

MINUTES OF THE REGULAR MEETING  
OF THE CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
JUNE 7, 1983

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by President Jonathan E. Mayhew in Conference Room 103, Department of Personnel, 801 - 9th Street, Sacramento, California at 1:30 p.m.

Members Present: Ms. Pamela C. Placencia  
Ms. Gail Mabbutt  
Mrs. Vivian C. Nance  
Mr. Jonathan E. Mayhew

Member Absent: Mr. Joseph L. Russell

MINUTES OF THE REGULAR MEETING OF MAY 17, 1983

A motion was made to approve the regular minutes of the May 17, 1983 meeting as read:

Motion: Mrs. Nance  
Second: Ms. Mabbutt

The motion was approved by the following roll call:

Ayes: Ms. Placencia  
Ms. Mabbutt  
Mrs. Nance  
Mr. Mayhew

REPORTS FROM DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel informed the Board that Leaves of Absence have been approved for Gerald A. Sylvia, Dispatcher I and Cristina M. Phoenix, Police Officer.

Mrs. Giles also circulated a pamphlet for the next IPMA Conference to be held in Washington, D.C. and asked the Board Members if there was any interest in serving as a panel member on one of the various committees during the conference.

APPEAL OF RICHARD B. KUPPER - RESCHEDULE SERGEANT WRITTEN TEST

Although he was represented by Counsel Kenneth Hulse, Police Officer Richard B. Kupper spoke for himself in his appeal to reschedule his time to take the Written portion of the Police Sergeant's examination. Mr. Kupper stated that he had spent a considerable amount of money on vacation plans before the examination was announced and that the Police Department had required vacation time to be requested last December. The Sergeant exam was announced in April, 1983.

Thelma Vanesian from staff stated that it should first be determined whether the appeal should be heard on the basis of Rule 1.3 -- whether the Director

of Personnel had abused her discretion in denying the appeal.

Before the Board made its decision to hear the appeal, Mrs. Nance requested that she be allowed to ask questions regarding practices and procedures.

John Worcester from staff stated that the staff had not rescheduled Sergeant candidates, but did so in the case of one Fire Captain exam and regretted it due to many problems that occurred. One of the main problems involved potential contamination. He also stated that the staff is giving the Sergeant exam to a candidate in another city because that candidate was on military leave and that rescheduling was required under Civil Service Board Rules.

Ms. Vanesian further stated that the test was given at two different times on the same day because this was the least busy time for the Sergeant candidates to be on vacations and that 300 Police Officers could not be missing from work at the same time. Mr. Kupper felt that this was a type of contamination because one group of candidates from the 9:00 a.m. session could inform candidates of answers at the 1:00 p.m. session. There would be only an hour's time inbetween the sessions.

More questions were asked by the Board. It was moved by Mrs. Nance and seconded by Ms. Mabbutt that, although Mr. Kupper's circumstances were unfortunate, the Director of Personnel did not abuse her discretion in denying his appeal, and therefore, no hearing should be held.

The motion was approved by the following roll call:

Ayes: Ms. Placencia  
Ms. Mabbutt  
Mrs. Nance  
Mr. Mayhew

#### ELIGIBLE LISTS ESTABLISHED

- a. Equipment Mechanic II #1936-A
- b. Stationary Engineer #1937
- c. Library Assistant I #1942

Ms. Mabbutt asked whether minorities had applied for Stationary Engineer, and asked what the ethnic composition of the class is. Ms. Susan Davidson responded.

The Board was curious whether the Library Assistant I list would have much use. Staff member, Verna Banks, indicated that there was a high turnover rate due to part-time employment and also a high number of eligibles were reached because they preferred positions that were close to their homes.

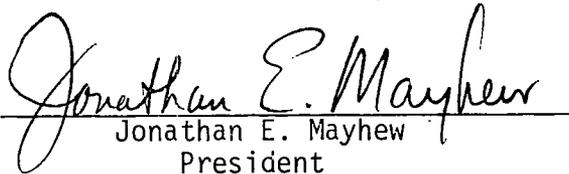
#### EXAMINATIONS ANNOUNCED

- a. Plant Operator I #1949
- b. Plant Operator II #1950
- c. Plant Operator III #1951
- d. Supervising Plant Operator #1948

Ms. Mabbutt asked Susan Davidson if this was the first time the series for Plant Operator had been given. Ms. Davidson informed the Board that approxi-

mately two years ago the Plant Operator II and III and Supervising Plant Operator exams were given together. She also told the Board that due to retirement at the top, there would be a domino effect on all the positions in the series down.

There was no further business and the meeting was adjourned at 2:05 p.m.

  
Jonathan E. Mayhew  
President

  
Donna L. Giles  
Secretary