

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 1, 1972

The regular meeting of the Civil Service Board was called to order by President Joseph Yew at 1:30 p.m. in the City Hall Council Chamber.

Present: Members Alexander, Reynoso, Street, Woods, Yew.
Absent: None.

The minutes of the meeting of July 11, 1972, were approved as corrected.

Back minutes of the meetings from June 16 through October 20, 1970, which were mailed to Civil Service Board members, will be considered at the Board's next meeting.

WAIVER AND STIPULATION OF JAMES EARL SMITH, IDENTIFICATION TECHNICIAN III.

Attorney John E. Virga, representing James E. Smith, and Deputy City Attorney Thomas Haas appeared before the Board and presented Mr. Smith's Waiver and Stipulation dated August 1, 1972.

It was explained by Deputy City Attorney Haas that Mr. Smith had had a heart attack in late 1969. Thereafter, Mr. Smith attempted to return to work but, because of his having had a heart attack, he was not allowed to return to his duties as an Identification Technician III. Mr. Smith then applied for industrial disability retirement, but it was the Retirement Board's conclusion that no disability exists. As the finding of non-disability is binding upon the City, Mr. Smith was allowed to return to work. Thereupon, John Virga, attorney for Mr. Smith, and the City Attorney's office entered into negotiations and arrived at the mutually agreed upon date for reinstatement of January 6, 1971.

The Waiver and Stipulation, dated August 1, 1972, indicated the following:

1. James E. Smith is to receive all back wages and benefits from January 6, 1971, through March 15, 1972;
2. In consideration for receiving all back wages and benefits from January 6, 1971, through March 15, 1972, Mr. Smith, his heirs and executors waive any claim or cause of action they may have against the City of Sacramento from February 25, 1970, and ending March 15, 1972;
3. It is understood between Mr. Smith and the City that this agreement in no way affects any right or recovery he may secure in regard to his Workmen's Compensation case that is now on appeal and arising from his leave of absence with the City of Sacramento from February 25, 1970, through March 15, 1972.

It was moved by Mr. Woods that, pursuant to the decision of the Retirement Board of the City of Sacramento on February 8, 1972, in this matter and stipulation of the counsel for the City of Sacramento and for Mr. James E. Smith, that Mr. Smith be reinstated to the position of Identification Technician III with salary and benefits accrued to him had he resumed his services on January 6, 1971. The motion was seconded by Mr. Street and carried by the following vote:

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

PROPOSED REVISION OF CLASS SPECIFICATION

1. Accounting Technician
2. Senior Accountant

Accounting Technician

William Woska, Personnel Analyst, presented proposed revisions for the class of Accounting Technician to the Board as previously instructed by the Board at its meeting of June 20. At that meeting, the Board directed that the minimum standards for Accounting Technician be reviewed and strengthened to meet the new duties and responsibilities of the Accounting Technician class which are now imposed by the City's new accounting system. Mr. Woska reported that the standards recommended had been carefully reviewed and considered and concurred in at a special meeting convened for the purpose, which included Mr. Jack Reed of the City's auditing firm of Lybrand, Ross Bros. & Montgomery; Mr. Thomas E. Huebner, Assistant City Manager; representatives from the City Controller's Office; the Director of Personnel, and himself.

The changes which were recommended were:

	<u>Previous Desirable Qualifications</u>	<u>Recommended Desirable Qualifications</u>
Education:	Completion of two years of college with nine semester units of professional accounting curriculum.	Completion of two years of college with fifteen semester units of professional accounting curriculum.
Experience:	Two years of responsible experience in keeping or reviewing accounting or fiscal records.	None required.

It was the general concern of the Board that, by approving the recommended changes, it could preclude from the next Accounting Technician examination candidates who had passed the written examination for Accounting Technician examination #1204, which had been set aside by Board action at its meeting of June 20, 1972. Concern was also expressed as to the elimination of the experience requirement. Mr. Street expressed his concern that a more rigid written test be given at the time of the next examination.

After extensive discussion, it was moved by Mr. Woods, seconded by Mr. Street, and carried by unanimous vote to revise the experience requirement, as follows:

Experience: Not required.

(Experience as a Senior Account Clerk with the City of Sacramento may be substituted for the required education on the basis of two years of experience being substituted for each year of education.)

It was the further decision of the Board that a staff analysis be made by the Personnel Department to determine what impact the newly adopted educational and experience requirements under "Desirable Qualifications" would have on the persons who had passed the written portion of the Accounting Technician Examination No. 1204. After review of this analysis, the Board may consider a waiver of the minimum qualifications for those City employees who previously passed the written test but who do not meet the revised standards for the class. The Director of Personnel informed the Board that a report would be presented at the next Civil Service Board meeting for review.

Senior Accountant

The recommended change for the class specification of Senior Accountant was also under "Desirable Qualifications." The educational requirement remained the same. Under experience, three years of professional governmental or municipal accounting work was substituted by "three years of professional accounting experience."

It was moved by Mr. Street, seconded by Mr. Alexander, and carried by unanimous vote to approve the revised specification of Senior Accountant as presented to the Board.

NEW EXAMINATIONS SCHEDULED

#1221 Accountant
#1227 Senior Accountant

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam. No.</u>		<u>Date of Written Test</u>	<u>Random Selection</u>	<u>Personal Interview</u>	<u>Effective Date</u>
#1192	Junior Typist-Clerk	3/11/72	5/2/72	6/21,22,28/72	7/11/72
#1194	Intermediate Typist-Clerk	3/11/72	5/2/72	6/22,28,29/72	7/7/72
#1211	Chief Property Clerk	5/13/72	-	7/7/72	7/18/72

GUIDELINES FOR FIRE DEPARTMENT PROMOTIONAL ORAL BOARD SELECTION

At the Civil Service Board meeting of July 18, the Fire Department promotional oral board selection guidelines from the Fire Chief, Director of Personnel, and Local 522 were presented to President Yew and to Board Member James Alexander. The guidelines were mailed to absent Board members on the same day following the meeting.

The Secretary informed the Board that a meeting had been held on July 27 to review the guidelines with the following persons present: Fire Chief Wilson, Deputy Fire Chief Schultz, Deputy Fire Chief Anater, and Fire Marshal Powell of the Fire Department; Director of Personnel William Danielson; and Fire Captain Cliff Haskell and Fire Engineer William Bruce from Local 522. A second meeting was held on July 31.

Memorandum dated July 27, 1972, from the Director of Personnel to the members of the Civil Service Board outlined the results of the meetings held, as follows:

1. Number of Members on Promotional Oral Board.

Minimum number of three, with flexibility to have a fourth or fifth member.

2. Ethnic Balance.

If possible, there should be minority representation on Fire promotional oral boards.

3. Chairman.

The Chairman of Fire promotional oral boards should be a member of the Civil Service Board, a member of the staff of the Personnel Department, or another person experienced in personnel selection methods.

4. Avoidance of Bias or Prejudice.

In selecting board members, persons with close relationships with applicants should be avoided. If an oral board member encounters an applicant with whom he has close personal relationship (e.g., family, business, etc.), after the board has begun its work, he shall be asked to disqualify himself from the interview of the applicant in question.

The Secretary reported that there was only one issue remaining about which there was disagreement: whether or not Sacramento City Fire management personnel should sit on a promotional interview board for Fire Captain, Fire Engineer, or Deputy Fire Marshal.

Fire Captain Cliff Haskell appeared before the Board to explain, on behalf of Local 522, their primary reason for requesting exclusion of Sacramento Fire management personnel from being selected for Fire Department promotional oral boards. That is, regardless of how impartial a board member may try to be, if a candidate were known to an oral board member, he would, by human nature, be influenced in favor of that candidate.

Deputy Fire Chief Schultz then explained that the positions of Deputy Fire Marshal, Fire Captain and Fire Engineer were unique to the City of Sacramento; that the Fire management should be included in these promotional oral boards because supervisory qualifications cannot be determined by the written test alone;


that it is common practice to have departmental representation on oral boards; and that the Fire management's main objective is to try to obtain the best qualified men for these positions.

Both Fire management and Local 522 representatives concurred with a compromise suggestion of a four-member panel: three members (a representative each from Personnel Department, outside public or business, and a fire department of another city of comparable size or responsibility) to have voting power; the fourth member to be from the City Fire Department only as a consultant on departmental policy matters with no voting power. The Director of Personnel also expressed his concurrence.

Mr. Street then moved to accept Items 1, 2, 3 and 4 as outlined in the memorandum dated July 27, 1972, and Item 5 to be revised as follows:

5. Use of Sacramento City Fire Department Officers.

Promotional oral boards in the Fire Department, for two examinations or for one year, whichever occurs first, will consist of four members -- one from Personnel Department or Civil Service Board, one from an outside public or private organization, and one from an outside Fire Department who are to have voting power; the fourth member from the City's Fire management would serve as a consultant on matters relating to Fire Department policies only and is to have no voting power.

The motion was seconded by Mr. Alexander and carried by unanimous vote. 

CHANGES IN PREVAILING HOURLY CONSTRUCTION RATES

As construction rates outlined in the agreement with International Brotherhood of Electrical Workers were in excess of the 5.5% increase, which is legally permitted under the Federal Pay Board guideline, it was moved by Mr. Alexander, seconded by Mr. Reynoso, and carried by unanimous vote to approve an adjustment in prevailing construction hourly rates to within the limits permitted by the Federal Pay Board and to approve the further adjustment to the full rate contained in the agreement at such time as permitted by the Pay Board.

<u>Classification</u>	<u>New Hourly Rate Contained in Agreement</u>	<u>New Hourly Rate Approved</u>	<u>Effective Date</u>
Electrician	\$8.48	\$8.44	August 1, 1972
Electrician-Lineman	8.48	8.44	August 1, 1972
Electrician Foreman (2 to 4 men)	9.32	9.27	August 1, 1972
Electrician Foreman (5 to 13 men)	9.74	9.71	August 1, 1972

REQUEST FOR TRANSFER AND FOR VOLUNTARY DEMOTION

Sheryl Pahl, Key Punch Operator I to Intermediate Typist-Clerk

Request was received from Sheryl Pahl, Key Punch Operator I in the Data Processing Department, for transfer and voluntary demotion to the class of Intermediate Typist-Clerk in the Traffic Engineering Division of the Engineering

Department. The reason for her request for transfer was because she was unable to function properly in the Data Processing Department following her ear surgery because of the noise of data processing equipment. Both the Data Processing Manager and the Acting Traffic Engineer had indicated their approval for the transfer.

Motion was made by Mr. Woods to grant Miss Pahl's request for transfer and voluntary demotion. The motion was seconded by Mr. Street and carried by the following vote:

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

EMPLOYEE STATUS FOLLOWING POSITION REALLOCATION

- Alice Jolesch, Intermediate Typist-Clerk
- Jadene C. Lim, Intermediate Typist-Clerk
- James M. Patterson, Buyer I

Requests were received from the respective department heads for the reallocations of the above-named employees who had successfully served the required length of time in the Junior level and in the Buyer Trainee level, respectively, to qualify for reallocation.

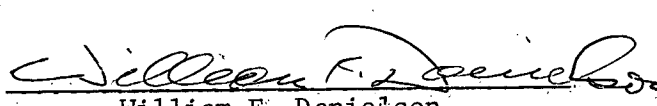
It was moved by Mr. Street and seconded by Mr. Woods to grant permanent status to these employees in their new classifications to be effective on the dates shown below.

<u>Employee</u>	<u>New Classification</u>	<u>Effective Date</u>
Alice Jolesch	Intermediate Typist-Clerk	August 1, 1972
Jadene C. Lim	Intermediate Typist-Clerk	August 1, 1972
James M. Patterson	Buyer I	September 1, 1972

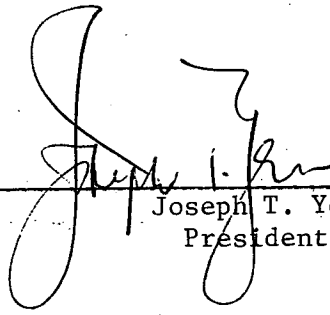
The motion was carried by the following vote:

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

The meeting was adjourned at 5:30 p.m.



 William F. Danielson
 Secretary



 Joseph T. Yew
 President

City of Sacramento

July 1972.

SENIOR ACCOUNTANT

Nature of Work:

This is technical accounting work in maintaining and auditing accounts. Employees are responsible for supervision of others and/or personal participation in the establishment and maintenance of important accounting and informational systems; preparation of complex financial and statistical statements, reports and analyses; and performance of independent audits of fiscal transactions, records and procedures. Employees work with considerable freedom of action in the more technical aspects of the work but receive direction on matters of policy and deviations from established procedures. Supervision may be exercised over a small group of accounting and clerical employees.

Examples of Duties:

- Supervises and participates in keeping accounts, including control and subsidiary ledgers covering varied financial transactions.
- Supervises the auditing of claims to determine that the amount is correct, that it is legal, and that it is charged to the proper account.
- Audits and verifies incoming revenues, such as license and utility service revenues, against cashier receipts and supporting documents.
- Supervises and participates in the preparation of weekly, monthly and annual financial and expenditure reports.
- Prepares special financial reports.
- Makes recommendations for revising procedures, forms and statements.
- Develops and installs procedures and systems for recording financial data.
- Advises, instructs and trains subordinate employees in the performance of their duties.
- Maintains control records of receipts and expenditures of a municipal utility.
- Prepares operating and financial statements, supervises billing of utility accounts, and classifies difficult entries.
- Performs independent audits of fiscal transactions, records and procedures of City departments, divisions and agencies.
- Performs related work as required.

Knowledges, Abilities and Skills:

- Thorough knowledge of principles, practices and methods of accounting.
- Thorough knowledge of governmental accounting.
- Considerable knowledge of modern office management procedures, practices and equipment as applied to accounting operations.
- Considerable knowledge of the Charter provisions, ordinances, rules and regulations pertinent to the assigned duties.
- Ability to analyze and interpret fiscal and accounting records and to prepare accurate and complete financial statements and reports.
- Ability to plan, lay out, supervise and review the work of clerical employees.
- Ability to establish and maintain effective working relationships with City officials and employees.

(Continued)

Desirable Qualifications:

Education:

Graduation from an accredited four-year college or university with major course work in accounting.

Experience:

Three years of professional accounting experience.

Revised Specification
Civil Service Board
August 1, 1972

8-15-72

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 15, 1972

The regular meeting of the Civil Service Board was called to order by President Joseph Yew in the City Hall Council Chamber.

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

Minutes of the meeting of August 1, 1972, and the back minutes of the meetings from June 16 through October 20, 1970, were approved as presented.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam. No.</u>	<u>Classification</u>	<u>Date of Written Test</u>	<u>Personal Interview</u>	<u>Effective Date</u>
#1208	Police Sergeant (Promotional)	3/19/72	7/10,11,12,13,14 and 8/2/72	8/7/72
#1213	Property Clerk I	5/13/72	7/20,25,28/72	8/7/72
#1215	Maintenance Man II (Truck Driver) (Open & Promotional)	6/3/72	7/24,25,26/72	8/9/72
#1223	Building Inspector - Condemned Buildings (Promotional)	N/A	8/2/72	8/8/72

REQUEST FOR TRANSFER AND VOLUNTARY DEMOTION

Vicki D. Helbling, Key Punch Operator I to Intermediate Typist-Clerk

Consideration was given to Vicki Helbling's request for transfer and voluntary demotion from Key Punch Operator I in the Data Processing Department to Intermediate Typist-Clerk in the Detective Division of the Police Department. Her request was due to medical reasons as well as to further her education and had the approval of both department heads.

It was moved by Mr. Street, seconded by Mr. Alexander, and carried by unanimous vote to grant the request of Vicki D. Helbling.

AFFIRMATIVE ACTION RECOMMENDATION:

ELIMINATION OF UNNECESSARILY RESTRICTIVE EDUCATION REQUIREMENTS IN 93 CLASS SPECIFICATIONS

By memorandum dated August 8, 1972, to the Director of Personnel, recommendation was made by William Woska, Personnel Analyst, to further implement City of

8-15-72

Sacramento's affirmative action program by eliminating irrelevant education standards for 93 "blue collar" classifications. A study was made by Mr. Woska of education and experience requirements for the general maintenance, skilled mechanical and journeyman crafts classifications. It was determined that education requirements for these classifications are not related to successful job performance. Other descriptive instances of inconsistencies in educational requirements were also pointed out. It was therefore recommended that specific educational requirements for these 93 classifications be eliminated and replaced by the following:

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

The Director of Personnel had indicated his concurrence to the recommendation.

In accordance with Civil Service Board rules, it was the order of the Board that consideration and action be held over to the next regular meeting.

REVISION OF CLASS SPECIFICATION (Continued from August 1, 1972)

Accounting Technician

The Accounting Technician specification, with the further revision of the experience requirement as requested by the Board at its meeting of August 1, was again presented to the Board. A staff analysis was conducted by the Personnel Department to determine the eligibility of the 25 successful applicants in the written portion of the Accounting Technician Examination #1204 to meet the requirements of the revised qualification standards. It was found that 17 of the 25 would meet the revised standards, including the three City employees who had appealed their disqualification by the Qualification Appraisal Board.

Thomas E. Huebner, Assistant City Manager, appeared before the Board and expressed his concern regarding the revision of the specification whereby Senior Account Clerk experience may be substituted for college education. Mr. Huebner explained that the City had just changed on July 1, 1972, from a single-entry bookkeeping system to a double-entry accounting system and that it is imperative that the qualification standards for professional and paraprofessional accounting positions within the Department of Finance. Mr. Huebner stressed the need to retain the fifteen semester units of a professional accounting curriculum for the Accounting Technician class and to not waive educational requirement for applicants for Accounting Technician.

It was suggested by Mr. Woska to separate the education requirement as follows:

Desirable Qualifications:

Education:

1. Completion of two (2) years of college
and
2. Completion of at least fifteen (15) semester units
of a professional accounting curriculum.

8-15-72

Experience:

None required.

(Experience as a Senior Account Clerk with the City of Sacramento may be substituted for the required education on the basis of two years of experience being substituted for each year of education.)

After discussion, it was moved by Mr. Street, seconded by Mr. Alexander, and carried by unanimous vote to adopt the Accounting Technician specification with the above revision. The newly adopted specification is made a part of these minutes.

It was further directed by the Board that the new Accounting Technician examination be an open examination; that qualifications be waived for the 25 candidates who had successfully passed the written portion of the Accounting Technician Examination #1204; and that invitation to compete in the new Accounting Technician examination be sent to the 25 candidates.

PROPOSED REVISIONS OF CIVIL SERVICE BOARD RULERule 22.11 Optional Payment in Lieu of Vacation

By memorandum dated August 4, 1972, from the Director of Personnel, the members of the Board were informed of the necessity of amending Rule 22.11 as the result of the City's conversion to a bi-weekly payroll system. Under the semi-monthly system, the monthly hourly rate excluded holiday hours (2008 hours per year); the bi-weekly hourly rate includes holidays (2080 hours per year). It was recommended that the amendment to Rule 22.11 be approved by the Board.

Rule 23.6 (d) Sick Leave Due to Childbirth or Miscarriage

Labor Relations Counsel John Liebert informed the Board that the current Rule 23.6 (d) conflicts with the Federal Equal Employment Act regulations, which are binding on local governments. Under the Federal law, the City is no longer required to give special treatment to persons who are on sick leave due to maternity or miscarriage. It was therefore recommended that the Board approve the deletion of this rule.

In accordance with the rules and regulations of the Civil Service Board, consideration of these two rules is to be held over until the next regular meeting.

GRIEVANCE ARBITRATION PROCEDURE PROVIDED FOR IN MEMORANDA OF UNDERSTANDING

Labor Relations Counsel John Liebert presented to the Board an arbitration grievance procedure, which had been negotiated by the City and the Sacramento City Employees' Association, Fire Fighters Local 522, and Stationary Engineers Local 39. The Arbitration Grievance Procedure provides that, if an issue is not resolved after review by the City Manager, the matter would be subject to referral

8-15-72

to an outside arbitrator rather than to the Civil Service Board for final binding arbitration.

This matter also is to be held over to the next regular meeting for consideration.

INFORMATION REPORTS BY THE DIRECTOR OF PERSONNEL

Use of Selective Certification

The Secretary reported on the recent uses of selective certification as follows:

<u>Classification</u>	<u>Department</u>
Senior Stenographer-Clerk	Personnel Department
Junior Typist-Clerk	Police Department, Administration Division
Junior Typist-Clerk	Library
Plant Utilityman	Engineering Department, Waste Water Treatment

Charter Amendments

Probationary Period

Amendment of Charter Section 49 would authorize the Civil Service Board to establish length of probationary periods for individual classes. This item has been placed on the November general election ballot by the City Council.

Retirement Reciprocity

This amendment will authorize the City Council to enter into reciprocal agreements with other public agencies' retirement systems and would give the City the ability to recruit from and to retain persons from other public agencies within our system.

Appointment Procedure of Civil Service Board Members

The City Council did not approve a change in the appointment procedure of Civil Service Board members. It had been proposed by Sacramento City Employees' Association that two Board members be selected by employee organizations; two be appointed by the City Council; and the four so selected to select the fifth. Board members will continue to be appointed by the City Council.

Charter Section 319

The amendment of Charter Section 319 is proposed by Fire Fighters Local 522 providing for safety members of the Police and Fire Pension Plan who are industrially disabled and reassigned to a miscellaneous position to retain the public safety retirement benefits while serving in the miscellaneous position. The Board was informed that persons who are reassigned may appeal to this Board on the basis of whatever actions are taken. The City Council has not yet determined whether this will be placed on the November ballot.

Withholding of Federal Civil Defense Funds because City of Sacramento is Carrying Out Affirmative Action Efforts

As the result of City of Sacramento's use of selective certification, Federal Civil Defense Funds had been withheld from the City of Sacramento by the State Office of Emergency Services retroactive to October 1971,

8-15-72

INFORMATION REPORTS BY THE DIRECTOR OF PERSONNEL (continued)

totalling about \$30,000. The U. S. Civil Service Commission informed the City that it did not meet U. S. Civil Service Commission's merit system standards because of the City's use of selective certification. The Director of Personnel reported that he is preparing a reply to the letter received from the U. S. Civil Service Commission dated August 2 and that a request will be submitted to the U. S. Civil Service Commission to either waive its interpretation of standards as they have been applied to the City of Sacramento or to modify the interpretation of its standards in order to permit local agencies to carry out affirmative action efforts similar to those being used in Sacramento.

Transfer of Disabled Employee under Provisions of Charter Section 319

Ameal Legard, Refuse Collector (salary \$754 per month), was found to be industrially disabled and unable to return to normal duty. He was then transferred to the Street Division as a Maintenance Man I (salary \$722 per month). Charter Section 319 provides that, if the Retirement Board finds that a plan member is unable to return to his duties but is capable of performing other duties in the City service; he may be transferred by the City Manager to a position within his capacity. As Charter Section 319 provides that no loss of salary would be suffered, a transferee would remain at his former salary until the salary of his new classification surpasses that amount.

The first use of this provision was effected on July 31, 1972, following Retirement Board action when Ameal Legard was transferred from the Waste Removal Division to the Street Division.

Library Clerk Examination to be Given by Sacramento County Civil Service Commission

Representatives from both the City and the County met and agreed that specifications for the class of Library Clerk were similar enough and, therefore, the County's specification could be used and the examination be conducted by the County. The Personnel Department will, when the list is established by the County, request the Board's approval for the use of the County's list.

Memoranda of Understanding with Recognized Employee Organizations

The Secretary informed the Board that agreement had been reached with each of the recognized employee organizations and that the Memoranda of Understanding would be available to them if they so wished.

Request for Hearing to Appeal Decision of City of Sacramento to Terminate Special Assignment Classifications within the Police Department

The Secretary reported that a letter to the Civil Service Board, dated August 4, 1972, from the law firm of Virga & Reynoso was received on behalf of Police Officers Zine, Bennett, Clark, Mottmans, Hansen, and Fox requesting a hearing to appeal the City's decision to terminate special assignment classes within the Sacramento Police Department. The Secretary informed the Board that this matter has been referred to the City Attorney

8-15-72

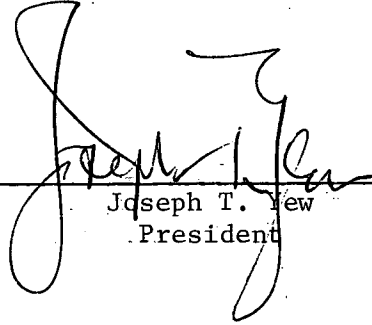
INFORMATION REPORTS BY THE DIRECTOR OF PERSONNEL (continued)

for legal opinion as to the jurisdiction of the Civil Service Board to consider this matter.

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



William F. Danielson
Secretary



Joseph T. Yew
President

Desirable Qualifications:

Education:

1. Completion of two (2) years of college.
and
2. Completion of at least fifteen (15) semester units of a professional accounting curriculum.

Experience:

None required.

(Experience as a Senior Account Clerk with the City of Sacramento may be substituted for the required education on the basis of two years of experience being substituted for each year of education.)

Revised Specification
Civil Service Board
August 15, 1972