

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING MAY 1, 1973

The Civil Service Board met in regular session at 1:30 p.m. in the Personnel Department Conference Room, with President James Alexander presiding.

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

IMPLEMENTATION OF PERSONNEL RECOMMENDATIONS AFFECTING UTILITY BILLING DIVISION

The Utility Billing Operation Study, conducted by William J. Woska, Supervising Personnel Analyst, was presented to the Board for its information. Mr. Woska reported that it was determined that centralization of the utility billing operations would be beneficial to both the City and the customers whereby the billing operation, currently performed by three different divisions, would be under one division within the Department of Finance. Upon conclusion of the study and approval by the City Council, five recommendations were made to the Civil Service Board for its consideration and action, as follows:

1. Grant permanent status to Mr. Maurice Fong as Storekeeper.
2. Approval of "y-rate" for Mr. Maurice Fong as Storekeeper at the same salary held in his former classification (Data Processing Supervisor).
3. Proposed revision of the class specification of Field Representative.
4. Incumbents in Field Collector positions be granted permanent status as Field Representative (Walter Lewis and Raul Melendez).
5. Abolish the classification of Field Collector.

Sacramento City Employees Association representative Mr. Phillip Cunningham was in attendance. Mr. Cunningham stated that SCEA was aware of what has transpired and is in basic agreement, except for one grievance concerning this reorganization to be submitted.

After discussion, it was moved by Mr. Street, seconded by Mr. Yew, and carried by the following vote to withhold any action on this matter until the next meeting:

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

NEW EXAMINATIONS ANNOUNCED

- #1265 Traffic Control Maintenance Man II
- #1266 Traffic Control Foreman
- #1268 Senior Stenographer-Clerk
- #1272 Parking Control Foreman

RANDOM SELECTION PROCEDURE FOR TRAFFIC CONTROL MAINTENANCE MAN I AND STREET CONSTRUCTION LABORER

Memorandum to the Board dated May 1, 1973, concerning a proposed new method of random selection procedure for the classifications of Traffic Control Maintenance

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I and Street Construction Laborer, the examinations for which are soon to be announced, was presented to the Board. Mr. Tom Holland, Supervising Personnel Analyst, suggested that these two examinations be administered by first conducting the physical agility test and a job-related performance test, both to be pass/fail; those who pass would then complete their application form which would indicate their ability to read and write; and the applicant then would be considered to be qualified for the position. After these procedures have been concluded, it was proposed to conduct a random selection to determine the candidate's place on the eligible list.

Mr. Holland stated that the reason for this proposed method of random selection is that verbal and writing abilities are not needed for these two classifications and, therefore, oral interview to test for verbal skills and the written test would be an invalid process for these two classes. An applicant would prove himself to be qualified by passing the physical agility test, performance test, and by his ability to fill out an application form. He said the oral interview to test for verbal skills would be placing an artificial barrier against applicants in qualifying and would be considered in these two examinations as discriminatory in that those who have the best ability to express themselves would be placed higher on the eligible list than those who cannot. (Mr. Reynoso arrived.)

It was the Board's consensus that the candidates must be ranked in some competitive way for placement on the eligible list rather than to rank candidates by random selection.

The Board expressed its concern as to promotional aspects of the two classes; that when a vacancy occurs for a leadership position, the City may be compelled to recruit from out of City service to find candidates with the required standards. Mr. Holland responded that in the case of promotional examinations for these two classifications, interviews would be held to select the best candidates.

After discussion, it was moved by Mr. Yew that (1) the physical agility and performance tests be conducted (both to be pass/fail basis); (2) random selection process be used to invite candidates for oral interview; and (3) the candidates be graded and ranked through the interview process.

The motion was seconded by Mr. Street, and carried by the following vote:

Ayes: Members Alexander, Reynoso, Street, Yew.

Absent: Member Woods.

Noes: None.

PRESENTATION OF 1973 SALARY SURVEY REPORT

(continued from April 3 and 17, 1973)

The 1973 Salary Survey Report was presented to the Civil Service Board prior to its meeting of April 3; however, due to lack of a quorum on April 3, the meeting was cancelled. It was again considered on April 17, and action was deferred until this meeting.

At the Board meeting of April 17, Mr. Wayne Harbolt, President of Local 522, presented his covering letter dated April 16 for Local 522's Salary Survey Report. The letter contained a number of requests and recommendations which were discussed at the Civil Service Board meeting of April 17. The salary survey report compiled by Local 522 had been presented exclusively to Board members in March.

Mr. Alexander expressed concern for the Board to timely discharge its responsibility to make its salary recommendations and that, without knowledge of what would be negotiated between the City and the recognized employee organizations, the Board would be hesitant to make its recommendation in advance. The Board cited specifically the six Patrolman (Detective Division) positions affected in the course of negotiations last year after the Board had recommended approval of whatever salary adjustments were to be negotiated between City management and recognized employee organizations, to comply with Charter Section 52. This previous Board recommendation was made on April 18, 1972.

Mr. John Liebert, former Labor Relations Counsel for the City and advocate for the City at this meeting, was asked to speak for the City. In reply to questions directed to him by members of the Civil Service Board, Mr. Liebert stated that the Meyers-Milius-Brown Act does not supersede the Charter; that the M-M-B Act did not specify that it would overrule ordinances, charters, and state laws; and that, therefore, the Civil Service Board still has the authority and obligation to comply with Charter Section 52. Mr. Liebert referred to the Court determination of Charter Section 52, which was made by Judge Gallagher in November 1970 as the result of the Writ of Mandamus action brought by Local 522 to compel the Civil Service Board to make salary recommendations which required the Board to make its recommendation within one year of its previous recommendation.

Mr. Liebert explained the "meeting and conferring" process which is mandated by state law and implemented by the City Employee-Employer Relations Policy adopted in April 1970. It was stressed by Mr. Liebert that the Board's obligation under Charter Section 52 could be met by making its recommendation consistent with the meet and confer process, and he urged the Board to discharge its responsibility in the same manner as it had done in the previous two years not only in terms of timing but in terms of the recommendation to be made.

Mr. Liebert stated that the City will be negotiating with five recognized employee organizations this year, of which Local 522 is one. In any of these negotiations, if the Civil Service Board would make a specific recommendation after the City and a recognized employee organization have negotiated, either to agreement or to an impasse, the Board would be inserting itself into the collective negotiation process in a way that, in the City's opinion, would not be constructive. The existing Employee-Employer Relations Policy provides for three parties to the process: the employer (the City); the recognized employee organization; and the third party who may be called upon to resolve an impasse. Should the Civil Service Board interject itself following completion of negotiations or at the time at impasse, the Board would then become a fourth party to make a determination on the salary issue and would destroy rather than help the collective negotiation procedure. Mr. Liebert repeated his recommendation that the Board act to comply with Charter Section 52 as it had done in 1971 and 1972.

Mr. Reynoso suggested that the Civil Service Board have its representative present during the negotiating process in order that the Board may be apprised of what is being negotiated and that, by this participation, a knowledgeable recommendation could be made by the Civil Service Board to the Council. Mr. Liebert responded that the Civil Service Board has no involvement in the negotiation process and that the Board's jurisdiction is limited to a part of the grievance procedure and to classification matters.

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Mr. Street stated that previously the Board had considered only salaries and had never made recommendations on fringe benefits. Mr. Street suggested that, after negotiations are concluded and prior to the agreements being submitted to the City Council, the Board review the agreements reached and make its recommendations at that point to the City Council.

It was moved by Mr. Street and seconded by Mr. Reynoso that the Board take no action at this time on making salary recommendations and that the Board make its recommendations at the completion of the negotiations between the City and the recognized employee organizations.

Prior to the vote on the motion made, Mr. Mike Johnson representing Local 522 was permitted to speak before the Board. Mr. Johnson requested that the Board set a criteria whereby the median figure of the compensation and salaries of the cities of Long Beach, Santa Ana, Oakland, Fresno, San Jose, and Anaheim be considered and be used for salary recommendations for comparable positions within the Sacramento Fire Department. Mr. Alexander responded to Mr. Johnson that Charter Section 52 states that the Board must also recognize local government and public agencies and, therefore, the Board could not make its recommendations based upon his requested criteria. Mr. Johnson then requested the Board to set a criteria on what the Board would base its recommendations; however, President Alexander regarded this request as being in conflict with the motion which had been made.

The motion was carried by the following vote:

Ayes: Members Alexander, Reynoso, Street, Yew.

Absent: Member Woods.

Noes: None.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam. No.</u>	<u>Classification</u>	<u>Date of Written Test</u>	<u>Random Selection</u>	<u>Personal Interview</u>	<u>Effective Date</u>
#1194B	Intermediate Typist-Clerk	3/11/72	2/27/73	4/10/73	4/24/73
#1235	Construction Inspector I	1/13/73	2/27/73	3/27, 28/73	4/19/73
	* Librarian I, II, III, IV	--	--	--	5/1/73

*The recommendation of Miss Carla Vasquez, Personnel Librarian, dated May 1, 1973, for the adoption of the County of Sacramento's lists for Librarian I, II, III and IV was received by the Personnel Department at about noon just prior to the Board meeting. Report was made by the Secretary at the Board meeting of November 21, 1972, that the County had contacted the City concerning recruitment for these professional Librarian classes and that, when the lists were established by the County, the Board would be requested to approve the lists. Bruce Austin, the then Personnel Selection Supervisor, explained the joint preparation and recruitment procedures conducted for these professional Librarian positions.

Motion was made by Mr. Street, seconded by Mr. Reynoso, and carried by unanimous vote to approve the lists for Librarian I, II, III and IV, which were established by County of Sacramento, for use by the City of Sacramento.

EXTENSION OF POLICE SERGEANT PROMOTIONAL LIST

(continued from 4/17/73)

Police Chief Kinney's response to the Board's questions asked at the last meeting were as follows: (1) at present there are no openings for Sergeant; (2) there are no foreseen openings anticipated prior to August 6, 1973; and (3) one additional opening is anticipated between August 6, 1973, and February 6, 1974. The Secretary reported that there were initially 51 names on the Police Sergeant eligible list and that there are approximately 34 names remaining. The Secretary stated that the purpose for requesting the Board to extend the Police Sergeant list at this time was to allow the Personnel Department to pre-plan promotional examinations wherever it is possible to do so in order that as much advance notice may be given for those who qualify and plan toward such an examination.

Board members stated they were hesitant to extend the Police Sergeant list, which is due to expire on August 6, 1973, because of the very early request for the extension. Sgt. Jorgensen, President of Sacramento Police Officers Association, then informed the Board that the extension of the Police Sergeant promotional list is a key morale item for the members of SPOA. He requested that the list be extended.

Thereupon, motion was made by Mr. Street to approve the extension of the Police Sergeant Eligible Register No. 1208 for six additional months to February 6, 1974. The motion was seconded by Mr. Yew, and the vote was unanimous.

ADOPTION OF REVISED SPECIFICATIONS

Equipment Mechanic I
Equipment Mechanic II

Motion was made by Mr. Yew and seconded by Mr. Reynoso to approve the proposed revisions of the class specifications for Equipment Mechanic I and II. The motion was carried by unanimous vote.

Copies of the revised specifications are made a part of these minutes.

AMENDMENT TO RULE 7.4(i), APPEAL FROM QUALIFICATION APPRAISAL BOARD

A clarification of Rule 7.4(i) was requested by the Board following the recent hearings of the four Firefighter applicants who had appealed the decision of the Qualification Appraisal Board for Firefighter. The proposed amendment was presented to the Board at its meeting on April 17, 1973, for consideration. No objection was received to date concerning the change.

It was moved by Mr. Street and seconded by Mr. Reynoso to approve the proposed amendment to Rule 7.4(i). The motion was carried by unanimous vote.

The rule, as amended, shall read as follows:

"7.4(i) Appeal from Qualification Appraisal Board. Within thirty (30) days after the notice of the result of his examination has been mailed to him, a competitor disqualified by a Qualification

Appraisal Board may appeal to the Civil Service Board upon the grounds of irregularity, bias or fraud in the conduct of the investigation or interview or of erroneous interpretation or application of the minimum qualifications prescribed for the class. A competitor who receives a passing score in the oral interview may not appeal his score to the Civil Service Board.

"Prior to the time when the Board hears the appeal, the members of the Qualification Appraisal Board and all other interested persons shall be notified of the time and place of the hearing.

"If the Board grants the appeal, it may give the competitor such rating as it may decide."

PROPOSED AMENDMENT TO RULE 12.1 RE PROBATIONARY PERIOD FOR CLASSIFICATIONS OF PATROLMAN AND POLICEWOMAN

The Civil Service Board, by memorandum dated January 15, 1973, from the Director of Personnel, was apprised of the proposed amendment to Rule 12.1, Appointments Subject to Probationary Period, whereby the probationary period for the classes of Patrolman and Policewoman would include service during the time of basic training in the Police Academy plus one year of service after satisfactory completion of the Police Academy.

Sgt. Jorgensen and Sgt. Horger, representatives of Sacramento Police Officers Association, were present and spoke before the Board in support of the proposed amendment. Board members were informed that Police Chief Kinney also concurred with this recommendation.

The Secretary explained that, although the electorate of the City had amended Charter Section 49 at the November 1972 election to provide that the Civil Service Board shall by rule establish a probationary period for each class in the classified service, the City could not act on this matter until ratification by the State Legislature, which occurred on March 27, 1973.

It was recommended that the Civil Service Board approve the amendment as proposed.

In accordance with Civil Service Board procedure, this matter was held over until the next meeting for final action.

REQUEST FOR LEAVE OF ABSENCE

Peggy L. Henry, Intermediate Typist-Clerk

Letter dated March 23, 1973, from Miss Peggy Henry to Deputy Chief of Police John Kearns requesting leave of absence from June 1, 1973, to June 1, 1974, was presented to the Board. The reason for her request was that following her marriage in June she would be moving to Tacoma, Washington, where her husband will be stationed for the next year. Her request had the approval of the Chief of Police and the City Manager.

Motion was made by Mr. Yew to approve Miss Henry's request. The motion was seconded by Mr. Street and carried by unanimous vote.

REPORT ON FURTHER ACTIONS TAKEN RE REESTABLISHMENT OF CLASS OF PATROLMAN
(DETECTIVE DIVISION)

(Reference: Minutes of March 13, 1973)

The Secretary informed the Board that the City Council had acted at its meeting of April 5 to authorize reopening negotiations with the Sacramento Police Officers Association concerning the modification of the existing Memorandum of Understanding regarding reestablishment of the class of Patrolman (Detective Division). The representatives of SPOA and the City met beginning on April 9 and have reached agreement that the class should be reinstated on a phase-out basis and that the five positions involved should be excluded from the Career Development Program. However, two items of disagreement could not be resolved: (1) retroactivity of pay to July 1, 1972, and (2) the inclusion of seven additional patrolmen who had not held the assignment classification but who had worked in the Juvenile Division at the time (January 1, 1968) the Patrolman (Detective Division) classification was established. The two issues were submitted to the Council for determination at its meeting of April 26. The Council acted to deny both issues. The Secretary informed the Board that an Amendment to the Memorandum of Understanding had just been signed by James L. Jorgensen, President of the Sacramento Police Officers Association, and himself as Employee Relations Officer of the City, and that the matter would be considered by the City Council at its meeting on May 3, 1973.

The Board, at a previous executive session, had requested that a job study be conducted of the duties and responsibilities of William Motmans and of Mel Johnson. The study was terminated when the City re-entered negotiations with SPOA as authorized by the City Council and agreement was reached. Mr. Reynoso, however, requested continuation of the study.

Mr. Woska related the problems which may occur upon the conclusion of such a study at this time; i.e., if the level of responsibilities and duties of the positions were determined to relate more to that of a Sergeant, the positions may be reclassified to Sergeant. Then both Mr. Motmans and Mr. Johnson would be required to take an examination for Sergeant as required by Civil Service Rules and Regulations. If the incumbents pass, they would be placed on the eligible list; if they do not pass, they would return to their former classification. Thereupon, Mr. Reynoso wished that the matter be dropped.

REQUEST FOR REINSTATEMENT AFTER RESIGNATION

Walter E. Smith, former Street Construction Laborer.

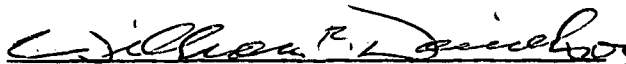
Mr. Phillip Cunningham, on behalf of Sacramento City Employees Association representing Mr. Smith, related the background of Mr. Smith's employment with the City and the circumstances of his resignation. Mr. Smith was employed as a Street Construction Laborer on May 3, 1967; due to illness, Mr. Smith used all of his accumulated sick leave; he then requested and received 90 days' leave of absence; and on February 7, 1972, Mr. Smith resigned from City service. On July 6, 1972, Mr. Smith requested to be reinstated to his former position; however, because he did not meet the Civil Service Board policy on reinstatement requests which required that an applicant must have had at least five years of City service, the Personnel Department on July 19, 1972, informed Mr. Smith that he did not qualify for reinstatement. On April 26, 1973, the Sacramento City Employees

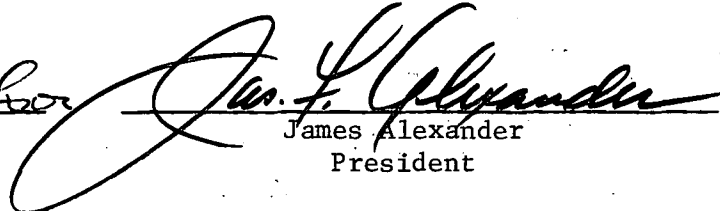
Association, on behalf of Mr. Smith, requested reinstatement of Mr. Smith to his former position of Street Construction Laborer.

After discussion, it was determined by the Board that the policy statement pertaining to reinstatement requests following resignation was not a part of the Civil Service Board Rules and Regulations. Therefore, it was moved by Mr. Street, seconded by Mr. Reynoso, and carried by unanimous vote to place Mr. Smith on the reinstatement list for Street Construction Laborer.

There was a need for clarification concerning the reinstatement policy statement which had been adopted by the Civil Service Board in 1961 and the amendment to Rule 15.7 adopted in November 1972 pertaining to reinstatement after resignation. Therefore, a staff report is to be presented to the Board for consideration at its meeting on May 15.

The meeting was adjourned at 4:30 p.m., after which the Board met in executive session.


William F. Danielson
Secretary


James Alexander
President

EQUIPMENT MECHANIC IEQUIPMENT MECHANIC IINature of Work:

This is skilled work of the journeyman level in the maintenance, repair, building and remodeling of gasoline and diesel driven equipment. The employees of this class perform skilled tasks in mechanical repair and maintenance of automobiles, heavy duty trucks, tractors, loaders, graders, rollers, fire equipment, motorized sweepers, pumps, hydraulic lifts, bulldozers, and other standard and special automotive equipment in accordance with standard trade practices. Employees work under general supervision, using independent judgment as to method of repair after receiving oral instructions or written work orders as to the nature of the work to be performed. A supervisor may check work during repair, or test running condition of equipment after work is completed. Employees may supervise Equipment Servicemen who act as helpers performing assigned unskilled or semi-skilled tasks.

Distinguishing Characteristics:

An Equipment Mechanic II is distinguished from an Equipment Mechanic I in that work is performed with considerable independence and position(s) may be assigned responsibility to assign, review, and supervise the work of other Equipment Mechanics and Equipment Servicemen. Decisions are made within well defined departmental procedures governing equipment repair policy.

Examples of Duties:

Inspects automobiles, trucks and equipment to locate and determine the extent of necessary rebuilding or repairs.

Does general overhaul and repair work on automobiles, light and heavy trucks, fire equipment, gasoline and diesel engines, hydraulic pumps, tractors, motorized sweepers, graders, power shovels and other automotive and mechanical equipment.

Inspects, adjusts and replaces necessary units and related parts including valves, pistons, main bearings and assemblies; repairs cooling, fuel and exhaust systems.

Rebores engine blocks and installs bearings, wrist pins and rings, and grinds valves.

Repairs and overhauls brakes, electrical and ignition systems, clutches, lifting and packing units, transmissions, differentials, rear axle assemblies; repairs and installs hydraulic units and controls; tunes engines using standard testing equipment; aligns wheels.

May build new equipment or remodel existing equipment to meet special needs of certain departments.

Keeps records and accounts for materials and supplies.

Performs related work as required.

Knowledges, Abilities, and Skills:

Knowledge of standard practices, equipment and tools of the automotive mechanic trade.

Knowledge of the operating principles of gasoline and diesel engines and of the mechanical repair of heavy trucks, construction equipment, and hydraulic units and pumps.

Knowledges, Abilities and Skills:

- Knowledge of the occupational hazards and safety precautions of the trade.
- Ability to understand and carry out oral and written instructions.
- Ability to adapt available tools and repair parts to specific repair, remodeling or rebuilding problems.
- Skill in the care and use of various types of automotive hand and power driven shop tools.
- Skill in locating and adjusting defects in motorized equipment.

Desirable Qualifications:

Education

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

Experience

Equipment Mechanic I

- (1) Four years of experience in the complete repair and maintenance of light and heavy automotive equipment.
- Or
- (2) Four years of experience as an Equipment Serviceman II with the City of Sacramento.

Equipment Mechanic II

Two years of experience as a Equipment Mechanic I with the City of Sacramento.

Special Necessary Qualifications

Possession of a valid California Driver's License.