

MINUTES OF REGULAR MEETING
CIVIL SERVICE BOARD
CITY OF SACRAMENTO
FEBRUARY 2, 1988

The meeting of the City of Sacramento Civil Service Board was called to order by President Joseph Russell in Conference Room 103, Department of Personnel, 801 - 9th Street, Sacramento, CA at 1:35 p.m.

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

MEMBER ABSENT: Ms. Dora Huntzing

MINUTES OF SPECIAL JOINT MEETING OF JANUARY 21, 1988

A motion was made to approve the minutes of the special meeting of January 21, 1988.

Motion: Ms. Harris
Second: Mr. Mayhew

The motion was approved by the following roll call vote:

Ayes: Ms. Harris
Mr. Mayhew
Mr. Russell

Abstain: Mr. White

MINUTES OF REGULAR MEETING OF JANUARY 19, 1988

A motion was made to approve the minutes of the January 19, 1988 Civil Service Board meeting as amended:

Motion: Mr. Mayhew
Second: Ms. Harris

The motion was approved by the following roll call vote:

Ayes: Ms. Harris
Mr. Mayhew
Mr. Russell

Abstain: Mr. White

REPORTS OF DIRECTOR OF PERSONNEL

Ms. Donna Giles, Director of Personnel, informed the Board that staff has received correspondence regarding the 4th R Program. She informed them that a letter has been sent to each person who has written concerning the program. She will send each member a copy of the letter.

PROPOSED CLASS ESTABLISHMENT: TYPIST CLERK III (CONFIDENTIAL) FIRST READING

Jonita Whitaker, Personnel Analyst, addressed the Board regarding this item. Ms. Whitaker informed the Board that this proposed class establishment is requested to more accurately reflect the nature of advanced clerical positions involving confidential tasks.

After questions by the Board to Ms. Giles and Mr. Worcester a motion was made to adopt the proposed class establishment of Typist Clerk III (Confidential) for first reading.

Motion: Mr. White
Second Ms. Harris

The motion was approved by unanimous roll call vote.

EXTENSION OF ELIGIBLE LIST

Information item only.

ELIGIBLE LISTS ESTABLISHED


Information item only.

EXAMINATIONS ANNOUNCED

Information item only.

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

There was no further business, President Russell declared the meeting adjourned at 2:00 p.m.



Joseph Russell
President



Donna L. Giles
Secretary