

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING FEBRUARY 6, 1973

The Civil Service Board met in regular session at 1:30 p.m. in the Personnel Department Conference Room, President Alexander presiding.

Present: Members Alexander, Reynoso, Street, Yew.
Absent: Member Woods.

Approval of the minutes of November 28, December 5, 12, and 19, 1973, was deferred to the next meeting.

NEW EXAMINATIONS ANNOUNCED

#1249 Personnel Analyst I
#1250 Information Clerk
#1251 Assistant Mechanical Engineer
#1252 Property Clerk II (Promotional only)

ELIGIBLE REGISTER ESTABLISHED

<u>Exam. No.</u>	<u>Classification</u>	<u>Date of Written Test</u>	<u>Personal Interviews</u>	<u>Effective</u>
#1232	Associate Planner	N/A	1/15,17/73	1/23/73

PROPOSED AMENDMENT OF CLASSIFICATION PLAN

- A. Parking Control Foreman
- B. Draftsman/Engineering Technician Survey Report
- (1) Elimination of: Draftsman I
Draftsman II
Draftsman II (Leadman)
 - (2) Creation of: Draftsman
Senior Draftsman
 - (3) Revision of Specification: Engineering Technician

A. Mr. Street moved to adopt the proposed new classification of Parking Control Foreman, the specification of which is attached. The motion was seconded by Mr. Yew, and the vote was unanimous.

B. Action was requested of the Board at this meeting to eliminate the classifications of Draftsman I, II, and II (Leadman) and to create the classifications of Draftsman and Senior Draftsman.

Mr. William Woska, Supervising Personnel Analyst, explained the study which he conducted on the Draftsman/Engineering Technician classification series. Representatives of the Sacramento City Employees Association were present to state their concurrence with the recommendations contained in the study. Letter of Agreement dated February 2, 1973, signed by Labor Relations Counsel John Liebert and agreed to by Robin W. Allen, Executive Director of Sacramento City Employees Association, was also presented to the Board.

Mr. Woska explained that in July 1972 the City and SCEA had entered into an agreement, part of which was to conduct a study of the Engineering Technician and Draftsman positions. The study was subsequently released in December 1972. After a series of meetings followed by negotiations, the following recommendations resulted:

- (1) Existing classifications of Draftsman I, II, II (Leadman) be eliminated.
- (2) In their place, the position of Draftsman and Senior Draftsman be created.
- (3) The specification for Engineering Technician be revised.
- (4) Salary adjustments be made on the three classes affected.

Because the recognized employee organization had indicated its approval and representatives of SCEA were in attendance at this meeting to state their concurrence, it was recommended that action be taken at this meeting.

Motion was made by Mr. Street that the classifications of Draftsman I, II, II (Leadman) be eliminated; that the classes of Draftsman and Senior Draftsman be created; and the revised class specification for Engineering Technician be adopted. The motion was seconded by Mr. Yew, and carried by unanimous vote.

It was further moved by Mr. Yew to recommend the salary rates as indicated in Mr. Woska's memorandum dated January 24, 1973, to the City Council as follows: Draftsman, \$738-\$896; Senior Draftsman, \$848-\$1030; and Engineering Technician, \$933-\$1134. The motion was seconded by Mr. Street and carried by unanimous vote.

Motion was then made by Mr. Street to grant permanent status to the incumbents to be reallocated from Draftsman I to Draftsman and to the incumbents in the Draftsman II and II (Leadman) classes to Senior Draftsman. The motion was seconded by Mr. Reynoso and carried by unanimous vote.

PROPOSED REVISION OF CLASS SPECIFICATIONS

EDP Programmer Trainee
EDP Programmer I
EDP Programmer II
EDP Programmer Analyst

The proposed revisions for the EDP Programmer series was presented to the Board at its meeting held January 23.

Motion was made by Mr. Yew and seconded by Mr. Street to accept the proposed revisions, copies of which are attached. The motion was carried by unanimous vote.

PROPOSED REVISION OF CLASS SPECIFICATION

Painter Foreman

The revised specification of the Painter Foreman class was presented to the Board for consideration. Action on this item was deferred to the next regular meeting.

REQUEST FOR LEAVE OF ABSENCE

John Lane, Gardener

A letter dated January 17, 1973, from Solon Wisham, Director of Recreation and Parks, was received recommending approval of Mr. Lane's request for six months' leave of absence due to an automobile accident. Mr. Wisham's recommendation had the approval of the City Manager. The leave of absence for Mr. Lane covers the period from February 1, 1973, through July 31, 1973.

Motion was made by Mr. Street and seconded by Mr. Reynoso to approve Mr. Lane's request for leave of absence as requested. The motion was carried by unanimous vote.

REQUEST FOR HEARING TO APPEAL DECISION OF QUALIFICATION APPRAISAL BOARD FOR FIREFIGHTER

Lee R. Limpach
Robert A. Newell
Richard A. Silva

Messrs. Newell and Silva were appealing their disqualification by the Firefighter oral board. Mr. Limpach was appealing the relative score which he received, charging the Firefighter oral board with irregularity and bias in conducting the interview.

Motion was made by Mr. Street to grant individual hearings. The motion was seconded by Mr. Reynoso and carried by unanimous vote.

The hearing date was then set for March 27, 1973.

REQUEST FOR HEARING TO APPEAL DISCIPLINARY ACTION

Dennis R. Scott, Firefighter

The request for hearing to appeal his suspension and discharge from the Sacramento Fire Department, effective February 19, 1973, was withdrawn by Dennis R. Scott by his letter dated January 30, 1973.

RANDOM SELECTION OF CANDIDATES FOR JUNIOR TYPIST-CLERK WHO WILL BE INVITED TO ORAL INTERVIEWS


A written test for Junior Typist-Clerk was given on March 11, 1972. Random selection procedure was used to reduce the 241 successful candidates to 125 at

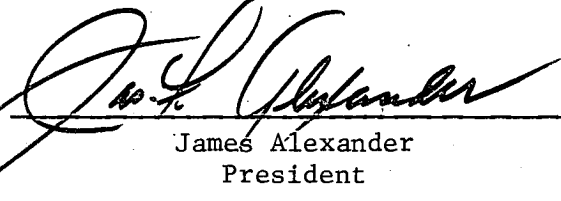
the Board meeting of April 18, 1972. As there were currently no names remaining on the Junior Typist-Clerk list resulting from that random selection procedure, the Personnel Department recommended its use again to select 60 names from the remaining 116 candidates whose names had been held in reserve.

Circled numbers on the attached list indicate those persons who were randomly selected at this meeting and who will be invited for oral interviews. The names not selected will be held in reserve, pending additional need.

The regular meeting was adjourned at 2:45 p.m.

The Board then moved into executive session to consider the request presented by William Motmans, James Hansen, Donald Fox, Henry Clark, and William Bennett to restore the assignment classification of Patrolman (Detective Division).


William F. Danielson
Secretary


James Alexander
President

*Five promotional
out scores
see 2:27-73*

PARKING CONTROL FOREMAN

Nature of Work:

Under direction to supervise and schedule the work of employees responsible for parking enforcement activities in the Traffic Engineering Division.

Examples of Duties:

Supervises, schedules, and trains employees responsible for parking enforcement activities.

Maintains records pertaining to beat descriptions, parking code violations, meter and time zone locations, and related records.

Assists in the selection of new employees, and prepares employee evaluation reports on employees supervised.

Receives, answers, and investigates a variety of complaints, requests, and inquiries from other agencies, departments, and the general public.

Issues emergency parking permits, temporary loading permits, and other special temporary permits.

Coordinates work with other departments related to parking signs, markings, and equipment maintenance and repair.

Prepares reports and correspondence in relation to parking enforcement activities.

Performs related work as required.

Knowledges, Abilities and Skills:

Knowledge of laws and ordinances pertaining to parking enforcement.

Knowledge of City geography.

Ability to understand and carry out departmental policies, rules, instructions, laws, and ordinances.

Ability to meet, deal with, and maintain harmonious working relationships with the general public and other employees.

Ability to complete an American Red Cross Standard First Aid Course.

Ability to safely operate a motor vehicle, including a three-wheel motorcycle or scooter.

Ability to establish and maintain effective relationships with employees and the general public.

Desirable Qualifications:

Education:

Completion of the twelfth school grade.

Experience:

One year of supervisory experience in work involving contact with the general public.

DRAFTSMANSENIOR DRAFTSMANNature of Work:

This is journeyman level drafting and computing work in a sub-professional civil engineering capacity. Work involves the application of fundamental engineering and drafting skills primarily in the preparation of rough and finished engineering, traffic engineering, planning, electrical, or architectural maps, drawing, plans, copies, and specifications, or in the conception and artistic preparation of topographical plans and maps, or oral instructions which must be reduced and computed to workable and precisely accurate form.

Distinguishing Characteristics:

Positions in the classification of Senior Draftsman are distinguished from positions in the lower classification of Draftsman by the difficulty and complexity of work assignments which require complete and thorough knowledge of departmental functions and operations.

Recruitment and hiring for this classification series is normally done at the Draftsman level. Incumbents appointed to Draftsman positions may reasonably expect to receive more difficult and responsible assignments with increased knowledge and experience. After serving a period of four years as a draftsman, and with the recommendation of the department head, incumbents may have their positions reallocated to the classification of Senior Draftsman.

Examples of Work:

Performs difficult and responsible drafting work in civil engineering, traffic engineering, electrical or planning functions.

Drafts assessment maps; street, sewer, and water improvement maps.

Prepares sketches showing details or office standards in connection with street, sewer, conduit, or similar work.

Transfers to base maps to record the location of pipes, conduits, cables or similar lines or structures portrayed by a field sketch; makes finished tracings or drawings, including inking and lettering.

Makes computations of quantities involved in engineering projects such as paving and sewer and water line extensions.

Prepares plans calling for knowledge of mechanical and structure design.

Prepares to scale difficult and important drawings of larger projects such as grade crossings, subways, water and sewer system improvements, wharfs, and the like.

Prepares maps of areas proposed for annexation showing proposed boundaries, voting precinct boundaries, property ownership, existing and proposed land use, and proposed new zoning districts.

Draws base maps for special studies and projects.

Performs drafting work in the design of off-street and on-street parking facilities and in the design of channelization systems.

Performs drafting work in the layout and design of intersections for traffic signals.

Acts as leadman on projects and provides supervision over subordinates as necessary.

Performs related work as required.

Knowledges, Abilities, and Skills:

Knowledge of the principles, practices, techniques and equipment related to drafting.

Knowledge of mathematics, including algebra, geometry, and trigonometry.

Knowledge of basic engineering practices and terminology.

Some knowledge of principles, techniques, and terminology of civil engineering.

Ability to make mathematical calculations.

Ability to understand and carry out in detail brief or complicated written or oral instructions.

Ability to establish and maintain effective relationships with employees and the general public.

Skill in performing a wide variety of drafting work using various drafting instruments.

Desirable Qualifications:

Education:

Equivalent to the completion of the twelfth grade, preferably supplemented by college level courses in engineering and advanced mathematics.

Experience:

Draftsman - One year of experience as a draftsman.

Senior Draftsman - Four years of experience as a draftsman with the City of Sacramento.

ENGINEERING TECHNICIANNature of Work:

This is technical, sub-professional, engineering work performed primarily in an office of a city department involved in some type of engineering program. An employee in this capacity works under general supervision performing technical engineering duties of moderate difficulty. Some contact with the public and with other city departments and public agencies is involved, wherein considerable independent judgment is required. Although the work is usually performed in an office, field work may occasionally be required. Supervision may be exercised over subordinate employees engaged in sub-professional engineering work.

Examples of Work:

Performs sub-professional engineering work engaged primarily in civil engineering, traffic engineering, water, or electrical functions.

Makes computations and plots information obtained from field surveys.

Prepares maps, plans, and specifications which call for basic knowledge of engineering principles.

Performs field inspections on construction projects as assigned.

Prepares estimates and computes costs on projects.

Prepares descriptions of right-of-ways, land parcels, and contacts owners regarding purchase or acquisition of property.

Assists in the preparation of technical reports by preparing charts, graphs, and data tabulations.

Performs office duties as required, recording information from field reports pertinent to valve locations, necessary repairs to water and sewer main lines and services, and other duties pertinent to the efficient operation of a field office.

Performs related work as required.

Knowledges, Abilities, and Skills:

Knowledge of the principles and practices of civil engineering and general knowledge of electrical and mechanical engineering.

Considerable knowledge of the principles, techniques, and terminology relating to drafting and skill in performing a wide variety of drafting work using various instruments.

Some knowledge of contracting procedures, specification preparation, construction practice, and cost estimating.

Ability to make complex and technical mathematical computations.

Ability to make engineering computations, assemble data, interpret survey data, prepare charts and graphs, and prepare technical reports.

Ability to learn and apply ordinances and regulations applicable to the department in which employed.

Ability to plan and supervise the work of subordinate employees.

Ability to establish and maintain effective working relationships with employees, contractors, other public agencies, and the general public.

(Continued)

Desirable Qualifications:

Education:

Completion of the twelfth grade, preferably supplemented by college level courses in engineering and advanced mathematics.

Experience:

Five years of increasingly responsible sub-professional engineering experience.

Substitution:

College education in an engineering curriculum may be substituted on a year for year basis for up to four years of the required experience.

EDP PROGRAMMER-ANALYSTNature of Work:

This is skilled and specialized computer programming with emphasis on data processing systems. Incumbents supervise personnel engaged in general programming, and coordinate activities of control, operations, programming and user staffs. The incumbent works under general direction and is expected to exercise considerable independent judgment in the analysis, design, and programming of computer systems.

Examples of Duties:

Develops data processing systems of medium size of average complexity through detailed analysis of user departments' requirements, and then by designing the system to include the specifications for process flow, file contents, structures, and individual program definitions.

Creates block diagrams and/or decision tables for applications in preparation of programming.

Prepares programs in appropriate computer processable language.

Prepares test data, tests, and debugs the programs.

Documents the program characteristics for programming and operations use.

Assumes responsibility for turning applications over to operations to be put into production.

Flow charts EDP systems to define process information flow within data processing user organization.

Prepares record layouts; describes order in which information is processed and maintained within the application system.

Defines input, output, and processing characteristics as per the standards established.

Directs and controls activities of application programmers in development and implementation of EDP projects.

Assists in the on-the-job training of trainees and less experienced programmers.

May act as the project leader on limited projects.

Coordinates the activities of control, operations, programming and user staffs.

Performs other related work as required.

Knowledges, Abilities and Skills:

Knowledge of principles of electronic computer systems and various data processing equipment.

Knowledge of techniques of COBOL programming and coding for EDP systems.

Knowledge of methods and procedures of program documentation.

Knowledge of principles of EDP systems, analyses, and design.

Knowledge of municipal data processing applications.

Ability to think logically and in abstract symbolic terms.

Ability to understand graphic representations of data processing processes.

Ability to perform complete programming processing, including analysis design, development and implementation.

Ability to view applications from an overall data processing viewpoint.

Ability to supervise and/or instruct other programmers.

(Continued)

Desirable Qualifications:

Education:

Completion of the twelfth school grade.

Experience:

Three years of experience in the use of COBOL coding language for programming data processing applications for electronic computers.

EDP PROGRAMMER IEDP PROGRAMMER IINature of Work:

This is skilled and specialized work involved in preparing programs for electronic computers. Incumbents are expected to develop capabilities to perform the more difficult and complex programming assignments, and to work independently in performing various assignments including planning, coding, testing, implementing, documenting, and maintaining application programs for a digital computer.

Distinguishing Characteristics:

The EDP Programmer II classification is distinguished from the EDP Programmer I by the more difficult and complex duties assigned requiring greater background and training in the programming field. The EDP Programmer II works with more independence on assigned projects, and may provide lead direction to employees in the lower class.

Examples of Duties:

Completes detail definitions of applications as the final step prior to programming.

Creates block diagrams and/or decision tables for applications in preparation of programming.

Prepares programs in appropriate computer processable language, prepares test data, and tests and debugs each program.

Documents the program characteristics for programming and operations use.

Assumes responsibility for turning applications over to operations to be put into production.

Performs maintenance work on programs and documentation as required.

Defines input, output, and processing characteristics as per the standards established.

May act as the intermediary between the general system design function and the detail programming activity, and may assist in coordinating the activities of control, operations, programming and user staffs.

Performs related work as required.

Knowledges, Abilities and Skills:

Knowledge of principles of electronic computer systems and various data processing equipment.

Knowledge of techniques of COBOL programming and coding for electronic data processing systems.

Knowledge of methods and procedures of program documentation.

Knowledge of principles of EDP systems design.

Knowledge of municipal data processing applications.

Ability to think logically and in abstract symbolic terms.

Ability to understand graphic representations of data processing processes.

Ability to perform complete programming activity, including design, development and implementation.

Ability to view applications from an overall data processing viewpoint.

Desirable Qualifications:

Education:

Completion of the twelfth school grade.

Experience:

EDP Programmer I:

One year of experience in the use of COBOL coding language for programming data processing applications for electronic computers.

EDP Programmer II:

Two years of experience in the use of COBOL coding language for programming data processing applications for electronic computers.

Note:

Upon completion of one year as an EDP Programmer I, and with the recommendation of the Department Head, positions may be reallocated to EDP Programmer II.

EDP PROGRAMMER TRAINEE

Nature of Work:

This is a recruiting and training class for the electronic data processing and programming career field. An employee in this class works under close supervision of a trained programmer, and is expected to become familiar with and able to perform at the elementary level of general programming.

Examples of Duties:

Assists in the preparation of flow charts, creates block diagrams of applications in preparation for programming, and translates them into computer processable language.

Prepares test data and tests and debugs the programs.

Documents programs for future programming and operational uses.

Assists operations personnel in connection with operating instructions for programs to be put into production.

Performs maintenance work on programs and related documentation as required, and works with experienced EDP personnel learning all phases of general programming.

Performs related work as required.

Knowledges, Abilities, and Skills:

Knowledge of general principles of electronic computer systems and the operation of various data processing equipment.

Knowledge of techniques of COBOL programming and coding for electronic data processing systems.

Ability to think logically and in abstract symbolic terms.

Ability to understand graphic representations of data processing processes.

Ability to prepare clear and concise written documentation.

Ability to learn all phases of general programming.

Desirable Qualifications:

Education:

Completion of the twelfth school grade.

Experience:

Not required.

Necessary Special Qualifications:

Ability to successfully complete a computer aptitude test.

Note:

Upon completion of a twelve month training period as an EDP Programmer Trainee, and with the recommendation of the department head, a position may be reallocated to EDP Programmer I.

JUNIOR TYPIST CLERK

- | | | | | | |
|-------|---------------------------|-----|---------------------------|--|--------------------------|
| | 1. Asaritis, Austra | | 57. Kling, Jane L. | | 113. Yoshioka, Paul K. |
| | ② Ashton, Terriann R. | | ⑤⑧ Kregel, Michael F. | | 114. Rodas, Susan J. |
| | 3. Becker, Sue | | 59. Lasell, Patricia J. | | ①①⑤ Lydon, Carolyn S. |
| | ④ Bendure, Rebel J. | | ⑥⑩ Leary, Debra K. | | ①①⑥ Merrill, Patricia G. |
| | ⑤ Bibica, John H. | | 61. Lemke, Susan L. | | |
| | 6. Blondin, Gloria J. | o | 62. Lim, Helen | | |
| | 7. Brown, Renee | o | 63. Lim, Susie Y. | | |
| | ⑧ Choy, Nancy M. | s/s | ⑥④ Lopez, Marguerita L. | | |
| o | ⑨ Chun, Lance E. | | 65. Lord, Stephen C. | | |
| | ⑩ Cox, Linda C. | | ⑥⑥ Lueckemann, Linda G. | | |
| | 11. Creager, Elizabeth | o | ⑥⑦ MacPherson, Shirley | | |
| s/s | ⑫ Da Branca, Eleanor | | ⑥⑧ Madieros, Melissa L. | | |
| | 13. Daoust, Lexi L. | B | 69. Mays, Willie | | |
| | ⑭ Davis, Kendelyn M. | | ⑦⑩ McClure, Christine | | |
| | 15. DeLong, Michaelene M. | | ⑦① McClure, Janice K. | | |
| | ⑯ Dillon, Joann | | ⑦② McGill, Janet R. | | |
| B | 17. Dilworth, Wilma | | 73. Meyer, Joanne P. | | |
| | 18. Du Bay, Rose L. | | ⑦④ Moore, Sharron A. | | |
| | ⑰ Dusa, Viola M. | B | 75. Morris, Dorothy | | |
| B | ⑳ Dwelle, Lolita S. | o | 76. Moy, Kim S. | | |
| | ㉑ Eccli, Nellie D. | | 77. Munyer, Donna I. | | |
| | ㉒ Ellis, Brenda G. | | ⑦⑧ Murray, Dave R. | | |
| OTHER | ㉓ Enfarte, Rebecca | | ⑦⑨ Patella, Judy M. | | |
| s/s | 24. Enos, Marian J. | | ⑧⑩ Pinkerman, Linda J. | | |
| | ⑳ Estabrook, Katherine | | ⑧① Plank, Martha A. | | |
| | ⑳ Figaro, Jeanette M. | | 82. Powell, Frances B. | | |
| | 27. Fisher, Janice M. | | 83. Realmuto, Monica A. | | |
| o | 28. Fong, Joanne M. | | 84. Reynolds, Paula | | |
| o | 29. Fong, Nancy J. | | ⑧⑤ Rocha, Kathy J. | | |
| s/s | ⑳ Fowler, Sharon B. | | 86. Rose, M. Sue | | |
| | ⑳ Frazier, Carol A. | | 87. Scheiber, Nancy L. | | |
| B | ⑳ Frison, Mary J. | | ⑧⑧ Schmeidmiller, Maryka | | |
| OTHER | 33. Gabriel, Beverly L. | | ⑧⑨ Schueler, Barbara L. | | |
| | 34. Gake, Kathryn A. | | 90. Schuk, Katarina | | |
| | ⑳ Geiser, Sheila M. | | 91. Seaman, Norma J. | | |
| | ⑳ German, Linda R. | | 92. Shafer, Jacqueline L. | | |
| | ⑳ Goodenough, Pamela G. | | ⑨③ Shull, Timothy A. | | |
| | ⑳ Grim, Sandra L. | | ⑨④ Stadler, Sandra L. | | |
| | ⑳ Gupton, Kathy M. | | 95. Stanley, Evelyn L. | | |
| | 40. Hart, Lauri A. | | 96. Strauch, Joyce L. | | |
| | ④① Hart, Mary A. | B | ⑨⑦ Stribling, Eddie J. | | |
| | 42. Herndon, Evelyn M. | | 98. Svensson, Karin | | |
| o | ④③ Hitomi, Yas | | 99. Tracy, Agnes N. | | |
| | ④④ Hoffman, Duane H. | | 100. Turpen, Christine C. | | |
| | 45. Holmes, Caren P. | | 101. Urton, Cheryl A. | | |
| | ④⑥ Hooper, Garland M. | s/s | ⑩② Van Airsdale, Sharon | | |
| | ④⑦ Howey, Cecille M. | | 103. Waklee, Dorothy A. | | |
| o | 48. Itow, Gail H. | | ⑩④ Waller, Richard L. | | |
| | 49. Jakob, Doreen L. | | ⑩⑤ Ward, Kathleen A. | | |
| | 50. James, Connie L. | | 106. Warner, Sandra J. | | |
| | ⑤① Johnson, Frances E. | | 107. Westlake, Connie M. | | |
| B | 52. Jones, Walbertha E. | | 108. White, Mary J. | | |
| | ⑤③ Kavlick, Rozanne E. | s/s | ⑩⑨ Wilson, Estella C. | | |
| | ⑤④ Keang, Rona C. | | ⑩⑩ Wilson, Marie B. | | |
| | 55. Kelly, Anna P. | | ⑩① Woerly, James J. | | |
| | 56. Kirchner, Cynthia A. | o | 112. Wong, Sue | | |