

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING DECEMBER 20, 1977

The regular meeting of the Civil Service Board was called to order by President Ronald Wright at 1:45 p.m. in the City Hall Council Chamber.

Present: Donna Giles, Alba Kuchman, Wilfred Street, Ronald Wright

Absent: None.

MINUTES OF SPECIAL MEETING, NOVEMBER 29, 1977: Approved as submitted.

MINUTES OF REGULAR MEETING, DECEMBER 6, 1977: Approved as corrected.

REPORTS OF DIRECTOR OF PERSONNEL

a. Mr. Danielson reported that the following requests for hearing were granted before a hearing officer:

<u>Name</u>	<u>Classification</u>	<u>Hearing Date</u>
Dennis Biederman	Police Officer	February 23, 1978
Michael Spiro	Police Officer	January 30, 1978

b. A copy of the October 18, 1977, draft of the Uniform Guidelines on Employee Selection Principles was provided each Board member. Mr. Danielson reported that the guidelines were issued by the Equal Employment Opportunity Commission, U.S. Civil Service Commission, U.S. Department of Labor, U.S. Department of Justice, and U.S. Department of Treasury. The final guidelines were anticipated to be adopted around April 1978, and will supersede conflicting state and local civil service laws.

c. Mr. Danielson reported that Council members had raised questions concerning the Council resolution which would permit the Personnel Director to have access to summary criminal history record for employment information. Therefore, the Board may be requested at a later date to amend its recently adopted Rule 6.8 in order to meet the concerns of City Council members.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam.</u>	<u>Class Title</u>	<u>Effective</u>	<u>Expiration</u>
#1278-HH	Junior Stenographer Clerk	12/9/77	12/8/78
#1564	Maintenance Man II (Promotional)	12/7/77	12/6/78

REQUEST FOR REINSTATEMENT AFTER RESIGNATION

Diane Menne, former Intermediate Clerk

Ms. Menne requested reinstatement to her former class of Intermediate Clerk after having resigned on September 4, 1977.

MOTION: Mr. Street moved to deny Ms. Menne's request for reinstatement
 SECOND: Mrs. Giles.
 CARRIED: AYES: Giles, Kuchman, Street, Wright.
 NOES: None.

AMENDMENT TO CLASSIFICATION PLAN

Educational Requirement for Firefighter Classification

Memorandum dated December 16, 1977, in which the Personnel Director listed options from which the Board could choose in determining educational standards for Firefighter was submitted. The options were:

- OPTION 1. To establish a pre-entry educational standard which would require successful completion of a college or university fire science curriculum.
- Option 1a. To require an Associate of Arts degree in fire science (60 semester units) from an accredited college.
- Option 1b. To require a Fire Science Certificate (24 semester units). Fire Science Certificates are awarded for successful completion of the eight three-hour fire science core curriculum courses in fire science.
- OPTION 2. To retain the existing requirement of graduation from a standard high school.
- OPTION 3. Delete specific education standard. Require "ability to read and write the English language at a level necessary for efficient job performance."
- Option 3a. Require graduation from high school or GED equivalent within one year from date of employment as a Firefighter and require completion of Fire Science Certificate within two years from date of employment, with half of the fire science units (12 units of 24 units) to be attained in the first year as a condition of probation (See page 5, Attachment E).
- Option 3b. Require graduation from high school or GED equivalent within one year from date of employment as a Firefighter.
- Option 3c. Not require any specific post-employment educational requirement.

Personnel Department staff had no objection to the adoption of Option 2, Option 3b, or Option 3c, with the recognition of a potential liability to the City of Sacramento if Option 2 were to be adopted.

Mr. Wayne Harbolt, President of Fire Fighters Local 522, read his prepared statement. He indicated that it was their contention that modification of Firefighter standards is a subject for meet and confer. The union wished to retain

-3-

the present high school educational standard for entry-level Firefighter and to retain the age requirements of 21 minimum and 35 maximum. Mr. Harbolt indicated that, if the Board decides not to retain the high school education requirement, the union's second position on Firefighter educational standards would be Option 3a.

Mr. Harbolt requested the Board to set educational standards for all the classes in the fire service; however, Mr. Fausset, Assistant Personnel Director/Employee Relations, informed the Board that the City and the union would negotiate the terms and conditions of employment beyond the entry-level Firefighter class and that the Civil Service Board is charged with setting the entry-level requirements.

A proposed Firefighter examination announcement was submitted by Local 522 for Board consideration.

Fire Chief Powell's recommendation was to retain the minimum educational requirement of high school graduation for Firefighter and to require the attainment of the Fire Science Certificate within two or three years from date of employment (Option 3a with an additional one year, or a total of three years).

The question of liability in case of a law suit was then discussed.

MOTION: Mr. Street moved to retain the existing educational standard of graduation from high school for the class of Firefighter.

FAILED: The motion failed for lack of a second.

The question arose as to what would occur if a Firefighter is not able to complete the specified educational requirement beyond the probationary period. Deputy City Attorney Silver indicated that, if the educational requirement is made a condition of employment, and the Firefighter fails to meet that condition of employment, the Firefighter then may be dismissed.

Mr. Fausset discussed the problems of "educational requirements within two or three years after employment". Mr. Fausset's and Personnel Management Administrator William Woska's recommendation was that, if educational requirements are to be adopted, the period of time for the completion of those requirements be within the probationary period.

(At approximately 4:05 p.m. Mr. Street excused himself from the meeting to keep a prior appointment.)

MOTION: After discussion, Mrs. Giles moved to defer this matter with the intent of reviewing the fire science curriculum and to develop an educational requirement in terms of the Fire Science Certificate, and with the understanding that the high school diploma requirement for the entry-level Firefighter class would be deleted.

FAILED: The motion failed for lack of a second

MOTION: Mrs. Kuchman moved that Option 3 be adopted and that any additions thereto be made at a subsequent meeting.

SECOND: Mrs. Giles.

Mr. Harbolt informed the Board that Local 522 would take whatever legal steps necessary to stop the Board from taking this action.

President Wright then informed the Board that he would leave the meeting in order to stop the motion.

Mrs. Kuchman expressed willingness to withdraw her motion if Mrs. Giles would withdraw her second on the basis that the Personnel Department staff be directed to report back with Option "3d" to include educational requirement alternatives, e.g., six units of fire science course work within the probationary period, with the understanding that the Board would not revert back to Option 2.

Mrs. Giles refused to withdraw her second; therefore, the motion remained standing.

EXECUTIVE SESSION RE POSSIBLE LITIGATION MATTER BROUGHT ON BY STATIONARY ENGINEERS, LOCAL 39, CONCERNING THE OPERATIONS AND MAINTENANCE CLASSIFICATION STUDY

The Board received the December 13 letter from Phillip M. Cunningham, Business Representative of Stationary Engineers, Local 39, requesting the Civil Service Board or its designated representative to schedule a meet-and-confer session regarding the proposed classification changes.

At the request of Deputy City Attorney Elizabeth Silver, the Board met in executive session to discuss this matter.

EXAMINATIONS TO BE ANNOUNCED

#1566 Firefighter

MOTION: Mrs. Giles moved to defer action on announcement #1566.
SECOND: Mrs. Kuchman.
CARRIED: AYES: Giles, Kuchman, Wright.
ABSENT: Street.

#1575 Refuse Collector Supervisor (Promotional)
#1579 Machinist Helper

MOTION: Mrs. Kuchman moved to approve announcement #1575 and #1579.
SECOND: Mrs. Giles.
CARRIED: AYES: Giles, Kuchman, Wright
ABSENT: Street.

RANDOM SELECTION

#1574 Parking Lot Attendant

It was decided to hold the random selection on Wednesday, December 21, 1977, in Board Member Donna Giles' office at Department of Health, 744 P Street, Room 840.

The meeting adjourned at 5:45 p.m.

William F. Danielson
William F. Danielson
Secretary

Ronald H. Wright
Ronald H. Wright
President