

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JULY 5, 1978

The regular meeting of the Civil Service Board was called to order by President Ronald Wright at 1:30 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

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

MINUTES OF JUNE 20, 1978, MEETING: Approved as submitted.

REPORTS OF DIRECTOR OF PERSONNEL

a. Proposed rule modifications (Rules 3, 4, 5, 6, and 7; additional definitions; and the renumbering of the remaining rules) were not ready for presentation to and adoption by the Board.

MOTION: Mrs. Damerell moved to continue the adoption of the proposed rules, additional definitions, and the renumbering of the remaining rules to the first meeting in August.

SECOND: Mr. Campos.

CARRIED: Unanimous vote.

b. The next meeting of the Council's Personnel and Public Employees Committee is scheduled for Friday, July 28, at which time the committee will begin its first consideration of the personnel provisions within the Charter. The committee will conduct its review by subject area instead of by section-by-section. The first subject area to be discussed is: which career classifications should be included within the personnel system.

The next meeting of the committee is scheduled for August 25. The second subject area to be considered will be selection procedures.

Mr. Danielson indicated that staff reports will be mailed to the Board members as well as to those on the Council Personnel Committee's mailing list prior to the meeting dates.

c. The City is now proceeding to implement the layoff language adopted by the City Council. Letters will be mailed to affected incumbents of non-career, part-time and limited-term positions which have been eliminated in the budget adopted by the City Council. These layoffs are to be effective July 21, 1978. Notices to affected career employees will be mailed at later dates. It is anticipated that no career employees will be laid off prior to the end of September, 1978.

ELIGIBLE REGISTER ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Effective</u>	<u>Expiration</u>
#1604	Senior Dispatcher (promotional)	6/21/78	6/20/79

EXAMINATION TO BE ANNOUNCED

#1603 Electrician Foreman (promotional)

MOTION: Mrs. Damerell moved to approve this examination announcement.

SECOND: Mr. Street.

CARRIED: Unanimous vote.

Members of the Board requested staff to check the dates of years of service of employees who may be eligible to file for all future promotional examinations. The Board requested that closing dates for filing take into account the lengths of service when setting closing filing dates, in order to avoid the situation that an employee(s) may just miss the qualifying experience date by a few days.

AMENDMENT TO CLASSIFICATION PLANProposed Revision of Class Specifications

- a. Golf Course Foreman
- b. Landscape Architect
- c. Assistant Landscape Architect

Golf Course Foreman

The changes in the Golf Course Foreman specification, (1) language update to correspond with the current duties and responsibilities of the position and (2) language to provide the option of an open or promotional examination, were discussed by Associate Personnel Analyst Bob Coons. Mr. Dale Achondo, Golf Superintendent, was present to answer questions of the Board.

Landscape Architect
Assistant Landscape Architect

Associate Personnel Analyst Susan Davidson explained the deletion of obsolete language; inclusion of supervisory responsibilities; the addition of the title, "Necessary Special Qualification"; and the general "clean-up" of the specification.

According to Board's procedure, action was held over to the next regular meeting for second reading of the three proposed revisions.

DELETION FROM PENDING ITEM: REQUEST FOR REINSTATEMENT BY JESSIE CALLOWAY, FORMER REFUSE COLLECTOR, AFTER AUTOMATIC RESIGNATION BECAUSE OF FAILURE TO RETURN FROM LEAVE OF ABSENCE

This subject was considered by the Board on October 4, 1977, at which time the matter was continued, subject to Mr. Calloway's attorney contacting Mr. Woska, Personnel Management Administrator, concerning a hearing date regarding Mr. Calloway's reinstatement request.

7/5/78

Mr. Woska, by his memorandum of June 20, 1978, reported that there had been several communications between Mr. Calloway's attorney and himself, and that recently Mr. Calloway had applied for industrial disability retirement. The matter, therefore, was being dropped from the pending items before the Board.

PROPOSED DECISION OF ADMINISTRATIVE LAW JUDGE IN THE MATTER OF THE APPEAL OF MARCIA MORLATT, LIBRARY PAGE

Ms. Marcia Morlatt's hearing before Mr. Robert R. Coffman, Administrative Law Judge, was held on June 12, 1978. The Proposed Decision dated June 14, 1978, was submitted to the Board for its consideration.

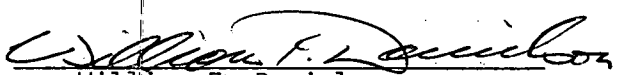
MOTION: Mr. Street moved to accept the recommended decision of the Administrative Law Judge.

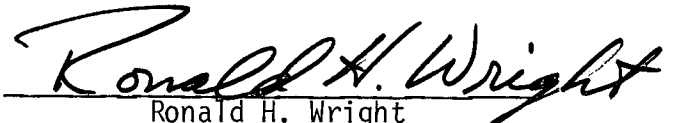
SECOND: Mrs. Damerell.

CARRIED: Unanimous vote.

Either Deputy City Attorney David Benjamin or Personnel Director William Danielson was requested to contact the Office of Administrative Hearings to request a revision of the heading "Order". The Board wished the heading to read "Recommended Order", instead. It was also suggested that a short statement indicating approval/rejection by the Board be placed on the document below the signature line of the Administrative Law Judge.

The meeting adjourned at 2:05 p.m.


William F. Danielson
Secretary


Ronald H. Wright
President