

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
OCTOBER 20, 1981

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by Vice-President Joseph L. Russell, in the Conference Room, Personnel Department, 801 9th Street, Sacramento, California, at 1:35 p.m.

Members present: Mr. Joseph L. Russell
 Mrs. Vivian C. Nance
 Mr. Jonathan E. Mayhew
 Ms. Gail A. Mabbutt

MINUTES OF THE REGULAR MEETING OF OCTOBER 6, 1981

Motion was made to approve the minutes of the Regular Meeting of October 6, 1981.

Motion: Ms. Mabbutt
Second: Mr. Mayhew

Motion was approved by the following roll call vote:

Ayes: Mr. Mayhew
 Ms. Mabbutt
 Mr. Russell

Abstain: Mrs. Nance

REPORTS OF DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel informed the Board that the nomination of Pamela Placencia to serve as a Board Member on the Civil Service Board was being submitted to City Council for approval.

REQUEST FOR VOLUNTARY DEMOTION - PATRICIA O'NEAL, POLICE DISPATCHER II TO POLICE CLERK II

There was some discussion on the turn-over of personnel in the Dispatcher classifications, and reference was made to the proposed new communications facility which potentially will alleviate some of the stress factors of the job.

Mrs. Thelma Vanesian, Assistant Personnel Analyst, addressed the Board and informed that Ms. O'Neal was aware that there would be a reduction in salary.

Motion was made to grant the request for voluntary demotion - Patricia O'Neal Police Dispatcher II to Police Clerk II.

Motion: Mr. Mayhew
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

October 20, 1981

APPEAL OF DISQUALIFICATION FROM TAX & LICENSE SUPERVISOR EXAMINATION -
CAROL L. SMITH

Ms. Julie Duling, Personnel Technician, addressed the Board and referred to her memo to the Board which outlined her reasons for rejecting the application of Carol Smith for the examination of Tax and License Supervisor. Ms. Duling based her disqualification of Mrs. Smith on the qualifications - Experience:

Three years of progressively responsible administrative work
in the collection and accounting of money.

and stated that in her opinion Mrs. Smith did not meet the requirements.

Mrs. Smith addressed the Board and outlined her experience which she felt qualified her for the position.

There was some discussion on this issue, with Board Members asking questions of Mrs. Smith and Ms. Duling. Mr. Garland Rosauero, Business Representative Local #39, and Lt. Robbie Walters, Sacramento Police Department addressing the Board on this matter.

Motion was made to grant the appeal of Mrs. Smith of the disqualification from the Tax and License Supervisor examination.

Motion: Mr. Mayhew

Motion died through lack of a second.

Motion was made to deny the appeal of Mrs. Smith of the disqualification from the Tax and License Supervisor examination.

Motion: Mrs. Nance
Second: Ms. Mabbutt

Motion failed by the following roll call vote:

Ayes: Mrs. Nance
Mrs. Mabbutt

Noes: Mr. Mayhew
Mr. Russell

There was additional discussion on Mrs. Smith's work experience, and she explained her duties while she worked in the Sacramento Police Department as a Property Assistant.

October 6, 1981

Motion was made to grant the appeal of Mrs. Smith of the disqualification from the Tax and License Supervisor examination.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by the following roll call vote:

Ayes: Mr. Mayhew
Ms. Mabbutt
Mr. Russell

Noes: Mrs. Nance

ESTABLISHMENT OF A NEW CLASSIFICATION - LITTER CONTROL AIDE - Second Reading

Ms. Susan Davidson, Associate Personnel Analyst addressed the Board and referred to questions raised by the Board on this issue at the last meeting. The Board was informed of the different types of supervision, and Ms. Davidson stated that in her opinion, under Supervision Received and Exercised: "immediate supervision" was appropriate and recommended that the class specifications not be changed.

Motion was made to approve and adopt the new classification of Litter Control Aide

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

PROPOSED AMENDMENT TO CIVIL SERVICE RULE NO. 17 (SICK LEAVE) - Second Reading

Mrs. Giles referred to the proposed changes to Appendix A of the Civil Service Rules - "General Policies and Standards for the Use of Sick Leave and Special Leave", which had been inadvertently omitted from the previous package, and requested that the be considered for adoption at this time.

Mr. Garland Rosauero addressed the Board and stated that he spoke for employee representative groups, Local 39, 522, and SPOA, and that they had no objections to these proposed changes.

Mr. William Carnazzo, Deputy City Attorney, addressed the Board and informed that these proposed changes would make the Civil Service Rules comply with Chapter 2, Section 113.4 of the City Code.

Motion was made to approve and adopt the amendment to Civil Service Rule No. 17 (Sick Leave).

October 20, 1981

Motion: Mrs. Nance
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

Motion was made to approve the first and second reading and adopt the amendments to Appendix A of the Civil Service Rules "General Policies and Standards for the Use of Sick Leave and Special Leave".

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

PROPOSED REVISION OF SPECIFICATIONS FOR BUYER I/BUYER II, ADMINISTRATIVE ASSISTANT I/ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE TRAINEE - First Reading

Ms. Duling addressed the Board and referred to the memorandum which described the rationale for these proposed changes, stating that these had been overlooked in the Andersen study.

Motion was made to approve the proposed revision of specifications for Buyer I/Buyer II, Administrative Assistant I/Administrative Assistant II, and Administrative Trainee and pass for second reading.

Motion: Mr. Mayhew
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

PROPOSED REVISION OF SPECIFICATIONS FOR TREE MAINTENANCE WORKER I - First Reading

Mrs. Verna Banks, Senior Personnel Analyst, addressed the Board and answered questions on the proposed revision, and informed the Board that a valid California Pesticide Applicator's certificate would only be required by a supervisor, therefore the proposal to remove it from the specifications for Tree Maintenance Worker I.

Motion was made to approve the proposed revision of specifications for Tree Maintenance Worker I and pass for second reading.

Motion: Ms. Mabbutt
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

October 20, 1981

EXAMINATIONS TO BE ANNOUNCED

a. #1848 - Associate Engineer

Motion was made to approve examination #1848 - Associate Engineer.

Motion: Mrs. Nance
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

b. #1849 - Assistant Engineer

Motion was made to approve examination #1849 - Assistant Engineer.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

ELIGIBLE LISTS ESTABLISHED

- a. #1828 - Custodial Foreman I
- b. #1836 - Recreation Supervisor I
- c. #1835 - Property Assistant III

Mr. John Worcester, Personnel Management Administrator, addressed the Board regarding the ethnic composition of the eligible list for Recreation Supervisor I. He explained that 20 eligible City employees had been contacted but that only 13 employees applied for the position - none of these were minorities.

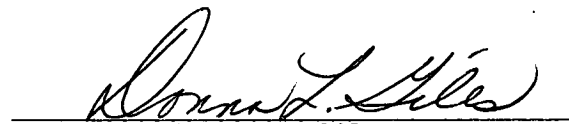
Mr. Gary Little, Affirmative Action Officer explained the recruitment process, and stated that changes would be made in future to more actively recruit minorities.

Mrs. Giles introduced Ms. Pamela Placencia, potential Civil Service Board member to the Board.

There being no further business, Vice-President Russell declared the meeting adjourned at 2:53 p.m.



Joseph L. Russell
Vice-President



Donna L. Giles
Secretary