

MINUTES OF REGULAR MEETING
CIVIL SERVICE BOARD
CITY OF SACRAMENTO
MARCH 17, 1987

The meeting of the City of Sacramento Civil Service Board was called to order by President Bill White in Conference Room 103, Department of Personnel, 801 9th Street, Sacramento, CA at 1:30 p.m.

MEMBERS PRESENT: Ms. Catherine Harris
Mr. Jonathan Mayhew
Mr. Joseph Russell
Ms. Dora Huntzing
Mr. Bill White

MINUTES OF REGULAR MEETING OF MARCH 3, 1987

A motion was made to approve the minutes of the March 3, 1987 Civil Service Board meeting.

Motion: Mr. Russell
Second: Ms. Harris

The motion was approved by unanimous roll call vote.

REPORTS OF DIRECTOR OF PERSONNEL

Mrs. Donna Giles, Director of Personnel, informed the Board that she approved a Medical Leave of Absence for Helen Hilliard.

REQUEST TO TRANSFER TO A CLASSIFICATION IN WHICH STEP E IS THE SAME AS THE EMPLOYEE'S PRESENT CLASS - DERI MINDER

Ms. Janelle Gray, Personnel Technician, addressed the Board to request that the transfer of Deri Minder from Police Clerk II to Typist Clerk II be approved. Ms. Minder was present to answer any questions. No questions were asked.

A motion was made to approve the request for transfer of Deri Minder.

Motion: Mr. Mayhew
Second: Mr. Russell

The motion was approved by unanimous roll call vote.

PROPOSED REVISED CLASS SPECIFICATION: EVENTS COORDINATOR - FIRST READING

Ms. Cathy Bodenhamer, Personnel Analyst, addressed the Board on this issue. Ms. Bodenhamer explained the need to change the class specification. She asked the Board to to approve the specification for first reading.

A motion was made to approve the revised class specification of Events Coordinator for first reading.

Motion: Mayhew
Second: Russell

The motion was approved by unanimous roll call vote.

PROPOSED REVISED CLASS SPECIFICATION: BOOKING COORDINATOR - FIRST AND SECOND READINGS

Ms. Cathy Bodenhamer, Personnel Analyst II addressed the Board on this issue. Ms. Bodenhamer explained the need to change the class specification. She asked the Board to to approve the specification for first and second reading.

A motion was made to approve the revised class specification of Booking Coordinator for first and second reading.

Motion: Russell
Second: Huntzing

The motion was approved by unanimous roll call vote.

REVISING THE COMPUTER OPERATOR SUPERVISOR CLASSIFICATION - FIRST AND SECOND READINGS

Ms. Bronda Silva, Personnel Analyst II addressed the Board on this issue. Ms. Silva recommended to the Board that the class specification be revised to allow for specific recruitment capabilities. Ms. Silva asked the Board to approve class specification revisions of Computer Operator Supervisor for first and second readings.

A motion was made to approve the revised class specification for Computer Operator Supervisor for first and second reading.

Motion: Ms. Harris
Second: Mr. Russell

The motion was approved by unanimous roll call vote.

ELIGIBLE LISTS ESTABLISHED

Information item only.

EXAMINATIONS ANNOUNCED

Information item only.

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

Information item only.

There was no further business, President White declared the regular meeting of the Civil Service Board adjourned at 1:42 p.m.

Bill White

Bill White
President

Donna L. Giles

Donna L. Giles
Secretary