

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
AUGUST 17, 1982

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by President Joseph L. Russell, in Conference Room 103, Department of Personnel, 801 - 9th Street, Sacramento, California, at 1:34 p.m.

Members Present: Ms. Gail A. Mabbutt
 Mr. Jonathan E. Mayhew
 Ms. Pamela C. Placencia
 Mrs. Vivian C. Nance
 Mr. Joseph L. Russell

MINUTES OF THE REGULAR MEETING OF AUGUST 3, 1982

Mrs. Nance requested that paragraph 3 of the Reports of Director of Personnel be amended as follows:

"President Russell, on behalf of the Board, expressed sympathy"

Motion was made to approve the minutes of the regular meeting of August 3, 1982, as amended.

Motion: Mrs. Nance
Second: Ms. Placencia

Motion was approved by unanimous roll call vote.

REPORTS OF DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel, informed the Board that leaves of absence had been granted to:

Josephine Valdez
Elmo Menefee (extension)
Celeste Fong.

Mrs. Giles informed the Board that a Special Meeting had been scheduled, per the Board's request, for August 31, 1982, at the Fire Department training facility.

Ms. Susan Dong, newly-appointed Personnel Technician, was introduced to the Board.

REQUEST FOR VOLUNTARY DEMOTION

Judith Gordon, Dispatcher I - Police Clerk II

Ms. Thelma Vanesian, Personnel Analyst I, informed the Board that Ms. Gordon could not attend this CSB meeting, but that this request was voluntary.

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Motion was made to approve the request of Judith Gordon for vountary demotion from Dispatcher I to Police Clerk II.

Motion: Ms. Placencia
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

APPEAL FOR ALTERNATE SCHEDULE FOR FIRE CAPTAIN WRITTEN EXAMINATION

Frank Motta - Firefighter

Mr. Russell referred to the letter sent to the Board Members by Mr. Motta, and Mrs. Verna Banks, Senior Personnel Analyst, and Mrs. Giles informed the Board of the problems that had been incurred as a result of allowing some firefighters to take the examination at a time other than the regularly-scheduled time, when the last Fire Captain examination was given.

The Board questioned if Mr. Motta had attempted to change his vacation time and Deputy Chief Ken Feil of the Fire Department informed the Board that Mr. Motta had not contacted him requesting a vacation change.

There was some further discussion on this appeal and motion was made to deny the appeal of Firefighter Frank Motta to be able to participate in the Fire Captain examination at a time other than that scheduled.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

RECOMMENDED DECISION OF ADMINISTRATIVE LAW JUDGE

Earl Higgins, Sanitation Worker I

Mr. Garland Rosauero, Business Representative of Stationary Engineers, Local 39, addressed the Board and recommended that the Board adopt the proposed decision of the Administrative Law Judge.

Mr. Sam Jackson, Deputy City Attorney, addressed the Board and referred to #VI of the Findings of Fact as presented by Judge Bobby which states:

"No evidence was presented to establish the appropriateness or need for the degree of discipline imposed. It was not established that termination of employment was necessary under the circumstances to protect the public service."

Mr. Jackson stated that evidence had been presented, and introduced Mr. Reggie Young, Refuse Collection Superintendent, to the Board.

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Mr. Young informed the Board of the high risk management costs within the City and the need to have good, reliable drivers operating city vehicles. Mr. Young stated that Mr. Higgins had received orders from his supervisor (together with other Sanitation Workers) not to operate city vehicles without a license.

Mr. Young answered questions from the Board and stated that Mr. Higgins' license had been revoked for three years, and that he had operated the city vehicle on his own while his license had been suspended.

The Board went into executive session at 2:10 p.m.
The Board reconvened at 2:20 p.m.

Motion was made to adopt the recommended decision of the Administrative Law Judge reversing the order of termination, and suspending Mr. Higgins for 150 days commencing March 19, 1982.

Motion: Mrs. Nance
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

ADOPTION OF PROPOSED FINDINGS OF FACT

Re: Appeal of Police Officer H. Henriksen

Mr. David P. Simmons, Attorney at Law, addressed the Board and referred to previous meetings at which this appeal was considered, and the Board's request that he prepare Findings of Fact to substantiate their decision which rejected the recommended decision of the Administrative Law Judge.

Mr. Sam Jackson informed the Board that the Findings of Fact which Mr. Simmons had prepared had not been received until two hours prior to the start of this meeting, and that he had not had time to consider the contents.

After some discussion, it was agreed that the matter would be postponed to the regular meeting of October 5, 1982. In the absence of Bill Carnazzo, legal advisor to the Board, Diane Balter, Deputy City Attorney recommended that counsel be directed to submit all written material at least ten days prior to the meeting date for consideration. The Board accepted this recommendation.

CLASSIFICATION TITLE CHANGES TO MAKE THEM NEUTRAL

Refuse Collection Foreman - Refuse Collection Supervisor
and Street Cleaning Foreman - Street Cleaning Supervisor

After some discussion, motion was made to approve the first and second reading and adopt the classification title changes of Refuse Collection Foreman to Refuse Collection Supervisor; Refuse Collection Supervisor to Refuse Collection General Supervisor; Street Cleaning Foreman to Street Cleaning Supervisor; and, Street Cleaning Supervisor to Street Cleaning General Supervisor. This will neutralize the titles.

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Motion: Ms. Nance
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

PROPOSED CLASS SPECIFICATIONS REVISIONS - 1st Reading

Accountant Classification Series

Ms. Vanesian addressed the Board, and informed of the need to incorporate auditing functions into the Accountant series. Ms. Vanesian stated that other jurisdictions had been canvassed and the majority of them had incorporated the auditor duties with the Accountant duties. She added that current employees in the Accountant classifications had been contacted, and there were no objections to this proposal.

Motion was made to approve the first reading and pass on to second reading the proposed specification revisions to the Accountant classification series.

Motion: Mr. Mayhew
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

PROPOSED CIVIL SERVICE BOARD RULE REVISION - 1st Reading

CSB Rule 5.5

Mr. John Worcester, Personnel Services Manager, addressed the Board and explained that the intent of this proposed rule revision was to accommodate participants in the Alternative Employment Program (AEP), and future similar programs, and answered questions on the difference between AEP and temporary assignments, explaining that the AEP allowed no more than one year of a limited term assignment.

Motion was made to approve the first reading and pass on to second reading the proposed rule revision to Civil Service Board Rule 5.5.

Motion: Mr. Mayhew
Second: Ms. Placencia

Motion was approved by unanimous roll call vote.

JOB ANNOUNCEMENT FOR SUPERVISING DISPATCHER (POLICE)

Ms. Vanesian informed the Board of four additional Supervising Dispatcher vacancies which are anticipated at the end of September, if the City Council approves the Police Department's request to exchange existing Police Sergeant positions for Supervising Dispatcher positions.

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Ms. Vanesian explained the need to have more applicants, hence the recommendation that the class qualifications be different this one time to allow Dispatcher IIs with the required experience to apply for the Supervising Dispatcher examination. The Board was also informed that any list resulting from this examination would not be merged with the current list; the current list would be used first, prior to the second list being considered.

Ms. Vanesian added that Local #39 agrees with this proposal.

Motion was made to approve examination #1891 - Supervising Dispatcher (Police)(Promotional).

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

EXAMINATION ANNOUNCED

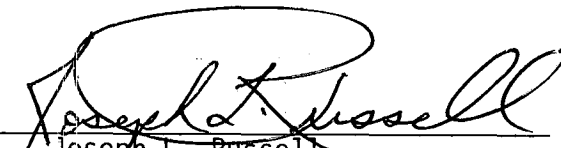
#1886 - Programmer Analyst

There were no comments.

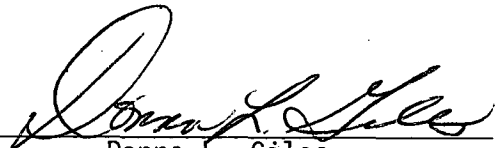
ELIGIBLE LISTS ESTABLISHED

- a. #1876 - Electrician
- b. #1877 - Plant Operator II
- c. #1881 - Supervising Dispatcher (Police)

There being no further business, President Russell declared the meeting adjourned at 3:05 p.m.



Joseph L. Russell
President



Donna L. Giles
Secretary