

MINUTES OF REGULAR MEETING
CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SEPTEMBER 6, 1988

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

MEMBERS PRESENT: Mr. Jonathan Mayhew
Mr. Joseph Russell
Mr. Bill White

MEMBERS ABSENT: Ms. Catherine Harris
Ms. Dora Huntzing

MINUTES OF REGULAR MEETING OF AUGUST 16, 1988

A motion was made to approve the minutes of the August 16, 1988 Civil Service Board meeting.

Motion: Mr. White
Second: Mr. Mayhew

The motion was approved by unanimous roll call vote.

REPORTS OF DIRECTOR OF PERSONNEL

Ms. Donna Giles informed the Board that she had no reports.

Ms. Huntzing entered the meeting at 1:31 p.m.

PROPOSED NEW CLASSIFICATION, TRAFFIC WORKER I - REVISION AND RETITLING OF THE CLASSIFICATION OF TRAFFIC WORKER TO TRAFFIC WORKER II - REVISION TO THE CLASSIFICATION OF TRAFFIC LEADWORKER - SECOND READING

Ms. Stephanie Clymer, Personnel Analyst, addressed the Board. Ms. Clymer informed the Board that she has received no further comments regarding this item.

Motion: Mr. Mayhew
Second: Mr. White

The motion was approved by unanimous roll call vote.

Ms. Harris entered the meeting at 1:35 p.m.

ESTABLISH TWO NEW CLASS SERIES - CUSTOMER SERVICE TRAINEE, CUSTOMER SERVICE REPRESENTATIVE, AND SENIOR CUSTOMER SERVICE REPRESENTATIVE: TAX AND PERMITS REPRESENTATIVE, SENIOR TAX AND PERMITS REPRESENTATIVE, REVENUE SUPERVISOR - FIRST READING

Ms. Bronda Silva, Senior Personnel Analyst, addressed the Board on this item. Ms. Silva informed the Board that as a result of an agreement with Local 39 a class study was conducted on classes within the Utility Services and Tax and Permits sections of the Revenue Division of Finance.

Staff is proposing to establish new classes entitled Customer Services Trainee, Customer Services Representative, Senior Customer Services Representative, and Revenue Supervisor. In the Tax and Permits section it is proposed to use the same class of Customer Services Trainee that will be used for entry level in Utility Services. However, it is proposed to establish the new classes of Tax and Permits Representative and Senior Tax and Permits Representative for the journey and lead levels in this section to reflect the differences in duties and responsibilities between the two sections at these two levels. The proposed class of Revenue Supervisor will be used in both sections. All the positions in both sections, except the supervisors, are currently classified as Revenue Representatives despite the differences in responsibilities.

A motion was made to establish two new class series - Customer Service Trainee, Customer Service Representative, and Senior Customer Service Representative; Tax and Permits Representative, Senior Tax and Permits Representative, Revenue Supervisor for first reading.

Motion: Mr. Mayhew
Second: Ms. Huntzing

The motion was approved by unanimous roll call vote.

RECOMMENDED DECISION OF ADMINISTRATIVE LAW JUDGE IN THE MATTER OF OSCAR THOMPSON
SUPERVISING COMMUNITY CENTER ATTENDANT

Mr. Richard Antoine, Deputy City Attorney, addressed the Board on this matter. Mr. Antoine requested that the Board not adopt the proposed decision of the Administrative Law Judge but recommended a suspension of two weeks to one month.

Mr. Vincent A. Harrington, Jr., Attorney, representing Mr. Thompson, addressed the Board. Mr. Harrington asked that the Board adopt the proposed decision of the Administrative Law Judge.

The Board asked questions of both Mr. Antoine and Mr. Harrington. After discussions by both Attorneys and the Board a motion was made to adopt the Findings of Fact, the Determination of Issues and the proposed decision of the Administrative Law Judge in the matter of the appeal of Oscar Thompson, Sanitation Worker I.

Motion: Mr. Mayhew
Second: Ms. Harris

The motion was approved by unanimous roll call vote.

ELIGIBLE LISTS 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 Russell declared the meeting adjourned at 2:50 p.m.



Joseph Russell
President



Donna L. Giles
Secretary