

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING MAY 15, 1973

The regular meeting of the Civil Service Board was called to order by President Alexander at 1:30 p.m. in the Personnel Department Conference Room.

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

The minutes of the meetings held on March 20 and 27 and April 3 were approved as presented.

NEW EXAMINATIONS ANNOUNCED

#1264 Traffic Control Maintenance Man I
#1267 Street Construction Laborer
#1269 Greenskeeper
#1270 Assistant Landscape Architect
#1271 Refuse Collection Supervisor (Promotional)
#1273 Shop Foreman (Promotional)
#1274 Patrolman
Community Service Officer

ADOPTION OF AMENDMENT TO CIVIL SERVICE BOARD RULE 12.1, APPOINTMENTS SUBJECT TO PROBATIONARY PERIOD (continued from 5/1/73)

At its meeting of May 1, the Civil Service Board considered the proposed amendment to Rule 12.1 regarding probationary period for classifications of Patrolman and Policewoman which would require a one-year probationary period after the completion of the Police Academy. The Secretary informed the Board that the recommendation of the Commission on Police Officer Standards and Training (POST) is a probationary period of 18 months at the entry level of Patrolman and Policewoman; however, to qualify for training funds, the minimum probationary period is one year. Mr. Danielson stated that the City of Sacramento was an exception to that requirement for training funds because a Charter change was required to amend the length of probationary period for City employees. It was further explained that in-grade increases would take place as usual, except that the employee would not have permanent status until the completion of the probationary period.

The Secretary reported that the proposed probationary period would be approximately 15 months in length and would increase to about 16 months in length at such time in the near future that the Police Academy is extended from three months to four months' duration. Mr. Danielson reported that the proposal before the Board had been developed after lengthy meeting and consulting with the Sacramento Police Officers Association and that it had the concurrence of SPOA, Police Chief Kinney, and himself.

Motion was made by Mr. Street to approve a probationary period of a total of one year. The motion was seconded by Mr. Yew and carried by the following vote:

Ayes: Members Alexander, Street, Yew.
 Absent: Members Reynoso, Woods.
 Noes: None.

The rule, as amended, shall read as follows:

"12.1 Appointments Subject to Probationary Period. Except as otherwise provided by this section, all appointments from open or promotional eligible lists to positions in the classified service shall be for a probationary period of six (6) months, during which the department head shall observe and appraise the conduct, performance, attitude, adaptability and job knowledge of each employee and determine whether the employee is fully qualified for permanent status.

"The Board shall have the authority to require any person appointed from a reinstatement list, where the person was placed thereon for reason outlined in 10.1(c) of the rules, to serve a six (6) months' probationary period before acquiring permanent status.

"Appointments to the classifications of Patrolman and Policewoman shall be for a probationary period of twelve (12) months."

APPROVAL OF PERSONNEL RECOMMENDATIONS AFFECTING UTILITY BILLING DIVISION

- A. Permanent Status to Mr. Maurice Fong as Storekeeper;
- B. "Y-rate" for Mr. Maurice Fong as Storekeeper at the same salary held in his former classification of Data Processing Supervisor;
- C. Adoption of revised class specification for Field Representative;
- D. Permanent status to Messrs. Walter Lewis and Raul Melendez as Field Representative;
- E. Abolishment of class of Field Collector.

The Utility Billing Operation Study was presented to the Board at its meeting of May 1. After discussion, the matter was tabled until this meeting.

Mr. William Woska, Supervising Personnel Analyst, and Mr. Martin Allen, Director of Finance, were present to answer questions of the Board. Mr. Woska explained the consolidation of the Utility Billing Operation into one division under the Department of Finance and the resulting effect on the positions held by Messrs. Maurice Fong, Data Processing Supervisor; John Brennan, Administrative Assistant I; Walter Lewis and Raul Melendez, both Field Collectors.

Mr. Woska stated that Mr. Fong had been contacted regarding his reallocation and transfer to the position of Storekeeper at a "y-rate" comparable to his current salary as Data Processing Supervisor, and that Mr. Fong concurred. Mr. John Brennan chose to be laid off and be placed on a reinstatement list for Administrative Assistant I. The duties and responsibilities of the Field Collector and Field Representative have been consolidated and will be performed by a Field Representative, as reflected in the proposed revised class specification for Field Representative. Mr. Woska then recommended that the class of Field Collector

be abolished. Messrs. Lewis and Melendez, both Field Collectors, would then be reallocated to the class of Field Representative and, with Board approval, be granted permanent status in that class.

Motion was made by Mr. Street and seconded by Mr. Yew to grant permanent status to Mr. Maurice Fong in the class of Storekeeper and that his salary be "y-rated" at the same salary as his former class of Data Processing Supervisor. The motion was carried by the following vote:

Ayes: Members Alexander, Street, Yew.
 Abstained: Member Reynoso (as he had just arrived).
 Absent: Member Woods.
 Noes: None.

Motion was made by Mr. Yew, seconded by Mr. Street, and carried by unanimous vote to (1) approve the revision of the class specification of Field Representative; (2) to grant permanent status to Messrs. Walter Lewis and Raul Melendez as Field Representative; and (3) to approve the abolishment of the class of Field Collector.

CHANGE OF PREVAILING CONSTRUCTION HOURLY RATE

Mr. Woska stated that the International Brotherhood of Electrical Workers Contract, which is a two-year contract, must still be presented to the Construction Industries Stabilization Board; however, upon the union's request the new hourly construction rates were being presented to the Board at this meeting. He further stated that the first-year increase is within the Federal Pay Board Guidelines, but the second year is not. If the Construction Industries Stabilization Board should decide to split the total of the two-year increase, the City's total increase then would be less than that of the contract, as the first-year increase will not be adjusted retroactive to the effective date of the contract.

In accordance with the International Brotherhood of Electrical Workers Contract and the International Alliance of Theatrical Stage Employees Contract, motion was made by Mr. Street, seconded by Mr. Reynoso, and carried by unanimous vote to approve the below-listed new construction hourly rates as long as the increases are in compliance with the Federal Pay Board Guidelines:

| <u>Classification</u> | <u>New Hourly Rate</u> | <u>Effective Date</u> |
|-----------------------|------------------------|-----------------------|
| Electrician | \$8.67 | June 1, 1973 |
| Electrician Lineman | 8.67 | June 1, 1973 |
| Electrician Foreman | 9.965 | June 1, 1973 |
| Stage Electrician | 6.00 | Immediately |

DEPARTMENT OF JUSTICE EMPLOYMENT GUIDELINES AFFECTING EMPLOYMENT STANDARDS FOR POLICE OFFICERS

A copy of the March 6, 1973, Department of Justice equal rights guidelines, effective March 9, 1973, concerning the effect of the minimum height requirements for employment of law enforcement officers on minorities and women was presented to the Board for its information.

Mr. Tom Haas, Deputy City Attorney, stated that these guidelines are for recipients of the Law Enforcement Assistance Administration (LEAA) federal grant and that the City receives approximately \$1 million per year. Mr. Haas stated that the Department of Justice guidelines demand compliance as a condition to receiving the LEAA grant. He said the City of Sacramento is one of 19 cities in California named by the Justice Department in a suit which requests that LEAA money be cut off for failure to follow the guidelines. Because this document had just been received by the City, the City Attorney's Office is researching the matter.

Mr. Danielson stated that Police Officer Standards and Training Commission has eliminated all height requirements and that the Board may be asked to modify the height standards for policemen and policewomen in the near future.

EMPLOYEE STATUS FOLLOWING REALLOCATION OF POSITION

Ronald Perry, Senior Draftsman

Letter dated April 27, 1973, from Chief Electrical Engineer J. F. Yee, which had the approval of City Engineer Ronald Parker, to the Director of Personnel recommending reallocation of Mr. Ronald Perry from Draftsman to Senior Draftsman was presented to the Board. The class specification for Senior Draftsman allows an employee with four years of experience as a Draftsman for the City to be reallocated to the class of Senior Draftsman. Mr. Perry has held the position of Draftsman for six years.

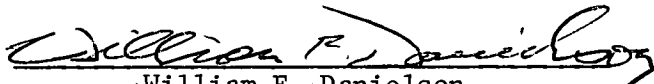
Motion was made by Mr. Yew, seconded by Mr. Reynoso, and carried by unanimous vote to grant permanent status to Mr. Ronald Perry in the class of Senior Draftsman.

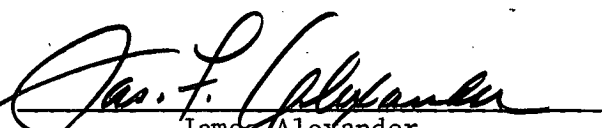
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Mr. Donald E. Fermer and Mr. Bruce J. Brown, Firefighters, requested to speak before the Board. Mr. Fermer requested that the Fire Engineer promotional examination be postponed to August 24 in order to permit six men, who would not qualify if held earlier, to take the Fire Engineer promotional examination. Mr. Danielson informed Messrs. Fermer and Brown that the matter has already been resolved by moving the examination date to September 19, 20 and 21, 1973. Mr. Danielson reported that the change in promotional examination date, which would permit Mr. Fermer and Mr. Brown to compete in the Fire Engineer examination, had previously been transmitted to the Fire Chief's office and that this information would appear in the Fire Department Information Bulletin.

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The meeting was adjourned at approximately 3:30 p.m.


William F. Danielson
Secretary


James Alexander
President

FIELD REPRESENTATIVE

Nature of Work:

This is field work in making inspections, investigations, securing enforcement of various City laws and regulations, and making collections for delinquent utility bills and bad checks. Employees of this class are responsible for performing field work which can be learned on the job and which requires no special previous operational training. Employees work with more independence as they learn the necessary rules, regulations, and laws governing operational activities. Supervision may be exercised over a few employees; this is not, however, a primary responsibility of a position in this class.

Examples of Duties:

Inspects commercial, residential, and industrial premises of new water account subscribers to inspect facilities and equipment that will determine their rate for water service; inspects and measures swimming pools for cubic foot charges and dates put into use; inspects air conditioning and refrigeration units to determine tonnage and horsepower; checks all irrigation accounts as to square footage involved and if used commercially or private; makes re-inspections of accounts where questions arise as to proper rate.

Collects samples from water distribution systems; delivers samples to health department; picks up water sample test reports.

Makes inspections on low pressure complaints; investigates complaints of water quality and palatability; takes samples to filter plant; inspects canaries for proper disposal practices; checks cross connections with well water supplies for compliance with State requirements; serves notices on property owners or tenants to repair defective fixtures, pipes, and services; inspects water service pipes and meter connection and checks for unauthorized use of water.

Investigates complaints of water quality, volume, and pressure of water delivered to consumers.

Contacts customers and collects delinquent accounts related to utility bills and license fees.

Investigates returned bills to determine address corrections and other billing related problems.

Checks new and established businesses to insure that licenses are proper and current.

Checks on delinquent licenses and permits; contacts contractors and determines proper licensing; checks businesses to determine if their license equalizes the fee they are paying; obtains license applications and fees; investigates complaints of license rates.

Keeps records of all inspections, investigations, and dispositions and makes reports of their disposition.

Performs related work as required.

Knowledges, Abilities, and Skills:

Knowledge of the geography of the City, including the location and layout of streets.

Ability to learn the rules, regulations, and ordinances applying to the department concerned and ability to apply this knowledge to specific problems.

Knowledges, Abilities, and Skills Continued:

Ability to learn technical aspects of work to be done.

Ability to establish and maintain harmonious working relationships with other employees and the general public, and be able to deal tactfully and firmly as required.

Ability to make simple field tests using pressure gages and other field instruments.

Ability to understand and follow oral and written instructions.

Ability to prepare records and reports.

Desirable Qualifications:Education:

Completion of the twelfth grade.

Experience:

Three years of clerical or field inspection experience which involves considerable public contact.

Necessary Special Qualification:

Possession of a valid California Operator's License.