

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 1, 1978

The regular meeting of the Civil Service Board was called to order by President Ronald Wright at 1:40 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Luis Campos, Juanita Damerell, Donna Giles, Wilfred Street,
 Ronald Wright.
Absent: None.

AMENDMENT TO CIVIL SERVICE BOARD RULES AND REGULATIONS

a. Discussion on 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 Board Rules to correspond with
the above proposed rule changes.

Attorney David Simmons, spokesman for the employee organizations concerning rule changes, expressed his concern that the amendments as discussed between the Board and employee organization representatives at the June 13 Civil Service Board meeting had not been reflected in the July 1978 revision of the rules. Attorney Simmons indicated that representatives of employee groups had met with Mr. Woska, Personnel Management Administrator, and had made a page-by-page review of the proposed rules. He indicated that the areas of disagreement were discussed with the Civil Service Board at the June 13 meeting, and the Board had directed staff to include certain changes.

Neither Mr. Danielson nor Mr. Woska were able to attend the June 13 Board meeting. Mr. Woska indicated that the earlier drafts had the tentative agreement of the Board. He indicated that the Board's June 13 modification of the proposed rules appeared to revert back to the existing concept of the rules, and staff was uncertain as to the Board's reasons for doing so.

The Board members reiterated that it was their intention that the rules be rewritten as directed on June 13.

After discussion, it was decided that on August 15 the Board would consider the rules as submitted to the Board at its June 13 meeting, together with the amendments made by the Board on June 13. The Board also requested that, if there is objection or concern by staff, a letter should be submitted expressing their objections and the reasons for them.

MINUTES OF JULY 18, 1978 MEETING: The minutes were approved except for the correction to be made to incorporate the wording of Mrs. Damerell's motion concerning the retesting of Firefighter applicants who had failed the physical agility test in April 1978.

REPORTS OF DIRECTOR OF PERSONNELa. Report re Review of Personnel Sections of City Charter by Personnel and Public Employees Committee of City Council

Mr. Danielson reported that the Personnel and Public Employees Committee of the City Council met on July 28, 1978, to review possible changes to the personnel sections of the City Charter. The subject area reviewed was: What should be the scope of the Civil Service System? The Committee reviewed the four different kinds of the City's personnel systems: existing Civil Service System; part-time, seasonal, and limited-term positions; Public Service Employment; and exempt, full-time officers and employees.

Mrs. Damerell attended the July 28 meeting of the Committee. She informed the Board that she, on behalf of the Board, relayed to the Committee that the Board is concerned in the development of the proposed Charter sections. She reported that Councilwoman Rudin pointed out that the policy direction should be included in the Charter, but that the Charter should not include specifics on how a matter would be accomplished re affirmative action, merit system, etc.

Mrs. Damerell indicated that she had requested the Action Summary report of the Personnel and Public Employees Committee meetings be provided Board members for their information.

b. Civil Service Board members were invited to observe the testing process of the Firefighter agility test to be held Saturday, August 5, 1978, from 8:00 a.m. to 2:00 p.m. at the Sacramento Fire Department Training Center located at 3220 J Street.

WITHDRAWAL OF APPEAL OF WILLIS CRENSHAW, MAINTENANCE WORKER II

Mr. Wesley Keyson, Business Representative for Stationary Engineers, Local 39, by letter dated July 24, 1978, withdrew the appeal of Mr. Crenshaw.

EXAMINATIONS TO BE ANNOUNCED

#1607 Property Assistant I (promotional)

Announcement #1607, Property Assistant I, was amended by the Board to reflect the identical language as shown in the class specification under "Experience" and "Necessary Special Qualification". Staff was directed to add a subtitle, "Special Note", to include other information.

MOTION: Mrs. Damerell moved to approve Announcement #1607, as amended.
 SECOND: Mrs. Giles.
 CARRIED: Unanimous vote.

#1608 Building Inspector I (Electrical)

MOTION: Mrs. Damerell moved to approve Announcement #1608.
 SECOND: Mrs. Giles.
 CARRIED: Unanimous vote.

EXTENSION OF ELIGIBLE REGISTER

#1554 Equipment Serviceman II from 8/1/78 to 2/1/79

MOTION: Mr. Street moved to approve the extension of Eligible Register #1554.

SECOND: Mr. Campos.

CARRIED: Unanimous vote.

CIVIL SERVICE BOARD'S DECISION CONCERNING TONY FREITAS' APPEAL RE POSITION ALLOCATION AS A RESULT OF THE OPERATIONS AND MAINTENANCE CLASSIFICATION STUDY

Mr. William Woska, Personnel Management Administrator, requested clarification by the Board concerning two-to-two tie votes. Mrs. Damerell indicated that the County adopted a rule where a three-member, concurring vote is required to pass a motion. After discussion, it was decided that alternative rules be drafted for consideration by the Board concerning what happens on a two-to-two tie vote and what further action can be taken by the Board.

Mr. Freitas' appeal was considered on June 27, 1978, with four Board members present. The two motions which were made failed by two-to-two vote; therefore, the Board then deferred the matter until Mr. Street, the absent Board member, could listen to the tape recording of the hearing to enable him to cast his vote.

Mr. Street, on July 26, 1978, listened to the taped hearing.

MOTION: Mr. Street moved to grant the appeal of Tony Freitas and directed staff to allocate Mr. Freitas to an appropriate classification.

SECOND: Mr. Campos.

CARRIED: Ayes: Campos, Street, Wright.

Noes: Damerell, Giles.

AMENDMENT TO CLASSIFICATION PLANProposed Revision/Title Change of Class Specifications

- | | | |
|---|---|----------------|
| a. Parking Meter Foreman |) | |
| b. Parking Meter Repairman to Parking Meter Repair Worker |) | second reading |
| c. Parking Meter Coin Collector |) | |

MOTION: Mr. Street moved to approve the specification revisions and title change as proposed.

SECOND: Mr. Campos.

CARRIED: Unanimous vote.

- d. Watchman - first reading

As a result of a review of several Watchman positions, it was found by the Personnel Management Services Division staff that the specification required updating. The proposed specification, as revised, had the approval of the user departments and Local 39.

In accordance with Board procedure, the final action was held over to the next regular meeting.

8/1/78

-4-


PROPOSED LAYOFF RULE

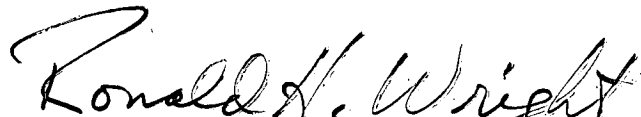
Attorney David Benjamin was unable to complete the draft of the proposed layoff rule; therefore, this item was postponed until the September 6 meeting of the Board. It was suggested by Board members that all department heads, division chiefs, and all affected employees be notified of this meeting and that they be provided a copy of the proposed layoff rule.

ASSEMBLY BILL 3130 BY ASSEMBLYMAN LEVINE

At the request of President Wright, Attorney David Benjamin reported that Assembly Bill 3130 applies basically to cities with over 250,000 population, where the City Attorney prosecutes criminal cases and also advises the City concerning civil matters. AB-3130 prohibits this dual role and requires a city to establish a separate prosecutor's office. Attorney Benjamin reported that, as the City does not prosecute criminal cases, AB-3130 does not apply to the City.

The meeting adjourned at 3:35 p.m.


William F. Danielson, Secretary


Ronald H. Wright, President

PARKING METER FOREMAN

NATURE OF WORK:

Under direction, to supervise and participate in the skilled repair and maintenance of parking meters. An incumbent has the independent responsibility for the daily activities of the Parking Meter Repair Section, including the collection and security of coins from the parking meters. Work is reviewed for satisfactory operation of the Parking Meter Repair Unit, and security procedures exercised in the handling of meter revenue.

EXAMPLES OF DUTIES:

Plans, organizes, and assigns work to the employees in the Parking Meter Repair Section.

Instructs and advises subordinate employees and inspects work upon completion.

Participates in work of the Parking Meter Repair Unit including installation, modifications, and repair of parking meters.

Sets up and monitors procedures for the collection, control, and security of revenue collected from the parking meters.

Plans the mapping of metered areas throughout the City of Sacramento.

Prepares and maintains records as to the location and servicing of parking meters.

Orders equipment, supplies, and materials for the Parking Meter Repair Unit.

Prepares monthly reports regarding service records, public complaints, meter revenue statistics, and related activities.

Performs related duties as required.

DESIRABLE QUALIFICATIONS:

Education:

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

Experience:

Three years of experience in repairing small mechanisms, timing devices, coin operated machines, or related equipment, and one year of supervisory experience in any occupational area.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

The techniques, tools, equipment, and methods used in the repair of small mechanisms, and timing devices.

Security procedures used in cash collection.

Supervisory principles and methods.

Ability to:

Perform basic math including addition, subtraction, multiplication, and division.

Plan, supervise, and inspect the work of subordinate employees.

Diagnose by inspection any defects or improperly adjusted part in a parking meter or related equipment.

Read and interpret necessary sections of the City Code, and departmental rules and regulations.

Keep records and prepare periodic activity reports.

Operate special equipment and machinery including electric grinders, metal lathe, drill press, calibration equipment, and ultrasonic and spin-type cleaners.

Demonstrate mechanical aptitude and finger dexterity.

Skill in:

The use of hand tools, equipment, and methods used in the repair and maintenance of parking meters.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid California Class III Driver License at the time of appointment.

Adopted: 1/1/67

Revised: 9/5/72, 8/1/78

Title Change:

Abolished:

Class Code: 03224

PARKING METER REPAIR WORKER

NATURE OF WORK:

Under general supervision, to perform skilled work in the repair and servicing of parking meters, and related equipment. Incumbents perform technical repairs and make adjustments and modifications to parking meters in the shop and in the field. Incumbents are required to operate various testing equipment, calibration devices and related machinery. Work is reviewed by inspection for satisfactory operation.

EXAMPLES OF DUTIES:

Performs preventive maintenance, cleaning, and servicing.
Services and repairs worn or defective parts; overhauls timing mechanisms; manufactures special parts as needed to repair or modify a parking meter.
Installs new meters.
Operates specialized equipment such as electric grinders, metal lathe, drill press, calibration equipment, ultrasonic and spin-type cleaning machines, and other related equipment.
Maintains records indicating the number, date, and location of parking meters repaired and serviced.
Maintains inventory on parts and equipment, files, and charts.
Operates a van or light truck.
Collects money from the meters as required.
Performs related duties as required.

DESIRABLE QUALIFICATIONS:

Education:

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

Experience:

One year of experience in repairing small timing mechanisms, coin-operated machines, or related equipment.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

The methods and materials used in repairing small motors, machines, and clock mechanisms.

KNOWLEDGES, ABILITIES, AND SKILLS: (Continued)

Knowledge of: (Continued)

The techniques, tools, and equipment used in the repair of timepiece mechanisms.

Ability to:

Perform basic math including addition, subtraction, multiplication, and division.

Diagnose and repair mechanical problems in small machines and timing devices.

Operate specialized machinery designed for work on small mechanisms.
Demonstrate mechanical aptitude and finger dexterity.

Skill in:

The use of hand tools and equipment used in the repair of parking meters, including micrometers, calipers, and other calibration and repair equipment.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid California Class III Driver License at the time of appointment.

Adopted: 1/1/67

Revised: 9/5/72, 8/1/78

Title Change: 8/1/78 from Parking Meter Repairman

Abolished:

Class Code: 03629

PARKING METER COIN COLLECTOR

NATURE OF WORK:

Under general supervision, to remove coins from parking meters according to established procedures for security. Incumbents collect coins and place them in a receptacle and perform minor maintenance as well as make adjustments to the meters.

EXAMPLES OF DUTIES:

Removes coins from parking meters.

Deposits money collected at a bank where coins are sorted and counted by bank employees.

Performs minor repairs and makes simple adjustments to parking meters to insure accurate and proper operation.

Keeps daily records of defective meters, and bent or broken stations and submits information to repair shop.

Reports attempts of illegal use and other irregularities concerning the use or abuse of parking meters.

Assists the public by answering questions.

Performs related duties as required.

DESIRABLE QUALIFICATIONS:

Education:

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

Experience:

None required.

KNOWLEDGES, ABILITIES, AND SKILLS:

Ability to:

Learn the geography of the City, including the location and layout of streets.

Deal tactfully with the public.

Understand and follow oral and written instructions.

Operate coin collection equipment for several hours each day in all weather conditions.

Demonstrate mechanical aptitude and manual dexterity.

Adopted: 1/1/67
Revised: 9/5/72, 8/1/78
Title Change:
Abolished:
Class Code: 03628