

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING FEBRUARY 3, 1976

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

Present: Oreitha Eggleston-Hausey, Alba Kuchman, Wilfred Street, Ronald Wright, Jimmie Yee.

Absent: None.

MINUTES OF REGULAR MEETING AND HEARING, JANUARY 20, 1976: Approved as submitted.

REPORTS OF DIRECTOR OF PERSONNEL

Acting Secretary William Woska related that:

(a) Mr. Danielson, Director of Personnel, had not had the opportunity to discuss the issue of layoff and reinstatement policy with the City Council. This matter, according to Civil Service Board's request, will be placed on each regular meeting agenda.

(b) Preliminary draft of the proposed language to effect the Employee Development Programs (Measure E), approved by the electorate in November 1975, is expected to be presented to the Board at the February 18 meeting.

* * * * * OFF-AGENDA ITEMS * * * * *

(c) The joint meeting of the Council Budget and Finance Committee and the Civil Service Board to discuss Board decisions which can affect municipal budgetary costs is scheduled for 5:00 p.m., Wednesday, February 18, 1976.

(d) Answers to the specific questions asked by the Board of Assistant City Attorney Dave McMurtry, concerning the proposed City Charter revision had not been received to date.

Copy of a letter dated January 23 from Assistant City Attorney McMurtry to the Charter Amendments Committee of the City Council on the subject "Charter Revision--Personnel Administration and Labor Relations Board (Articles VII and VIII; Sections 90-105)", was received by members of the Civil Service Board.

Mrs. Kuchman reported that three Board members had attended the January 29th meeting of the Council Charter Amendments Committee. Inasmuch as the Civil Service Board members had only received a copy of the proposed Charter revision at the January 20 meeting and had not had the time to discuss the Charter revision, a special meeting was called for 4:00 p.m., Thursday, February 5, 1976, for this purpose.

(e) At an earlier meeting of the Board, the date of April 13, 1976 had been set as the hearing date to discuss the use of hearing officers. Inasmuch as the date falls during Easter vacation week, a new hearing date is to be set at the regular meeting of February 18.

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ELIGIBLE REGISTERS ESTABLISHED

<u>Exam.</u>	<u>Class Title</u>	<u>Effective</u>	<u>Expiration</u>
#1268-T	Senior Stenographer-Clerk (Continuous)	12/18/75	12/17/76
#1278-BB	Junior Stenographer-Clerk (Continuous)	12/18/75	12/17/76
#1278-CC	Junior Stenographer-Clerk (Continuous)	12/23/75	12/22/76
#1352-E	Equipment Mechanic I	12/10/75	12/9/76
#1435	Maintenance Man II (Promotional)	1/26/76	1/25/77
#1436	Fire Prevention Inspector II (Promotional)	1/26/76	1/25/77
#1443	Shop Foreman (Promotional)	1/27/76	1/25/77

REQUESTS FOR REINSTATEMENT FOLLOWING RESIGNATION

a. Mary Ellen Willis, former Intermediate Typist-Clerk (continued from 1/20/76)

Ms. Willis requested reinstatement to her former classification of Intermediate Typist-Clerk by her letter dated December 17, 1975, and by her attendance at this meeting.

Ms. Willis was employed in a limited-term capacity on February 20, 1973 and in the career service as of January 19, 1974. Ms. Willis had resigned on August 8, 1975.

Police Chief Kinney's and Personnel Department staff's recommendation, following review of her employment record, was to deny the request for reinstatement.

After discussion, it was moved by Mr. Street, seconded by Mrs. Kuchman, and carried by the following vote to deny Ms. Willis' request for reinstatement:

Ayes: Yee, Kuchman, Street.
Noes: Wright, Hausey.

b. Thomas Cole, Jr., former Refuse Collector

Mr. Cole requested reinstatement to his former classification of Refuse Collector by his letter received by the Personnel Department on January 19, 1976. Mr. Cole was notified of this meeting, however, he did not attend.

Mr. Cole resigned on October 15, 1975, after having worked as a Refuse Collector from July 28, 1972.

After review of Mr. Cole's employment record, it was the Refuse Collection Superintendent's and the Personnel Department staff's recommendation to deny the reinstatement request.

Mr. Street moved to deny the reinstatement request of Mr. Cole. The motion was seconded by Mrs. Kuchman and carried by unanimous vote.

REQUEST FOR TRANSFER TO A DIFFERENT CLASSIFICATION

Betty Phillips, Telephone Operator to Intermediate Typist-Clerk

Mrs. Phillips requested a transfer from her current Telephone Operator position to that of Intermediate Typist-Clerk in the Water and Sewer Division of the Engineering Department. The Finance Director and the City Engineer had approved the transfer.

Although the salary for Intermediate Typist-Clerk classification is \$5 more than that for Telephone Operator, it was recommended by Personnel Department staff to approve the transfer. A similar transfer approved by the Board on November 19, 1974 was cited.

Staff was requested to furnish the job descriptions for both classifications and information concerning the eligible register.

After discussion, it was moved by Mrs. Kuchman to table this matter until the next regular meeting. Mr. Street seconded the motion, which carried by unanimous vote.

AMENDMENT TO CLASSIFICATION PLAN

a. Proposed Revision of Class Specification - first reading

Building Inspector I
Building Inspector II

b. Proposed New Classifications - first reading

Building Inspector III

c. Proposed Abolishment of Classifications - first reading

Electrical Inspector I
Plumbing Inspector I
Housing Inspector
Mechanical Inspector
Electrical Inspector II
Plumbing Inspector II
Building Inspector - Condemned Buildings

Supervising Personnel Analyst William Woska's memorandum of January 29, together with Assistant Personnel Analyst Robert Coons' job audit of the Building, Electrical, Mechanical, Plumbing and Housing Inspector classifications, was submitted.

It was proposed that a classification series of Building Inspector I, II, and III be established replacing the above-listed classifications which are being recommended to be abolished. The Building Inspector III would have supervisory responsibility over Building Inspectors I and II; Building Inspector II would perform combination inspections; and Building Inspector I would perform journeyman-level inspections in a single inspection discipline. Mr. Otto Steinbrenner, Building Inspection Director, also explained in detail the proposed Building Inspector series and reviewed the training program for combination inspections.

After discussion at length, this matter was held over to the next regular meeting according to Civil Service Board procedure.

PROPOSED FINDINGS AND CONCLUSIONS OF REED GIBSON HEARING (continued from 1/20/76)

The revised Findings and Conclusions, as prepared by Attorney Twohy, who represented Firefighter Reed Gibson, in conjunction with Deputy City Attorney Leliand Savage, was submitted.

Motion was made by Mr. Street and seconded by Mrs. Kuchman to accept the Findings and Conclusions (Marked "II") as submitted. The motion carried by the following vote:

Ayes: Wright, Kuchman, Street.
 Abstained: Yee, Hausey.

PETITION FOR REMOVAL OF POLICE DEPARTMENT CAREER DEVELOPMENT PROGRAM PERFORMANCE EVALUATION REPORTS FROM PERSONNEL DEPARTMENT FILES

Elbert V. Johnson, Police Officer

It was suggested by staff to remove this item from the agenda. Mr. Woska informed the Board that he had met with Attorney Dave Simmons, who represents Elbert Johnson, and that it was mutually agreeable to attempt to resolve this matter without the Board's decision.

Mr. Street moved to table this matter indefinitely. The motion was seconded by Mrs. Kuchman and carried by unanimous vote.

REQUEST BY FIRE FIGHTERS LOCAL 522 TO CONSIDER AN AMENDMENT TO RULE 19.5, "DESTRUCTION OF RECORDS", TO INCLUDE LANGUAGE TO PURGE FROM EMPLOYEE FILES RECORDS OF DISCIPLINARY ACTION AFTER A GIVEN PERIOD OF TIME

Communication from Sacramento Area Fire Fighters Local 522 requested the Board to include in the Civil Service Board Rules and Regulations language to purge from employee files records of disciplinary action after a given period of time. Local 522's proposed amendment to Rule 19.5 was submitted for Board's consideration.

It was requested by staff for continuance on this issue to allow time to discuss this matter with Local 522. Mr. Wayne Harbolt, President of Local 522 concurred with this request.

Mr. Wright moved to table this matter to the next regular meeting of the Board. Mrs. Kuchman seconded the motion, which carried by unanimous vote.

RANDOM SELECTION

#1440 Information Clerk

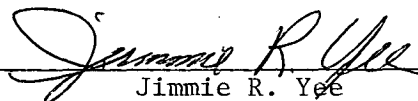
Mr. Street excused himself from the meeting to assist the Personnel Selections Division staff in the random selection procedure for Information Clerk. Out of 107 qualifying candidates, 17 are currently employed and automatically invited to continue in the next phase of the examination, and 20 were randomly selected.

(Reference: Minutes of 11/30/71 for procedure used.)

The regular meeting was adjourned at 4:15 p.m.


 William J. Woska

Acting Secretary


 Jimmie R. Yee

President

HEARING TO APPEAL DISCIPLINARY ACTION (TERMINATION)

Continuation from 1/27/76.

Robert D. Brill, Police Officer

The continuation of the hearing for Robert D. Brill was called to order by Acting President Ronald Wright at 4:30 p.m. following the conclusion of the regular meeting.

Present: Oreitha Eggleston-Hausey, Alba Kuchman, Ronald Wright, Jimmie Yee.
Absent: Wilfred Street.

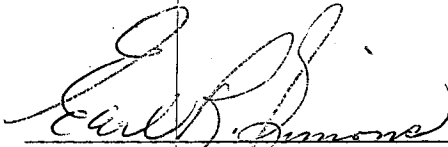
Attorney Melvyn CoBen represented Robert Brill; Deputy City Attorney Leliand Savage represented the City of Sacramento Police Department. Captain Michael O'Kane was present in an advisory capacity from the Sacramento Police Department.

Captain Jerry Finney gave testimony on behalf of the City from 4:30 p.m. to the time of adjournment, except from 6:30 to 8:15 p.m. during which time the Board recessed for dinner.

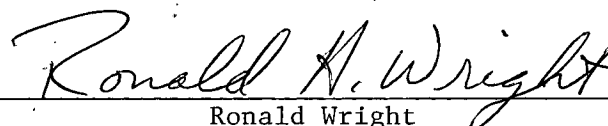
The following exhibits were submitted as evidence during the hearing:

<u>APPELLANT'S EXHIBITS</u>	<u>DESCRIPTION</u>
#1	Traffic Collision Report dated February 5, 1975, filled out by Robert D. Brill, Police Officer, together with Supplementary Investigation Report, Clear-up/Reclassification Recovery Report, Arrest Report, and Property Record form.
#2	Diagram drawn by Attorney Melvyn CoBen indicating the two possible standing positions of Todd against the patrol car when being arrested by Robert Brill.
#3	Departmental General Order regarding Firearms Policy.

Continuation of this hearing is scheduled for February 10, 1976, at 1:30 p.m. The hearing on this date was adjourned at 10:15 p.m.



Earl R. Simons
Acting Secretary



Ronald Wright
Acting President