

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
JUNE 2, 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 1:45 p.m.

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

Members absent: Mr. Jonathan E. Mayhew
Mr. Luis J. Campos

MINUTES OF THE REGULAR MEETING OF MAY 19, 1981

Mrs. Donna L. Giles, Secretary to the Board, informed the Board of an error in the minutes and requested that a correction be noted as follows:

Page 3 - The appeal entitled "Appeal of Mr. J. Mark Morgan, Assistant Parking Director" should read "Appeal of Mr. William T. Hetland, Senior Engineer".

Motion was made to approve the minutes of the regular meeting of May 19, 1981 as corrected.

Motion: Mrs. Nance
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

REPORTS OF DIRECTOR OF PERSONNEL

Pending Item - Appeal of Johnnie Nelson

Mrs. Giles referred to a memorandum to the Board listing the appeals and legal proceedings of Johnnie Nelson, and recommended that this pending item be dropped from the agenda, as all the legal actions had been completed. There were no objections.

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

a. J. Mark Morgan, Assistant Parking Director

Ms. Susan Davidson, Associate Personnel Analyst, addressed the Board and referred to a letter from Mr. Morgan withdrawing his appeal. There were no objections.

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- b. Ted Nunes, Parking Supervisor, and
- c. Ken Sanchez, Parking Supervisor

These two appeals were considered concurrently.

Ms. Susan Davidson, Associate Personnel Analyst, referred to the memorandum to the Board from staff, and also to the correspondence from the appellants. Ms. Davidson explained staff's rationale for upholding the proposed title change, and why the titles proposed by Mr. Nunes and Mr. Sanchez are inappropriate.

Mr. Ted Nunes addressed the Board and stated his opinions as to why his title should be changed to On Street Parking Superintendent, and listed some of the areas of responsibility in his position.

Mr. Ken Sanchez addressed the Board briefly, and stated his opinion on why the title for his position should be changed to Off Street Parking Superintendent.

There was some discussion on these appeals and the Board questioned staff and the applicants.

Motion was made to recommend denial of both appeals to the City Manager.

Motion: Ms. Mabbutt
Second: Mrs. Nance

Motion was approved by unanimous roll call.

REVISION OF GOLF COURSE MARSHAL CLASS SPECIFICATIONS - Second Reading

Mr. Russell reviewed the background on this requested revision briefly, and it was noted that the specifications had been amended under "Examples of Duties" as directed at the first reading.

Motion was made to approve and adopt the revision of the Golf Course Marshal class specifications.

Motion: Ms. Mabbutt
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

PARKS DIVISION SUPERVISORY CLASS STUDY - First Reading

Mr. John Worcester, Personnel Management Administrator addressed the Board and explained that the proposed changes to the classes were the result of the final step in the Parks Division reorganization plan. He explained the proposal to eliminate one supervisory level by combining the Foreman I and II classes into one single supervisory class in the Parks, Tree Trimmer and Tree Maintenance sections.

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Mr. Worcester also informed the Board of the proposal to abolish the classes of Nursery Foreman and Nursery Worker, that the functions and positions be allocated to the Tree Maintenance section as follows: Nursery Foreman classification to Tree Maintenance Supervisor, and Nursery Worker classification to Tree Maintenance Worker II, and that the Tree Maintenance specifications be amended to include the Nursery duties.

In order to accomplish the proposed revisions of the study, the following was recommended:

1. Abolish the following classes:

Park Foreman I & II
Tree Trimmer Foreman I & II
Tree Maintenance Foreman I & II
Nursery Foreman
Nursery Worker

2. Establish the approve specifications for the following classes:

Park Supervisor
Tree Trimmer Supervisor
Tree Maintenance Supervisor

3. Approve amended specifications for the folloiwng classes:

Tree Maintenance Worker I
Tree Maintenance Worker II

Mr. Worcester stated that Civil Service Rule 3.6 Status of Employee Whose Position is Reallocated applied to these proposed changes.

Mr. Darrell Martineau, Park Foreman II, addressed the Board and stated the concerns of the Foremen classifications affected by the proposed study revisions, requesting that they be treated the same as other employees being reallocated under the Andersen Study which was governed by Civil Service Rule 3.7.

There was some discussion on these proposed reallocations and the rules in question.

Motion was made to approve the Parks Division Supervisory Class Study and pass for second reading.

Motion: Mrs. Nance
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

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Staff was directed to prepare a report to be presented at the next regular Civil Service Board meeting regarding Mr. Martineau's concerns, and to inform the Board of any anticipated reallocations of this nature.

CONVERSION OF CLASSIFICATIONS FROM EXEMPT TO THE CLASSIFIED SERVICE -
First Reading

- a. Zoo Herpetologist
- b. Business License Supervisor
- c. Assistant Real Estate Supervisor
- d. Booking Coordinator

Mr. Worcester informed the Board that this agenda item was the result of a request from the City Council that the Personnel Department staff study the exempt classifications with a view to determining if there were any classes which were inappropriate designated as exempt.

The conclusion of the staff review was that the above listed four classifications should be designated and established as Civil Service.

Motion was made to approve the conversion of classifications of Zoo Herpetologist, Business License Supervisor, Assistant Real Estate Supervisor, and Booking Coordinator from exempt to the classified service, and to pass it for second reading.

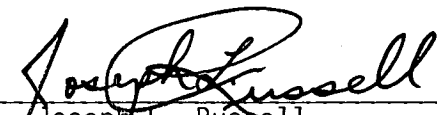
Motion: Mrs. Nance
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

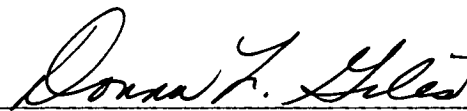
ELIGIBLE LISTS ESTABLISHED

- a. #1722-A - Police Officer (Lateral Entry)
- b. #1805 - Park Maintenance Worker II
- c. #1812 - Workers' Compensation Claims Rep.

There being no further business, Vice-President Russell declared the meeting adjourned at 2:50 p.m.



Joseph L. Russell
Vice-President



Donna L. Giles
Secretary