

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
AUGUST 4, 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, Personnel Department, 801 - 9th Street, Sacramento, California at 1:38 p.m.

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

Member absent: Mr. Jonathan E. Mayhew

MINUTES OF THE REGULAR MEETING OF JULY 7, 1981

It was agreed that the Minutes of the Regular Meeting of July 7, 1981 would be tabled to later in the meeting, pending the arrival of Board Member Jonathan Mayhew.

REPORTS OF DIRECTOR OF PERSONNEL

- a. Resignation of Board President Luis J. Campos and
Announcement of Vacancy for the Position.

Mrs. Donna L. Giles, Director of Personnel, addressed the Board and informed the Board that a letter of resignation had been received from Mr. Campos, and that applications were being taken for the position.

- b. Approval of Leaves of Absence - Donna Severs
Raymond Silva
Harry W. Howell.

Mrs. Giles informed the Board that the above-listed leave of absence requests had been approved.

REQUEST FOR VOLUNTARY DEMOTION

Nona Niehaus - Dispatcher II, Police Department

Mrs. Nance expressed concern about the turnover of employees in the Dispatcher classifications and questioned if there was any form of relief from the pressure of dispatching. Ms. Nona Niehaus, Dispatcher II, and Captain Mike O'Kane, of the Sacramento Police Department replied, and Captain O'Kane explained how there were three different duties in these classifications and that employees were rotated to alleviate some of the pressure.

Mr. Jonathan E. Mayhew entered the meeting at 1:43 p.m.

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There was more discussion on this request for voluntary demotion, and the question was raised as to how this transfer would affect the newly-established Police Clerk II list. Captain O'Kane informed of the number of vacancies currently in this classification, and explained that they had not been filled due to the hiring freeze.

Motion was made to approve the request for voluntary demotion by Nona Niehaus from Dispatcher II to Police Clerk II.

Motion: Mrs. Nance
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

MINUTES OF THE REGULAR MEETING OF JULY 7, 1981

Motion was made to approve the minutes of the regular meeting of July 7, 1981, as read.

Motion: Ms. Mabbutt
Second: Mr. Mayhew

Motion was approved by the following roll call vote:

Ayes: Mr. Mayhew
Ms. Mabbutt
Mr. Russell

Abstain: Mrs. Nance

RECOMMENDED DECISION OF ADMINISTRATIVE LAW JUDGE

Police Officer Joe Snyder

Mr. Donald Pressley, Attorney, representing Police Officer Joe Snyder, addressed the Board and requested that the recommendations of the Administrative Law Judge be approved.

Mr. Sam Jackson, Deputy City Attorney addressed the Board and stated that he had no objections to Mr. Pressley's request.

Motion was made to adopt the proposed decision of the Administrative Law Judge in the matter of the appeal of Police Officer Joe Snyder.

Motion: Ms. Mabbutt
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

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EXAMINATIONS TO BE ANNOUNCED

a. #1801 - Fire Apparatus Operator

Mrs. Verna Banks, Personnel Analyst III addressed the Board and informed of a change of date under the section "Seniority Credit": the date of "December" 31, 1981 on the second line should be changed to read "September" 30, 1981.

Motion was made to approve examination #1801 - Fire Apparatus Operator.

Motion: Mr. Mayhew
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

b. #1823 - Identification Technician II

Ms. Julie Duling, Administrative Trainee addressed the Board and informed of two changes to the job announcement under the section "Job Description": on the fourth line the word "applications" should read "applicants", and on the sixth line the word "trace" should be omitted.

Motion was made to approve examination #1823 - Identification Technician II.

Motion: Mr. Mayhew
Ms. Mabbutt

Motion was approved by unanimous roll call vote.

c. #1826 - Tax and License Supervisor

Motion was made to approve examination #1826 - Tax and License Supervisor.

Motion: Ms. Mabbutt
Second: Ms. Nance

Motion was approved by unanimous roll call vote.

d. #1828 - Custodial Foreman I (City Employees Only)

There was some discussion on this position, and Mrs. Banks informed that this was one of the positions which had been held up by the freeze, and that there were 15 eligible City employees. Mrs. Banks referred to the increasing policy of the City to contract out for custodial services, and the potential phasing out of this field.

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Motion was made to approve examination #1828 - Custodial Foreman I.

Motion: Ms. Mabbutt
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

e. #1832 - Secretary

There was some discussion on this examination, and it was requested that the deadline date be changed from August 14, to August 21, 1981. There were no objections.

Motion was made to approve examination #1832 - Secretary, as amended.

Motion: Mrs. Nance
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

f. #1833 - Typist Clerk I

Motion was made to approve examination #1833 - Typist Clerk I.

Motion: Mrs. Nance
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

EXTENSION OF ELIGIBLE LIST

#1759 - Senior Dispatcher (Police)/Dispatcher III

Ms. Julie Duling addressed the Board and gave reasons for the requested extension of this eligible list.

Motion was made to approve extending the eligible list for Senior Dispatcher (Police)/Dispatcher III to 9/16/1982.

Motion: Ms. Mabbutt
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

ELIGIBLE LISTS ESTABLISHED

- a. #1766 - Marina Attendant
- b. #1815 - Police Clerk II
- c. #1819 - Key Data Operator

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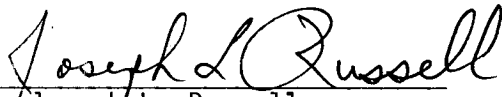
There was some discussion on the proposed special meetings scheduled for September 14 and 16, 9:00 a.m. to 4:00 p.m., for the purpose of hearing the Andersen allocation appeals for Civil Service employees.

Motion was made to adjourn the meeting.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

Vice-President Russell declared the meeting adjourned at 2:15 p.m.



Joseph L. Russell
Vice-President



Donna L. Giles
Secretary