

**MINUTES OF REGULAR MEETING
CIVIL SERVICE BOARD
NOVEMBER 4, 2003 - CITY OF SACRAMENTO**

The meeting of the City of Sacramento Civil Service Board was called to order by Board Member Prado in the Civil Service Board Room 101, 921 - 10th Street, Sacramento, CA at 1:35 p.m.

MEMBERS PRESENT: Lopez
Suzuki
Pryor
Prado
Fine (arrived at 1:40 p.m.)

MEMBERS ABSENT: None

MINUTES OF CIVIL SERVICE BOARD MEETING OF OCTOBER 7, 2003

A motion was made by Member Suzuki and seconded by Member Lopez to approve the Minutes of the October 7, 2003 meeting as submitted.

Motion: Suzuki
Second: Lopez

The motion was approved by the following roll call vote:

Ayes: Lopez
Suzuki
Pryor
Prado

Absent: Fine

REPORTS OF SECRETARY TO THE BOARD

None.

ELIGIBLE LISTS ESTABLISHED

Informational item only.

CONSENT CALENDAR

CLERK II (REVISE CLASSIFICATION SPECIFICATION), AND CLERK III (REVISE CLASSIFICATION SPECIFICATION)

Board Member Lopez pointed out that on the Clerk II, example of duties listed on page two, 3rd bullet from the end, did not make sense. Carla Almeida, Senior Personnel Analyst, explained that the bullet needed to be removed because that line was part of the previous bullet.

Carla Almeida said that this would be corrected in the final version.

A motion was made by Member Lopez and seconded by Member Suzuki to approve the classification revisions with the one change as noted above.

Motion: Lopez
Second: Suzuki

The motion was approved by the following roll call vote:

Ayes: Lopez
Suzuki
Pryor
Prado

Absent: Fine

CITIZENS ADDRESSING THE CIVIL SERVICE BOARD ON MATTERS NOT ON THE AGENDA

None.

Mr. Fine arrived at 1:40 p.m.

PROPOSED DECISION OF ADMINISTRATIVE LAW JUDGE REGARDING THE MATTER OF EDWARD BASURTO

Sheri Buzard, Deputy City Attorney, and Leo Baustian, Fire Assistant Chief, were present to represent the City. William McPoil, Employee Representation Services, was present for the Appellant.

Mr. McPoil presented his overview of the case. He explained that Mr. Basurto was a 26-year employee with no written reprimands. He stated that

the hearing officer was correct in the reduction of hours for the suspension.

Sheri Buzard asked the Board to adopt the factual findings of the hearing. She asked the Board reject the Administrative Law Judge's decision to reduce the hours of suspension.

After a presentation of the case by both sides and the Board was given an opportunity to clear up questions that they had, Mr. Fine made a motion to deliberate in private session pursuant to CSB Rule 12.10(c)(6)ii.

Motion: Fine
Second: Pryor

The motion was approved by the following roll call vote:

Ayes: Lopez
Suzuki
Prado
Pryor
Fine

The Board then asked Mr. Basurto if he had any objections to leaving the hearing and permitting the Board to deliberate in private. Mr. Basurto gave the Board permission to do so.

The Board adjourned to private deliberation at 2:16 p.m.

The meeting reconvened at 2:40 p.m. and a Motion was made by Board Member Lopez to adopt the Administrative Law Judge's decision as written.

Motion: Lopez
Second: Fine

The motion was approved by the following roll call vote:

Ayes: Lopez
Suzuki
Prado
Pryor
Fine

There being no further business, the meeting adjourned at 2.43 p.m.

COMMITTEE CHAIR

SECRETARY