

5-18-60

meet again at the call of the Chair.

[Handwritten Signature]
Secretary

APPROVED:

P r e s i d e n t

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING June 8, 1960.

The Civil Service Board met in regular session at 817-10th Street at 2:00 p.m.

PRESENT: Members Deise, J. Alexander, C. Alexander, Genshlea, and Grebitus

ABSENT: None

The meeting was called to order by the Chairman, Leroy Deise. Minutes of the last regular meeting held May 18, 1960, were read and approved. Chairman advised that the regular meeting scheduled for June 1, 1960, has been postponed to this date.

PATROLMAN ELIGIBLE REGISTER #593
Certification of Names

Motion made by James Alexander that the names still remaining on Patrolman Eligible Register

#593 be certified for future vacancies in the Police Department prior to certification of any names from Patrolman Eligible Register #620, in conformity with the Board's policy to give all candidates on a Patrolman Eligible Register being exhausted before the normal two year period an opportunity for appointment. Motion seconded by Clarence Alexander and carried by the following vote:

AYES: Members Deise, J. Alexander, C. Alexander, Genshlea, and Grebitus

NOES: None

6-8-60

SALARY RANGE ALLOCATION
Information Officer

Secretary advised that a new class of Information Officer is being established immediately and one new position will be filled in the City Manager's office.

After review of the duties and responsibilities involved, and the training and experience required, Mr. Grebitus moved that Salary Range #40 (\$660-785) be allocated to this new class. Motion seconded by Mr. Genshlea and carried by the following vote:

- AYES: Members Deise, J. Alexander, C. Alexander, Genshlea, and Grebitus
- NOES: None

SALARY RANGE ALLOCATION
Real Estate Associate

Secretary advised that a new class of Real Estate Associate is being established in the Real Estate and Street Proceedings Division of the Engineering Department.

After review of the duties and responsibilities involved and training and experience required, Mr. Genshlea moved that Salary Range #38 (\$600-720) be allocated to this new class. Motion seconded by Clarence Alexander and carried by the following vote:

- AYES: Members Deise, J. Alexander, C. Alexander, Genshlea, and Grebitus
- NOES: None

FIRE CAPTAIN EXAMINATION #618
Item Deletions

Secretary advised that item protests received from candidates in the Fire Captain Examination #618 were referred to State Cooperative Personnel Services for recommendations and, as a result, the following test items were deleted or key-changed:

<u>Item Number</u>	<u>Action to be taken</u>
19	Delete
25	Delete
26	Stand as keyed
35	Delete
40	Rekey to "C"

6-8-60

FIRE CAPTAIN EXAMINATION #618
Item Deletions (Cont'd)

<u>Item Number</u>	<u>Action to be taken</u>
71	Delete
73	Stand as keyed
91	Stand as keyed
92	Stand as keyed
96	Stand as keyed
101	Delete
107	Stand as keyed
111	Stand as keyed
138	Rekey to "C"
146	Rekey to "C"
241	Rekey to "B"
268	Stand as keyed

FIRE CAPTAIN EXAMINATION #618
Written test - Qualifying Score

Secretary advised that, after item deletions,
a total of 258 items were contained in the

written test, and recommended that the minimum qualifying score be set at 199 of a possible 258, which would qualify twenty-one candidates of the total of 109 who took the examination.

Motion made by Clarence Alexander that the minimum qualifying score in the Fire Captain Examination #618 be set at 199 of a possible 258, and that successful candidates be notified of the date for personal interviews. Motion seconded by Mr. Grebitus and carried by the following vote:

AYES: Members Deise, J. Alexander, C. Alexander, Grebitus, and Genshlea

NOES: None

PATROLMAN EXAMINATION #620
Request - re Weight Requirement

Communication dated May 29, 1960, received

from Harry D. Henriksen, a candidate in the Patrolman Examination #620, requesting that he be permitted to be placed on the eligible register subject to meeting the minimum weight requirement at such time as he might be certified to a position.

PATROLMAN EXAMINATION #620 (Cont'd)

6-8-60

Secretary advised that Mr. Henriksen was rejected in the medical examination by the city physician because of being below the minimum weight requirement for his height by approximately 19 lbs.

Motion made by Mr. Genshlea that the request be approved, subject to the condition of meeting the minimum weight requirement at time of certification.

Motion seconded by Mr. Grebitus and carried by the following vote:

AYES: Members Deise, J. Alexander, C. Alexander, Genshlea, and Grebitus

NOES: None

SALARY SURVEY
Communications
and Protests

The following communications from employee representatives with reference to the salary

survey were read and considered:

- (1) Letter of protest dated May 25, 1960, on salary survey data and request for salary adjustments for classes of Plant Operators I and II, filed by City Employees' Association and Water and Sewage Treatment Workers' Association.
- (2) Letter dated May 19, 1960, from City Employees' Association requesting consideration for salary adjustments in the classes of Identification Technicians I and II, Traffic Linesman, Dispatcher-Clerks, Laboratory Assistant, Property Clerk, License Supervisor, and all other classes submitted to the Board prior to date of May 19, 1960.
- (3) Letter dated May 28, 1960, from W. M. Francis, Business Manager of the Plumbers Union Local No. 447, requesting consideration of salary adjustments for classes of Utilities Serviceman, Serviceman Helpers, and Water and Sewer Foreman I and II in the Water Department.
- (4) From City Employees' Association dated June 8, 1960, outlining salary increases and adjustments granted by other agencies and requesting a one-step general increase for all city classes in addition to certain adjustments for particular classes and other additional fringe benefits.

Secretary advised that a thorough study and analysis had been made of the protest on certain classes used in the survey to compare with Plant Operators I and II and that, in his opinion, the data contained in the survey was correct.

6-8-60

SALARY RECOMMENDATION
1960-61

After review and study of the salary survey data prepared by the Personnel Department, and taking into consideration the salary trends in the local area and throughout the state, motion was made by Mr. James Alexander that a one-step increase in all classes paid on a monthly salary basis be recommended to the City Council to become effective July 1, 1960.

Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Deise, J. Alexander, C. Alexander, Genshlea, Grebitus, and

NOES: None

SALARY ADJUSTMENT RECOMMENDATIONS

After consideration of various requests for salary adjustments by employee representatives, motion was made by Mr. Genshlea that action on all such requests be deferred to a special meeting to be held June 9, 1960. Motion seconded by Mr. Grebitus and carried by the following vote:

AYES: Members Deise, J. Alexander, C. Alexander, Genshlea, and Grebitus

NOES: None

SALARY AMENDMENT RECOMMENDATIONS

The Board discussed the feasibility of making recommendations to the City Council with reference to Charter Amendments which, in the opinion of the Board, should be placed on the ballot in the November election. The particular sections of the Charter considered for revision recommendations are below outlined:

- (1) Section 183 - Vacations
- (2) Section 165 - Residence Requirement
- (3) Section 71 - Longevity Pay
- (4) Article XX - Civil Service

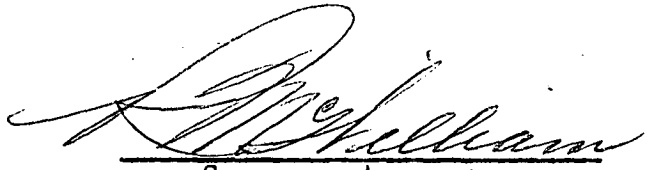
Action on the recommendations to be laid over to the special meeting to be held June 9, 1960.

6-8-60

CHARTER AMENDMENT RECOMMENDATIONS
Policy - Salary Increases

The Board discussed the advisability of adopting a policy of making recommendations for salary increases and adjustments effective only on the beginning date of each fiscal year, with the exception of regular in-grade step increases and excepting hourly rate changes to conform with union prevailing rates. Secretary advised that if such a policy were to be adopted, that any and all classification changes by the Personnel Department would also be made effective only on the beginning date of each fiscal year. The subject was discussed generally by members of the Board and referred to the special meeting June 9, 1960, for further consideration.

There being no further business the Board adjourned at 4:45 p.m. to meet again at the call of the Chair.


Secretary

APPROVED:

P r e s i d e n t

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING JUNE 9, 1960

The Civil Service Board met in Special Session at 2:00 p.m. at 817-10th Street.

PRESENT: Members Deise, J. Alexander, Genshlea, Grebitus, and C. Alexander

ABSENT: None

STATUS OF NEWLY CREATED CLASSES
Information Officer
Real Estate Associate

Secretary advised that action was necessary by the Board to determine whether the classes of Real Estate Associate and Information Officer should be considered as being in

6-9-60

STATUS OF NEWLY CREATED CLASSES (Cont'd)

the classified service or "exempt".

After consideration of the provisions of Section 43 of the City Charter, it was the order of the Board that the two classes above outlined should be declared "exempt" by reason of the professional qualifications involved in each.

SALARY ADJUSTMENT REQUESTS

Requests for special salary adjustments presented by employees and employee groups

for the following classes were reviewed by the Board:

- | | |
|-----------------------------|------------------------------------|
| Laboratory Assistant | Water & Sewer Foreman I and II |
| Asst. Airport Manager | Property Clerk |
| Costumer | Supervisor of Licenses |
| Fire Alarm Operators | Identification Technician I and II |
| Dispatcher-Clerks | Fire Engineer |
| Traffic Linesman | Fire Captain |
| Utilities Serviceman Helper | Battalion Chief |
| Utilities Serviceman | Plant Operator I and II |

After review of these various requests, employee representatives addressed the Board and outlined the reasons for requesting special adjustments.

Board member Clarence Alexander stated that, in his opinion, some of the requests for special adjustments filed with the Board might well be merited, but that there are probably many other cases where adjustments are also warranted in the city's pay plan which have not been brought to the attention of the Board, and therefore no requests for special adjustments should be acted upon until there has been an opportunity to review and study the entire pay structure for possible inequities. Further stated that, in his opinion, the Council should be advised in the letter of transmittal for the general 5% pay increase, that the Board, in rejecting requests for special adjustments, intends to make such a study of pay inequities during the coming fiscal year with a view towards making future recommendations to the Council for such special adjustments as may be warranted.

Motion was therefore made by Mr. Clarence Alexander that all requests for

6-9-60

SALARY ADJUSTMENT REQUESTS (Cont'd)

special pay adjustments now before the Board be rejected at this time, pending an overall study of pay inequities in the city's salary plan during the coming fiscal year. Motion was seconded by Mr. Grebitus.

Motion was discussed by members of the Board. Mr. James Alexander, in opposition to the motion, stated that, in his opinion, the Board should make recommendations to the City Council for special adjustments over and above the general pay increase recommendation; that the very least the Board should do would be to re-submit the recommendations on adjustments for thirty-seven employees in the classifications of Identification Technician, Traffic Linesman, and Serviceman Helpers which was tabled by the Council; and that the cost for adjustments for 180 positions involved in the requests submitted would be nominal and not require any large additional tax increase.

Upon roll-call, the motion was carried by the following vote:

AYES: Commissioners Deise, Grebitus, C. Alexander, and Genshlea

NOES: Commissioner J. Alexander

CHARTER AMENDMENT RECOMMENDATIONS
Section 165 - Residence Requirement

Motion was made by James Alexander that
the Board make recommendation to the

City Council that the present Charter residence requirement of three years be amended to permit recruitment from within the geographical limits of Sacramento County with a one year residence requirement within the County, and providing that applicants living outside the city successful on city examinations be required to move within the city limits within one year after appointment, and that the Board be given further authority to waive the one year of county residence in cases of necessity. Motion seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Deise, J. Alexander, Genshlea, Grebitus, and C. Alexander

NOES: None

6-9-60

CHARTER AMENDMENT RECOMMENDATION
Section 183 - Vacations

Motion made by Clarence Alexander that a recommendation be made to the City Council to remove the present vacation provision from the City Charter and to provide vacation allowances by ordinance and on a graduated scale starting with two weeks for new employees to a maximum of four weeks for employees with considerable seniority. Also, to consider a provision to give employees qualifying for four weeks of vacation an option of either using the fourth week for vacation or to be paid for such week on a pro-rata basis. Motion seconded by Mr. Grebitus and carried by the following vote:

AYES: Members Deise, Genshlea, Grebitus, J. Alexander and C. Alexander

NOES: None

CHARTER AMENDMENT RECOMMENDATION
Section 71 - Longevity Pay

Motion made by Mr. Genshlea that a recommendation be made to the City Council that the present provision on longevity pay in Section 71 of the City Charter be eliminated as the provision has never been applied and is now archaic, and further, that if any longevity pay plan is to be considered, considerable study should be given to its scope, its possible effect on the salary structure, its cost, and its actual necessity. Motion was seconded by James Alexander and carried by the following vote:

AYES: Members Deise, Genshlea, Grebitus, J. Alexander, and C. Alexander

NOES: None

CHARTER AMENDMENT RECOMMENDATION
Civil Service Section

Motion made by Mr. Genshlea that recommendation be made to the City Council to amend certain sections of the Charter as below outlined:

- (a) to clarify provisions of Charter Section 43 to bring many classes now considered "exempt" into the classified service without infringing upon management's right to fill all policy-level positions by direct appointment;

6-9-60

- (b) to amend Charter Section 52 outlining the function and authority of the Board relating to setting of salaries for city employees, recognizing that the Board should be an advisory body to the council with regard to salaries and wages, and that actual responsibility for adopting rates of pay and providing funds for payment of salaries is entirely within the jurisdiction of the City Council;
- (c) to establish the authority of the Board to hear appeals from employees in any matter pertaining to disciplinary action by a department head and to hear appeals from any classification action by the Personnel Department, and with authority to modify any such disciplinary action or classification action as might be deemed proper.

Motion seconded by Mr. James Alexander.

Mr. John Steely, representing the Firefighters' Union, addressed the Board to state reasons for his opposition to any change in Section 52 of the City Charter pertaining to salaries and wages and urged the Board not to make any recommendation to the City Council for a change in Section 52.

After further discussion, roll call was taken and the motion carried by the following vote:

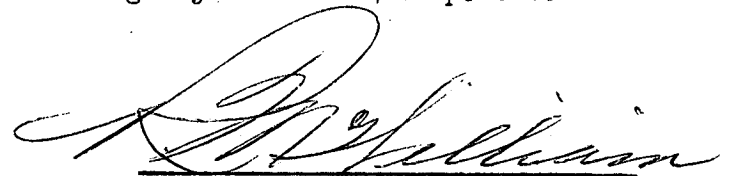
AYES: Members Deise, Genshlea, Grebitus, J. Alexander, and C. Alexander

NOES: None

SALARY INCREASE AND ADJUSTMENT POLICY

The Board discussed adoption of a policy to authorize salary adjustment and increases only at the beginning of each fiscal year. At the request of Board member James Alexander, the matter was held over to the next regular meeting to be held June 15, 1960.

There being no further business, the meeting adjourned at 4:00 p.m. to meet again at the call of the Chair.


Secretary

APPROVED:

P r e s i d e n t