramento-Sierra's Building and Construction Trades Council, effective April 1976, for construction and crafts classifications recognized by union contract in the Sacramento metropolitan area was approved. The motion was by Mr. Wright; second, Mrs. Hausey; and the vote was unanimous.

NEW EXAMINATION TO BE ANNOUNCED

Entry-level Career Employment Announcement - second reading

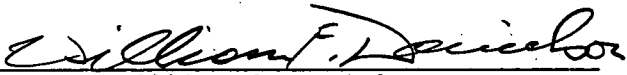
Proposed Amendment to Rule 7.5 - second reading

A new concept in entry-level testing was presented to the Board at its previous meeting of July 20 and discussed at length. At this meeting, a second draft of the proposal was submitted, together with reports which were requested by the Board on July 20. Initially, it was proposed that certification was to be by rule-of-the-list; in the second draft, the proposed certification procedure was amended to use the rule-of-three.

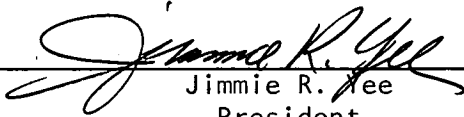
Concern was expressed regarding the status of persons who had worked regularly on a part-time or seasonal basis, should these employees be randomly ranked near the bottom of the List. There was also concern about the large number of classifications to be considered under the one test for entry-level classifications. A suggestion was made that separate tests be conducted for maintenance-type classes, for operations-type classes, etc.

The matter was postponed to a meeting in September. The motion was by Mr. Wright, second by Mrs. Hausey, and the vote was unanimous.

The meeting was adjourned at 4:05 p.m.



William F. Danielson
Secretary



Jimmie R. Yee
President

By Mary Amemaya

TICKET SELLERNATURE OF WORK:

Under general supervision, to sell admission tickets in the Box Office at the Sacramento Community Center.

DISTINGUISHING CHARACTERISTICS:

Positions in the class must be able to operate a cash register quickly and accurately with a minimum of direct supervision. Incumbents will be required to learn the procedure involved in selling reserve seat tickets and to work evenings, weekends, and irregular shifts.

EXAMPLES OF DUTIES:

Sell admission tickets to the general public for scheduled events at the Community Convention Center facilities.

Prepare the proper transactions for the sale of tickets from ticket outlets in the Sacramento Metropolitan area.

Balance and account for all tickets and funds collected for each event on assigned cash register.

Provide general information to the public concerning scheduled events, ticket price, available seating, and other related information.

Maintains seating arrangement chart for each scheduled event and advises public as to location of preferred seats.

Performs related duties as required.

DESIRABLE QUALIFICATIONS:Education:

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

Experience:

Six months of experience in the sale of admission tickets in a large facility, preferably with reserve seating.

Knowledges, Abilities, and Skills:

Knowledge of business mathematics and basic elements of good English usage.

Knowledge of procedure related to handling large amounts of cash.

Ability to operate a cash register quickly and accurately and make the necessary cash transactions for the sale of tickets.

Ability to stand for several hours while working at a ticket window.

Ability to establish and maintain effective relationships with employees and the general public.

Adopted: 8/3/76

Revised:

Title Change:

Abolished: