

**MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
JANUARY 3, 1984**

The regular meeting of the Civil Service Board, City of Sacramento was called to order by President Jonathan Mayhew in Conference Room 103, Department of Personnel, 801 - 9th Street, Sacramento, CA at 1:35 p.m.

MEMBERS PRESENT: Ms. Gail Mabbutt
 Mrs. Vivian Nance
 Mr. Jonathan Mayhew

MEMBERS ABSENT: Ms. Pamela Placencia
 Mr. Joseph Russell

MINUTES OF THE REGULAR MEETING OF DECEMBER 20, 1983

A correction to the minutes was noted.

A motion was made to approve the minutes of the December 20, 1983 meeting as amended:

Motion: Mrs. Nance
Second: Ms. Mabbutt

The motion was approved by unanimous roll call vote.

REPORTS FROM DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel, informed the Board that a leave of absence had been approved for Ingrid Alston, Fire Prevention Technician I (Medical/Personal).

SECOND READING - REVISION TO TYPIST CLERK III AND STENOGRAPHER CLERK III CLASS SPECIFICATIONS

A motion was made to approve the revisions to Typist Clerk III and Stenographer Clerk III Class Specifications for second reading.

Motion: Mrs. Nance
Second: Ms. Mabbutt

The motion was approved by unanimous roll call vote.

SECOND READING - REVENUE DIVISION CLASSIFICATION STUDY - NEW AND REVISED CLASSIFICATIONS

A motion was made to adopt for second reading the new classes of Revenue Representative I, Revenue Representative II, Revenue Representative III, Claims Collector and Senior Claims Collector; it was further moved that the revision and retitling of Tax and License Supervisor to the class of Enforcement and Collections Supervisor be approved for second reading; and finally, it was moved that the classes of Utility Billing Representative I, Utility Billing Representative II and Utility Billing Representative III be abolished.

Motion: Ms. Mabbutt
Second: Mrs. Nance

The motion was approved by unanimous roll call vote.

Mr. Russell and Ms. Placencia entered meeting at 1:40 p.m.

SECOND READING - REVISION TO FIREFIGHTER CLASS SPECIFICATION

A motion was made to approve the revision to Firefighter Class Specification for second reading as amended with a note made that the no smoking requirement be stricken.

Motion: Mrs. Nance
Second: Ms. Mabbutt

The motion was approved by unanimous roll call vote.

ELECTION OF OFFICERS FOR CIVIL SERVICE BOARD AND ELECTION OF BOARD REPRESENTATIVE TO RETIREMENT HEARING COMMISSION

The following officers were elected for the year 1984:

President..... Jonathan Mayhew
Vice President..... Gail Mabbutt
Representative to the
Retirement Hearing Commission..... Pamela Placencia

REQUEST TO TRANSFER TO A HIGHER CLASS - NAOMIA GOULD, SENIOR KEY DATA OPERATOR

A motion was made to approve the request of Naomia Gould to transfer to a higher class.

Motion: Ms. Mabbutt
Second: Ms. Placencia

The motion was approved by unanimous roll call vote.

A motion was made that Naomia Gould would remain at her present salary upon transfer to be effective January 7, 1984.

Motion: Ms. Mabbutt
Second: Mrs. Nance

The motion was approved by unanimous roll call vote.

RECOMMENDED DECISION OF ADMINISTRATIVE LAW JUDGE - LUIS A. ZENDEJAS, PARKING LOT ATTENDANT

A motion was made to adopt the recommended decision of the Hearing Officer in the appeal of Luis Zendejas and that the grammatical error be corrected in the Determination of Issues, Paragraph II.

Motion: Ms. Mabbutt
Second: Mrs. Nance

was approved by the following roll call vote.

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

**ENDED DECISION OF ADMINISTRATIVE LAW JUDGE -
DAVIS, POLICE OFFICER**

was made that the recommended decision of the Hearing
the appeal of Kenneth Davis be overturned, the proposed
the issuance of a formal letter of reprimand stating that the grounds
are covered in Civil Service Board Rule 12.2(c) and the
ney is to submit findings of fact.

Motion:	Ms. Mabbutt
Second:	Mrs. Nance

was denied by the following roll call vote:

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

was made to approve the recommended decision of the Administrative

Motion:	Mr. Russell
Second:	Ms. Placencia

was approved by unanimous roll call vote.

cia left the meeting at 3:13 p.m.

**RECOMMENDING ESTABLISHMENT OF REQUIREMENT TO
SPECIAL POLICE OFFICER STATUS**

was made to approve for first reading the addition of a
ice Officer Status requirement to the specification for
lassifications.

Motion:	Mrs. Nance
Second:	Mr. Russell

was approved by unanimous roll call vote.

e left the meeting at 3:33 p.m.

RESTRUCTURE ACCOUNTANT-AUDITOR SERIES BY REVISING SPECIFICATIONS FOR ACCOUNTANT-AUDITOR I AND ACCOUNTANT-AUDITOR II AND ABOLISHING ACCOUNTANT-AUDITOR TRAINEE

A motion was made to approve for first reading the restructuring of the Accountant-Auditor series by revising specifications for Accountant-Auditor I and Accountant-Auditor II and abolishing Accountant-Auditor trainee.

Motion: Mrs. Nance
Second: Ms. Mabbutt

The motion was approved by unanimous roll call vote.

ABOLISHMENT OF OBSOLETE CLASSIFICATIONS — POLICE OFFICER I/G, POLICE OFFICER II/G, REVENUE INSPECTOR, AND ZONING INVESTIGATOR

A motion was made to approve for first reading the abolishment of Obsolete Classifications — Police Officer I/G, Police Officer II/G, Revenue Inspector, and Zoning Investigator.

Motion: Mr. Russell
Second: Ms. Mabbutt

The motion was approved by unanimous roll call vote.

PERSONNEL TECHNICIAN - PROPOSED QUALIFICATIONS REVISIONS

A motion was made to approve the specification revision for Personnel Technician for first reading with the change of level III clerical experience to advance to journey level clerical experience.

Motion: Ms. Mabbutt
Second: Mr. Russell

The motion was approved by unanimous roll call vote.

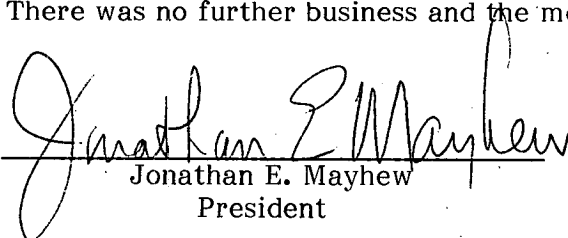
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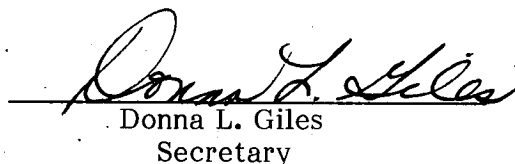
Information item only.

EXTENSION OF ELIGIBLE LISTS

Information item only.

There was no further business and the meeting was adjourned at 3:45 p.m.


Jonathan E. Mayhew
President


Donna L. Giles
Secretary