

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING SEPTEMBER 6, 1978

The regular meeting of the Civil Service Board was called to order by President Ronald Wright at 1:42 p. m. in the Personnel Conference Room, 801 Ninth Street.

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

Absent: Wilfred Street.

MINUTES OF REGULAR MEETING, AUGUST 15, 1978

Approved as submitted.

MINUTES OF SPECIAL MEETING, AUGUST 17, 1978

Approved as submitted.

REPORTS OF DIRECTOR OF PERSONNEL

a. Leave of Absence Extensions

The Director of Personnel, as agent of the Board, granted the following leave of absence extensions:

- (1) Clarence D. Golke, Painter (medical leave) extension from July 28, 1978 to October 28, 1978.
- (2) John McMahon, Maintenance Worker I (medical leave) extension from July 29, 1978 to October 29, 1978.
- (3) Estelle Davis, Junior Typist-Clerk (maternity leave) extension from August 8, 1978 to September 2, 1978.

ELIGIBLE REGISTER ESTABLISHED

<u>Exam.</u>	<u>Class Title</u>	<u>Effective</u>	<u>Expiration</u>
#1602	Refuse Collection Foreman	8/21/78	8/20/79

EXTENSION OF ELIGIBLE REGISTER

<u>Exam.</u>	<u>Class Title</u>	<u>From</u>	<u>To</u>
#1549	Water & Sewer Serviceman II	10/13/78	4/13/79

MOTION: Mrs. Damerell moved to approve the extension of #1549 for six months.

SECOND: Mr. Campos.

CARRIED: Unanimous vote.

EXAMINATIONS TO BE ANNOUNCED#1609 Survey Party Chief (Promotional)

MOTION: Mrs. Giles moved to approve the announcement.
 SECOND: Mrs. Damerell.
 CARRIED: Unanimous vote.

#1612 Water and Sewer Foreman (Promotional)

MOTION: Mrs. Giles moved to approve the announcement.
 SECOND: Mrs. Damerell.
 CARRIED: Unanimous vote.

#1614 Building Inspector I (Plumbing)

MOTION: Mrs. Damerell moved to approve the announcement.
 SECOND: Mr. Campos.
 CARRIED: Unanimous vote.

#1615 Identification Technician II

MOTION: Mrs. Damerell moved to approve the announcement.
 SECOND: Mrs. Giles.
 CARRIED: Unanimous vote.

AMENDMENT TO THE CLASSIFICATION PLANProposed New Classifications

Electrical Construction Inspector I - second reading
 Electrical Construction Inspector II - second reading

MOTION: Mrs. Giles moved that the new classifications be approved.
 SECOND: Mr. Campos.
 CARRIED: Unanimous vote.

Offset Equipment Operator - first reading
 Senior Offset Equipment Operator - first reading

Associate Personnel Analyst Susan Davidson introduced these two new classifications to the Board explaining that the purchase of new, advanced equipment established the need for personnel for daily operation. At such time as the new classifications are effective, Copy Machine Operator and Senior Copy Machine Operator will be presented to the Board for abolishment.

According to Board procedure, this item was held over for the second reading at the next regular meeting.

REQUEST FOR REINSTATEMENT AFTER RESIGNATION

Terry L. Williams, former Refuse Collector.

MOTION: Mrs. Damerell moved to deny the request for reinstatement by Mr. Williams.
 SECOND: Mrs. Giles.
 AYE: Mr. Wright.
 NO: Mr. Campos.

COMMUNICATIONS RECEIVED

- a. Janice L. Bettis, Senior Typist-Clerk, requesting cancellation of Supervising Clerk Eligible Register.

MOTION: Mrs. Damerell moved to deny the request of Ms. Bettis to cancel the existing Supervising Clerk Eligible Register.

SECOND: Mrs. Giles.

CARRIED: Unanimous vote.

- b. Douglas D. Edens, Firefighter applicant, appealing maximum age limitation for Firefighter.

Mrs. Giles requested that Staff research and determine by the next regular meeting by what method it would be possible to give Mr. Edens the opportunity to complete the examination process. This opportunity would extend to any other persons affected by this particular situation.

AMENDMENT TO CIVIL SERVICE BOARD RULES AND REGULATIONS

- a. Proposed Layoff Rule

Deputy City Attorney David Benjamin explained to the Board the procedure for reduction in personnel as set forth in Rule 11 by citing and defining 11.2 and 11.3 as pertinent to this anticipated action. A discussion ensued regarding which employees the recall rules would include. It was also relayed to Staff that all concerned individuals having questions, but not possessing a Memorandum of Understanding, be informed prior to the time of second reading that one is available.

- b. Hearing to Consider the Following Proposed Rule Changes:

Rule 3 Position Classification

Rule 4 Announcements, Applicants, and Examinations

Rule 5 Eligible Lists

Rule 6 Certification and Appointments

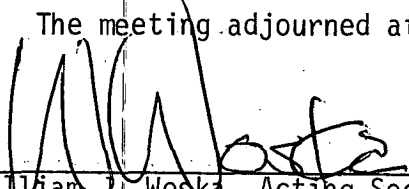
Rule 7 Probationary Period

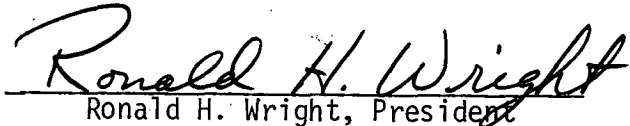
Additional definitions

Renumbering of Civil Service Rules to correspond with the above proposed rule change.

A special meeting was scheduled for October 10, 1978, at 1:30 p.m. to discuss this matter. The October 10 meeting would be considered the final hearing on the proposed Rules and Regulations.

The meeting adjourned at 4:17 p.m.


William J. Woska, Acting Secretary


Ronald H. Wright, President

ELECTRICAL CONSTRUCTION INSPECTOR I

NATURE OF WORK:

Under the general supervision of an Electrical Construction Inspector II, performs electrical inspections of City construction projects for conformance with approved plans and specifications and applicable electrical codes and ordinances.

DISTINGUISHING CHARACTERISTICS:

The Electrical Construction Inspector series includes two levels of inspectors assigned to the Electrical Engineering Division of the Engineering Department.

This class differs from Building Inspector I (Electrical) in that electrical inspections performed by the Electrical Construction Inspector I include inspections for public improvement projects including street lighting, traffic signal, fire alarm, communication, and irrigation systems, pumping stations, and public buildings for conformance with City approved plans and specifications as well as applicable electrical codes.

This class differs from Construction Inspector I in that the latter performs non-electrical inspections of public street construction projects requiring less specialized knowledge than is required of an Electrical Construction Inspector I.

EXAMPLES OF DUTIES:

Inspects a variety of new and remodeled electrical installations at City construction projects including street and sports lighting, traffic signal, fire alarm, communication, and irrigation systems; drainage and sanitary pump stations; parking structures; public buildings; and recreation facilities for conformance with approved plans and specifications, appropriate electrical codes, and safety requirements.

Inspects installation of electrical boxes, transformers, conduits, wiring, and all electrical hardware at public improvement construction sites for conformance with appropriate codes and ordinances and plans and specifications.

Arranges and attends pre-job conferences with contractors, architects, utility company representatives, and City engineering personnel to review construction project plans.

Reviews progress of work started, writes progress reports, and maintains related records.

Meets with property owners and others affected by City electrical construction projects in person and by phone to explain projects and investigate and handle complaints.

As required, contacts personnel in other City departments and serving utility companies to coordinate work such as power and telephone connections.

Inspects cement foundations, sidewalk repairs, painting, tree trimming, and other work related to electrical installations for conformance with approved plans and specifications and safety requirements.

Performs related work as assigned.

DESIRABLE QUALIFICATIONS:

Experience:

Three years of full-time paid work experience as a journey-level electrician or Electrical Construction Inspector or any combination of journey-level electrician work and electrical construction inspection work that equals three years of experience.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

Methods, practices, and materials used in electrical inspection work.

Federal, state, and local laws, statutes, codes and ordinances relating to electrical installation requirements of public facilities and electrical engineering projects.

Safety requirements of construction projects.

Ability to:

Make simple arithmetical computations.

Detect and locate defects and improper workmanship below required standards.

Understand and work with diagrams, specifications, plans, blueprints, and similar documents to ascertain stage of construction and location of defects or faults.

Read, write, and speak English at a level necessary for efficient job performance.

Interpret and carry out written and oral instructions.

Establish and maintain effective working relationships with employees, contractors, and the general public.

Write reports and maintain records.

Skill in:

The use of standard testing equipment such as volt, watt, and amp meters; and meggar tester.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid California Driver License.

Adopted: 9/6/78

Revised:

Title Change:

Abolished:

Class Code: 03491

ELECTRICAL CONSTRUCTION INSPECTOR II

NATURE OF WORK:

Under the direction of the Chief Electrical Engineer, or his/her authorized representative, coordinates the electrical inspections for the City public works projects, acts as the lead inspector over Electrical Construction Inspector I positions and performs the more complex electrical inspections of City public works projects.

DISTINGUISHING CHARACTERISTICS:

The Electrical Construction Inspector series includes two levels of inspectors assigned to the Electrical Engineering Division of the Engineering Department. This class differs from Construction Inspector II in that the latter coordinates the inspection work for public street improvements and/or supervises lower level construction inspectors, and occasionally performs the non-electrical inspections of City public street improvement projects.

This class differs from the class of Building Inspector II (Electrical) in that the latter performs combination inspections of single family residential and mobile homes, and electrical inspections of privately owned residential, commercial, and industrial structures for conformance to applicable codes and ordinances, but is not assigned lead responsibilities over lower level inspectors.

EXAMPLES OF DUTIES:

Performs all of the duties of an Electrical Construction Inspector I.
Coordinates the electrical inspections of City construction projects by planning, scheduling, and assigning the electrical inspection work according to project requirements.

Reviews the work of inspectors in the field to confirm accuracy of inspections and conformance with contract provisions, plans, specifications, codes, and sound construction practices.

Trains and participates in the evaluation of new Electrical Construction Inspectors.

Confers with inspectors and others concerning contract disputes and problems, and investigates and handles complaints.

Interprets and explains project plans and specifications to construction personnel.

Performs the more difficult and complex inspections of new and remodeled City electrical installation projects.

Performs related work as assigned.

DESIRABLE QUALIFICATION:

Experience:

One year full-time paid experience as an Electrical Construction Inspector I with the City of Sacramento.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

Principles of effective supervision and leadership.
Methods, practices, and materials used in electrical inspection work.

Federal, state, and local laws, statutes, codes and ordinances relating to electrical installation requirements of public facilities and electrical engineering projects.

Safety requirements of construction projects.

Ability to:

Plan, assign, schedule, coordinate, and direct the work of others.
Make simple arithmetical computations.

Detect and locate defects and improper workmanship.

Understand and work with diagrams, specifications, plans, blueprints, and similar documents to ascertain state of construction and location of defects or faults.

Read, write, and speak English at a level necessary for efficient job performance.

Interpret and carry out written and oral instructions.

Establish and maintain effective working relationships with employees, contractors, and the general public.

Write reports and maintain records.

Skill in:

The use of standard test equipment such as volt, watt, and amp meters; and meggar tester.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid California Driver License.

Adopted: 9/6/78

Revised:

Title Change:

Abolished:

Class Code: 03492