

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING FEBRUARY 7, 1979

The special meeting of the Civil Service Board was called to order by Acting President Wilfred Street at 7:35 p.m. in the Sacramento Housing and Redevelopment Agency Conference Room, 630 I Street.

Present: Luis Campos, Juanita Damerell, Wilfred Street, Ronald Wright.
Absent: Donna Giles.

AMENDMENT TO CIVIL SERVICE BOARD RULES AND REGULATIONS

Proposed Revision of Rule 6.6, Selective Certification - fourth reading

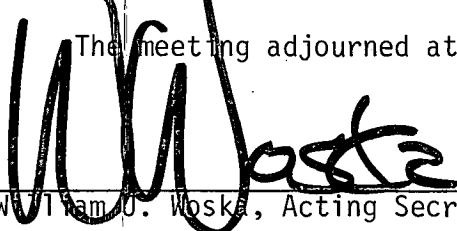
Mr. Wright stated that the rule as proposed by him at the January 17 meeting was determined to be inappropriate after having reviewed the rule with the Deputy City Attorneys. Therefore, Rule 6.6 (Sacramento Association of Black Attorneys' proposal) and Rule 6.6-1 (City Attorney's proposal) were drafted for consideration at this meeting.

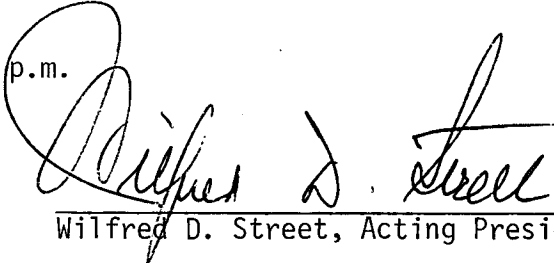
Discussion was held concerning the proposed rules with Mr. Louis Loera of the American G. I. Forum; Attorney Milton McGhee, President of NAACP; and Mr. Gary Little of the Human Rights Commission.

MOTION: Mrs. Damerell moved to adopt Rules 6.6 and 6.6-1 as proposed.
SECOND: Mr. Wright.
CARRIED: Unanimous vote.

MOTION: Mr. Wright moved to repeal the old Rule 6.6.
SECOND: Mrs. Damerell.
CARRIED: Unanimous vote.

The meeting adjourned at 8:45 p.m.


William U. Woska, Acting Secretary


Wilfred D. Street, Acting President

Attachment:
Rule 6.6
Rule 6.6-1

6.6 Selective Certification (Special Qualifications)

- (a) The citizens of Sacramento have the right to expect that the City will hire, train and develop (whenever necessary), and maintain a work force that can most effectively deliver services to all citizens of the City. One reasonable and effective way to accomplish this goal is to hire persons who have demonstrated the ability to relate to different cultural and/or sexual groups, as well as persons who are handicapped, as indicated by the applicant's unique work experiences, socio-economic background, special training and other relevant personal qualities. This will insure that the City work force is diverse enough to communicate with, interpret the needs of, and deliver services to all the citizens of Sacramento.
- (b) If a vacancy exists within a class, the appointing authority may request a selective certification of eligibles having the specialized qualifications required if such request is made prior to certification. If the Director of Personnel/Secretary to the Board, after investigation, determines that the facts and reasons justify such selective certification, the highest ranking eligibles who possess the special qualifications shall be certified. Notwithstanding any other provision of these rules, the Director/Secretary must initiate selective certification whenever the City work force is constituted in such a manner that certain segments of the population are being insufficiently served because the work force cannot adequately relate to their needs and/or culture. Such certification shall be applicable in all classifications where the Director/Secretary determines that the desired special qualifications will most effectively meet the needs of those under-served citizens of Sacramento and help further the goal of achieving a diversified work force.
- (c) When selective certification is initiated, the Director/Secretary shall determine who in order of ranking among the eligibles on the applicable open competitive eligible list have such required special qualifications. The Director/Secretary shall certify as available for appointment to each such vacancy to be filled the three (3) eligibles having the required special qualifications who stand highest on the applicable open competitive list. The appointing

authority may appoint any one of those three (3) eligibles to fill said vacancy.

- (d) The special qualification may be tested for on a pass-or-fail basis as a part of the examination for the class. Applicants must be notified of their opportunity to be tested for the special qualification.
- (e) Separate eligible lists will be established for each type of special qualification approved for a class. The eligible persons on selective certification lists also shall be included on the regular list for the class.
- (f) Separate classes may be established in lieu of utilizing selective certification.
- (g) On the last day of each quarter of the calendar year, the Director/Secretary shall submit to the City Council a report concerning the use of the selective certification process for that quarter. The report shall include the names of those individuals selectively certified, the position filled by selective certification, and the reasons for the filling of the position by selective certification.

(Revised February 7, 1979)

6.6-1 Selective Certification (Minority and Female Employment)

- (a) Definitions. As used herein:

"Identifiable discrimination" shall mean constitutional or statutory violations resulting in race or sex-based injuries.

"Selective certification" shall mean the certification to the appointing authority of the names of the three persons standing highest on the eligible list who are minority persons or women.

"Minority persons" shall include Blacks, Asians, persons of Hispanic descent, American Indians, Filipinos, Polynesians, and other non-Whites.

- (b) Hearings and Findings. After a public hearing the Board may order the selective certification of minorities or women within a particular classification if:

- (1)(a) The Board finds that there is a compelling governmental interest in invoking the use of selective certification for the classification, and

(b) The Board finds that the use of selective certification is the least intrusive means of achieving the governmental interest; or

(2)(a) The Board finds that there has been identifiable discrimination by the City of Sacramento against minorities or women applying to or within the particular classification and/or department;

(b) The Board finds that the use of selective certification will remedy the effects of the discrimination found to have occurred under subparagraph (2)(a), above, and

(c) The Board finds that the use of selective certification is the least intrusive means of remedying the effects of the identifiable discrimination:

(c) Considerations (Identifiable Discriminations).

In determining under subparagraph (b)(2), above, whether identifiable discrimination has occurred, the Board shall consider, among other things:

- (1) Whether minority or female personnel are under-represented within the particular classification;
- (2) Whether intentional acts of discrimination have occurred;
- (3) Whether discriminatory employment practices have been used.

(d) Order. If the Board makes the findings required in subparagraph (b)(1) or (2), above, it may order that selective certification of minorities or women shall be made to the classification involved in accordance with an alternating ratio until a specified number of minorities or women have been appointed to the classification.

The Board's order shall specify:

- (1) Whether the order applies to women or minorities, and if the latter, the minority group(s) included in the order;
- (2) The alternating ratio to be used, taking into consideration the number of minorities or women who can reasonably be expected to apply and qualify and any other relevant circumstances;

- (3) Any other requirements which the Board determines are reasonably necessary to assure effective compliance with the order in accordance with the purpose of this rule; and
- (4) If the classification is used by more than one department, the order shall specify the number of selective certification appointments to be made by each department using the classification.

An order may be rescinded or revised from time to time by the Board as it determines to be necessary or appropriate. In determining whether to rescind or revise an order, the Board may consider any relevant information including, but not limited to, the needs of the service, changed circumstances, problems encountered in implementing the order, and information which was not previously considered by the Board.

- (e) Certification. If the Board orders the use of selective certification, the Director of Personnel/Secretary to the Board shall certify the names of the three minority persons or women standing highest on the eligible list for the classification for which the Board has ordered the use of selective certification, in accordance with the Board's order.

(Revised February 7, 1979)

RECREATION PROGRAM COORDINATOR

NATURE OF WORK:

Under general supervision, a Recreation Program Coordinator performs para-professional recreation work coordinating and directing activities in a neighborhood or recreation complex.

DISTINGUISHING CHARACTERISTICS:

This class differs from that of Recreation Supervisor which is the first professional classification in the recreation series. Recreation Supervisors have responsibility for various recreation programs within a district, while Recreation Program Coordinators are para-professionals generally assigned to conduct recreational, educational, and social activities within the City recreation system, reporting directly to Recreation Supervisors.

EXAMPLES OF DUTIES:

Assists and participates in a neighborhood center recreation program by:
Directing programs and activities at a center;
Planning and coordinating programs and activities;
Providing information and referral to the neighborhood concerning available programs including the development and distribution of brochures;
Supervising recreation leaders, volunteers, and other assigned persons in recreation activities.

Determines priorities to meet the need of the neighborhood.
Assists, participates, and coordinates recreation programs.
Performs related duties as assigned.

DESIRABLE QUALIFICATIONS:

Experience:

One year of recreation leadership experience including duties such as organizing and providing general guidance over the activities of children, teenagers, and adults at a park, playground, or a recreation center.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

- The principles and practices of supervision and training.
- The various recreation activities such as sports, games, arts, crafts, dramatics, and music.
- First aid and safety practices.

Ability to:

- Read, write, speak, and understand the English language at a level necessary for efficient job performance.
- Organize, direct, and supervise the activities of groups using facilities.
- Express and relate ideas clearly and concisely, both orally and in writing.
- Keep records and prepare reports.
- Establish and maintain cooperative working relationships with employees, school officials, and the general public.

Adopted: 2/6/79

Revised:

Title Change:

Abolished:

Class Code: