

MINUTES OF REGULAR MEETING
CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SEPTEMBER 1, 1987

The meeting of the City of Sacramento Civil Service Board was called to order by President Bill White in Conference Room 103, Department of Personnel, 801 - 9th Street, Sacramento, CA at 1:38 p.m.

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

MEMBERS ABSENT: Ms. Dora Huntzing

MINUTES OF REGULAR MEETING OF AUGUST 18, 1987

A motion was made to approve the minutes of the August 18, 1987 Civil Service Board meeting as amended:

Motion: Ms. Harris
Second: Ms. Mayhew

The motion was approved by the following roll call vote:

Ayes: Ms. Harris
Mr. Mayhew
Mr. White

Abstain: Mr. Russell

REPORTS OF DIRECTOR OF PERSONNEL

Ms. Donna Giles, Director of Personnel, informed the Board that a leave of absence was approved for Toby McKenna, Typist Clerk III (Medical/Personal). Mrs. Giles also introduced Stephanie Clymer, Personnel Analyst, to the Board.

REALLOCATION APPEAL OF SANDRA CARTER - ACCOUNT CLERK II TO TYPIST CLERK II

Mrs. Donna Giles informed the Board that she has received a letter from Mr. Garland Rosauero, Local 39 requesting that this matter be withdrawn.

PROPOSED CLASS ABOLISHMENT: CUSTODIAL SUPERVISOR II. PROPOSED REVISED AND RETITLED CLASS SPECIFICATIONS: CUSTODIAL SUPERVISOR I - FIRST READING

Ms. Cathy Bodenhamer addressed the Board on this issue. Ms. Bodenhamer informed the Board that staff is proposing to abolish the class of Custodial Supervisor II due to the change in City policy to classify positions by the knowledges,

skills and abilities required to perform in the class rather than by the number of persons supervised. There are no positions currently allocated to this class.

Ms. Bodenhamer also informed the Board that the proposed specification for Custodial Supervisor has been rewritten to more clearly define the current duties and responsibilities of the class.

A motion was made to adopt the proposed class abolishment of Custodial Supervisor II and the proposed revised and retitled class specification of Custodial Supervisor I for first reading.

Motion: Mr. Mayhew
Second: Mr. Russell

The motion was approved by unanimous roll call vote.

PROPOSED REVISED CLASS SPECIFICATION: GREENSKEEPER - FIRST READING

Ms. Cathy Bodenhamer addressed the Board on this issue. Ms. Bodenhamer informed the Board that this revision is necessary in order to more accurately reflect the duties which are currently being performed. Specifically, under examples of duties for the Greenskeeper classification the revision should include "Install and repair irrigation systems and related non-energized electric equipment".

Mr. Jonathan Mayhew informed the Board that he would like to add the following sentence under the "Ability to" of the qualifications of the classification: "Understand and recognize the harmful effects of overwatering any areas on fairways and greens."

Mr. Vic Edminsten, Parks General Supervisor, addressed the Board. Mr. Edminsten informed the Board that he would relay Mr. Mayhew's concern to the Golf Superintendent but that he did not feel that this sentence should be added to the qualifications.

After considerable discussion by the Board and Ms. Giles a motion was made to approve the proposed revised class specification for Greenskeeper as amended for first reading.

Motion: Mr. Mayhew
Second: Mr. Russell

The motion was approved by unanimous roll call vote.

ESTABLISHMENT OF CLASSIFICATION OF SENIOR RECREATION LEADER: GRANTING OF PERMANENT STATUS TO CERTAIN EMPLOYEES IN THIS NEW CLASSIFICATION AND OTHER CLASSIFICATIONS FOR FIRST READING

Ms. Cathy Bodenhamer, Personnel Analyst, addressed the Board on this issue. Ms. Bodenhamer informed the Board that the Department of Parks and Community Services runs a number of programs which were originally established as seasonal but have evolved into nearly year-round programs. Some of the employees in these programs have been with the City for many years, having started as seasonal, non-career employees. Many of these employees who have been working in these positions for quite some time, and who, though officially are non-career, have been in the positions so long that they ought to be granted permanent status.

Certain part-time employees for these programs meet the criteria set for the recommended classification of Senior Recreation Leader, Typist Clerk I, Clerk I and Graphic Designer. Upon approval these employees will be reallocated to these classes and granted permanent civil service status.

After a brief discussion by the Board a motion was made to adopt the proposed classification of Senior Recreation Leader and granting permanent status to certain employees in this new classification and other classifications for first reading.

Motion: Mr. Mayhew
Second: Mr. Russell

The motion was approved by unanimous roll call vote.

PROPOSED CLASS ABOLISHMENT: COMMUNITY CENTER FACILITIES SUPERVISOR AND THE
PROPOSED REVISED CLASS SPECIFICATION: SUPERVISING COMMUNITY CENTER ATTENDANT
- FIRST READING

Ms. Cathy Bodenhamer, Personnel Analyst, addressed this Board on this issue. Ms. Bodenhamer informed the Board that the proposed abolishment of the Community Center Facilities Supervisor is being recommended due to the change in responsibilities because of the closure of the Memorial Auditorium.

Ms. Bodenhamer informed the Board that the proposed revision to the class of Supervising Community Center Attendant is necessary due to the addition of some of the duties and responsibilities formerly assigned to the Facilities Supervisor.

A motion was made to adopt the proposed class abolishment of Community Center Facilities Supervisor and the proposed revised class specification of Supervising Community Center Attendant for first reading.

Motion: Mr. Mayhew
Second: Mr. Russell

The motion was approved by unanimous roll call vote.

ELIGIBLE LIST ESTABLISHED

Information item only.


EXAMINATIONS ANNOUNCED

Information item only.

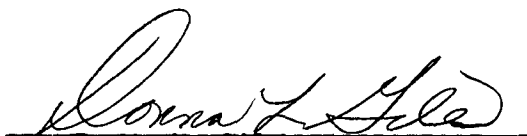
CITIZENS ADDRESSING THE CIVIL SERVICE BOARD ON MATTERS NOT ON THE AGENDA

Information item only.

There was no further business, President White declared the meeting adjourned at 2:18 p.m.



Bill White
President



Donna L. Giles
Secretary