

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 15, 1978

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

Present: Luis Campos, Donna Giles, Wilfred Street, Ronald Wright.
Absent: Juanita Damerell.

MINUTES OF JULY 18, 1978 MEETING:

The July 18 minutes were approved as corrected to include President Wright's modification of Mrs. Damerell's motion to approve the staff's proposal to retest Firefighter candidates who had failed the physical agility test in April.

MINUTES OF AUGUST 1, 1978 MEETING: Approved as submitted.

REPORTS OF DIRECTOR OF PERSONNEL

a. Council Decision re Layoff Policy

Mr. Danielson reported that, at its meeting of August 9, 1978, the City Council chose the nine-month layoff plan: 25% of affected positions to be terminated at the end of September 1978; 25% at the end of December; and 50% at the end of March 1979.

b. Approval of Leave of Absence Requests

The Director of Personnel, as agent of the Board, approved the following leaves of absence:

<u>Employee and Class</u>	<u>Purpose</u>	<u>From</u>	<u>To</u>
Barbara Shaw, Intermediate Typist-Clerk	Personal	8/27/78	8/27/79
Terri Hertzig, Intermediate Typist-Clerk	Medical	7/29/78	1/28/79

c. Firefighter Agility Test Results

Mr. Danielson reported that approximately 300 Firefighter candidates had failed the physical agility test given in April 1978. To resolve the appeals which had been received following the April physical agility test, all those who had failed were invited to be retested on August 5. Of the 108 who took the physical agility test on August 5, seventy-seven passed at or below the 1'55.1" passing time. Of the 49 women who had failed the earlier agility test, eight showed for the retesting; none passed. Oral interviews for those who passed are anticipated to be concluded on August 15.

ELIGIBLE REGISTER ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Effective</u>	<u>Expiration</u>
#1603	Electrician Foreman (Promotional)	8/8/78	8/7/79

EXTENSION OF ELIGIBLE REGISTER #1321-H, POLICE OFFICER, FROM 9/19/78 to 9/18/79

Lt. Kevin Mulderrig, representing the Sacramento Police Department, indicated that the Police management did not like the extension, but that, under the circumstances, the administration had no objection. Attorney David Simmons, representing the Sacramento Police Officers Association, had no objection.

MOTION: Mr. Street moved to approve the extension.
SECOND: Mrs. Giles.
CARRIED: Unanimous vote.

EXAMINATION ANNOUNCED

#1611 Claims Representative

MOTION: Mr. Street moved to approve the Claims Representative examination announcement.
SECOND: Mr. Campos.
CARRIED: Unanimous vote.

REQUEST FOR TRANSFER

William E. Jackson, Maintenance Worker II

Ms. Julie Mayesh, Associate Personnel Analyst, reported that Mr. William Jackson will be laid off as of the end of March 1979. She indicated that an Engineering Aide I position is vacant and recommended that Mr. Jackson be allowed to be transferred to fill that vacancy. She further reported that Mr. Jackson had previously held permanent status in the class of Engineering Aide I prior to his voluntary demotion to Maintenance Man II, his current classification.

Ms. Mayesh reported that the Engineering Aide I position is a slightly higher classification than Maintenance Man II. The current Civil Service Board Rules and Regulations have no provision to allow an employee to return to a class in which the employee had held permanent status nor to transfer to a slightly higher classification.

After discussion, Mr. Street moved to approve the recommended transfer. The motion failed for lack of a second.

The Board then requested staff to develop a rule to accommodate transfers of this nature rather than to make an exception to the rules. The Board indicated that its intention is to adopt the rule on transfers to a different class on a temporary basis and that the rule would be ratified when the entire Rule 13, Transfers, is reviewed by the Board.

A special meeting was called for 5:00 p.m., Thursday, August 17, 1978, to consider a rule change on transfers to a different class.

The Board approved Mr. Jackson's transfer to Engineering Aide I pending adoption of the rule to allow transfer of an employee to a different class in which the employee had previously held permanent status.

AMENDMENT TO CLASSIFICATION PLANa. Proposed Revision of Class Specification

Watchman - second reading

MOTION: Mrs. Giles moved to approve the Watchman specification revision.

SECOND: Mr. Campos.

CARRIED: Unanimous vote.

b. Proposed New Classifications

Electrical Construction Inspector I - first reading

Electrical Construction Inspector II - first reading

A job audit had been requested by Mr. Joe Yee, Chief Electrical Engineer, of the two Building Inspector I (Electrical) positions within his division because the type of inspections performed differ from those performed by Building Inspector (Electrical) positions in the Building Inspections Division. The Engineering Department administration also believed that one of the positions, because of lead responsibilities over all of the electrical inspections for City public works projects, should be reallocated to a higher classification.

Class specifications were submitted for Board consideration. Ms. Mayesh indicated that the Engineering Department administration and the International Union of Operating Engineers, Stationary Engineers Local 39, have reviewed the proposed class specifications and have approved.

In accordance with Board procedure, this item was held over to the next regular meeting.

AMENDMENT TO CIVIL SERVICE BOARD RULES AND REGULATIONSHearing to Consider the Following Proposed Rule Changes:

Rule 3 Position Classification

Rule 4 Announcements, Applicants, and Examinations

Rule 5 Eligible Lists

Rule 6 Certification and Appointments

Rule 7 Probationary Period

Additional definitions

Renumbering of Civil Service Rules to correspond with the above-proposed rule changes.

As directed by the Board on August 1, the Personnel Department staff submitted the following:

June 13, 1978, draft of the above rules.

Suggested amendments.

August 1, 1978, draft.

Staff's concern as related to the suggested amendments.

After review of the suggested amendments to Rule 3.1, Classification Plan, and Rule 3.6, Status of Employee Whose Position is Reallocated, the meeting was adjourned at 3:45 p.m. The remainder of the suggested amendments will be considered on September 6 following the regular meeting of the Board.

William F. Danielson
William F. Danielson, Secretary

Ronald H. Wright
Ronald H. Wright, President

City of Sacramento

July 1978

WATCHMAN

NATURE OF WORK:

Under supervision to perform routine work in guarding public buildings and property on an assigned shift and to do related work as required. The work may involve some responsibility for receiving and sending routine telephone messages and performing minor custodial work.

EXAMPLES OF DUTIES:

Makes regular inspection rounds of buildings and grounds to check for trespassers and other irregularities.
Turns lights on or off as necessary.
Closes and locks windows, doors and gates.
Turns heat and air conditioning on or off as required.
Makes immediate reports of fire, water leaks, thefts and other serious irregularities.
Does minor cleaning and maintenance in and around buildings and grounds.

DESIRABLE QUALIFICATIONS:

Education:

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

KNOWLEDGES, ABILITIES AND SKILLS:

Ability to:

Understand and carry out oral and written instructions.
Appraise situations and adopt an effective course of action.
Act quickly in emergencies.
Perform routine custodial tasks.
Receive and dispatch routine communications.
Maintain simple records.

Adopted: 1/1/67

Revised: 9/5/72, 8/15/78

Title Change:

Abolished:

Class Code: 03641