

MINUTES OF THE REGULAR MEETING  
OF THE CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
MAY 19, 1981

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by Vice-President Joseph L. Russell in the Conference Room, Department of Personnel, 801 - 9th Street, Sacramento, California at 1:34 p.m.

Members present:        Mr. Jonathan E. Mayhew  
                              Ms. Gail A. Mabbutt  
                              Mrs. Vivian C. Nance  
                              Mr. Joseph L. Russell

Member absent:         Mr. Luis J. Campos

MINUTES OF THE REGULAR MEETING OF MAY 5, 1981

Motion was made to approve the minutes of the Regular Meeting of May 5, 1981 as read.

Motion:         Mr. Mayhew  
Second:        Ms. Mabbutt

Motion was approved by unanimous roll call vote.

REPORTS OF DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel, addressed the Board and informed that there were no reports.

REVISION OF FIRE PREVENTION INSPECTOR CLASSES - Second Reading

- a. Establishment of two new classification series - Fire Inspector I & II, and Fire Prevention Technician Trainee I & II - Second Reading.
- b. Amendment to Civil Service Rule 7.4 to add Fire Prevention Technician Trainee as a class requiring a twelve month probationary period - Second Reading.

Mr. John Worcester, Personnel Management Administrator, introduced Mr. Walter McClaren and Fire Marshal Ray Charles who would be available to answer any questions on the proposed revisions listed above.

Motion was made to approve and adopt the revision of Fire Prevention Inspector Classes by establishing two new classification series - Fire Inspector I & II, and Fire Prevention Technician Trainee I & II, and amending Civil Service Rule 7.4 to add Fire Prevention Technician Trainee as a class requiring a twelve month probationary period.

May 19, 1981

Motion: Mr. Mayhew  
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

REVISION OF GOLF COURSE MARSHAL CLASS SPECIFICATIONS - First Reading

Mrs. Verna Banks, Senior Personnel Analyst addressed the Board and explained that the responsibilities and duties for this classification had changed over the years, and that the proposed specification changes would more accurately reflect the current duties and responsibilities.

There were questions from the Board members on the new responsibilities of this classification, and Mrs. Banks responded. A change was approved under "Example of Duties" to read "Patrol Golf Course with full authority to removed persons from the course for violation of rules and regulations", in place of "Act as Golf Course Patrolman with....."

Motion was made to approve the revision of Golf Course Marshal Class Specifications and pass for second reading.

Motion: Mrs. Nance  
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

EXAMINATIONS TO BE ANNOUNCED

#1766 - Marina Attendant

Motion was made to approve examination #1766 - Marina Attendant.

Motion: Mr. Mayhew  
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

# 1819 - Key Data Operator I

Motion was made to approve examination #1819 - Key Data Operator I.

Motion: Ms. Mabbutt  
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

May 19, 1981

#1822 - Traffic Signal Technician

Motion was made to approve examination #1822 - Traffic Signal Technician.

Motion: Mrs. Nance  
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

ELIGIBLE LIST ESTABLISHED

#1809 - Maintenance Worker II

APPEALS OF EXEMPT ALLOCATIONS AND CLASSIFICATIONS PROPOSED BY THE RALPH ANDERSEN AND ASSOCIATES STUDY - Continued

John Worcester, Personnel Management Administrator, addressed the Board on this issue and referred to the request from the City Manager that the Civil Service Board review any appeals stemming from the Andersen Study of the exempt classes, and make recommendations to his office.

Mr. Worcester referred to his memorandum to the Board dated May 15, 1981, in which a summary of twelve individual appeals and recommended disposition was listed. Background material for two individual appeals had been included in the agenda packet - the appeal of William Hetland, Senior Engineer, and the appeal of Verna Banks, Senior Personnel Analyst. Mr. Worcester handed out copies of background material for three additional appeals - J. Mark Morgan, Assistant Parking Director, and Ted Nunes, and Ken Sanchez, Parking Supervisors. It was agreed that the appeals of Mr. Hetland and Mrs. Banks would be considered at this meeting, and the appeals of Mr. Morgan, Mr. Nunes and Mr. Sanchez would be considered at the next regular meeting of the Board scheduled for June 2, 1981.

Appeal of Mr. William T. Hetland  
Senior Engineer

Mr. Paul Smilanich, Vice-President of the Sacramento City Managers Association addressed the Board and stated that Mr. Hetland had authorized him to withdraw this appeal.

The Board accepted this withdrawal.

Appeal of Verna J. Banks, Senior Personnel  
Analyst

Mrs. Banks distributed a memorandum to the Board in response to the report of John Worcester dated May 14, 1981 on her appeal of the proposed reallocation of her position from a Senior Personnel Analyst to Associate Personnel Analyst.

May 19, 1981

Mrs. Banks stated that in her opinion the main difference between the Senior and Associate level, as outlined in Mr. Worcester's memorandum, seemd to be the degree of supervisory work, and questioned if this was a requirement of all senior level positions.

Vice-President Russell recessed the meeting at 2:05 p.m.  
The meeting was reconvened at 2:11 p.m.

Mr. Worcester responded to Mrs. Banks' concerns and stated that the Associate level duties included "limited supervision may be exercised...", which more accurately describes Mrs. Banks' current area of responsibilities. Mrs. Banks agreed that her current duties were different from the duties she assumed when her position was allocated to Senior Personnel Analyst five years ago.

There was some discussion between Board members and staff.

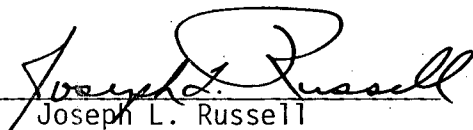
Motion was made that recommendation be made to the City Manager to deny the appeal of Verna Banks of the reallocation of her position from Senior Personnel Analyst to Associate Personnel Analyst.

Motion: Mrs. Nance  
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

There was some discussion on the wording of the class specification, and this issue will be discussed further at the next regular meeting on June 2, 1981.

Vice-President Russell declared the meeting adjourned at 2:35 p.m.

  
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Joseph L. Russell  
Vice-President

  
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Donna L. Giles  
Secretary