

1/6/76

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JANUARY 6, 1976

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

Present: Alba Kuchman, Wilfred Street, Ronald Wright, Jimmie Yee.
Absent: None.

MINUTES OF SPECIAL MEETING, NOVEMBER 11, 1975 (continued from December 2 and December 16, 1975)

Approved as amended.

MINUTES OF SPECIAL MEETING, DECEMBER 9, 1975

Approved as submitted.

MINUTES OF REGULAR MEETING AND HEARING, DECEMBER 16, 1975

Approved as submitted.

REPORTS OF DIRECTOR OF PERSONNEL

a. Mr. Danielson extended congratulations to Mr. Wilfred Street upon his being renominated by the City Council for a fourth five-year term to the Civil Service Board. He reported that the name of Mrs. Oreitha Eggleston-Hausey had been placed in nomination by the City Council to the remaining one-year term of the position formerly held by Mr. Marion Woods. Council action on nominations is anticipated on the evening meeting of January 6, 1976.

b. Mr. Danielson reported that a ratification notice from the Secretary of State concerning Measure E (Employment Development Program), which was passed by the electorate in the November 1975 election, had not yet been received; that rule changes will be proposed as soon as such ratification notice is received.

ELECTION OF OFFICERS FOR CALENDAR YEAR 1976

President
Vice-President

The office of Member of the Retirement Board was not listed on the agenda at the direction of President Wilfred Street inasmuch as Mr. Ronald Wright had been reelected, at the Board meeting of August 5, 1975, to this position through calendar year 1976.

Inasmuch as Council confirmation on the renomination of Mr. Street and the nomination of Mrs. Hausey was to be held on the evening of January 6, 1976, the election of officers was deferred, by unanimous vote, until the meeting of January 20, 1976.

Mary

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam No.</u>	<u>Class Title</u>	<u>Effective Date</u>	<u>Expiration Date</u>
#1425	Tree Trimmer Foreman E (Promotional)	12/8/75	12/7/76
#1426	Carpenter	11/20/75	11/19/76
#1430	Dispatcher Clerk	12/24/75	12/23/76
#1432	Traffic Engineering Technician (Prom.)	12/19/75	12/18/76
#1433-A	Dey Data Operator I (Continuous)	12/24/75	12/23/76

EMPLOYEE STATUS FOLLOWING VOLUNTARY DEMOTION

Cecil E. Whittaker, Maintenance Man II (Truck Driver) to Maintenance Man I

Communication dated December 15, 1975 was received from Mr. Whittaker requesting voluntary demotion from Maintenance Man II (Truck Driver) in the Street Cleaning Division to Maintenance Man I in the Waste Removal Division, both in the Engineering Department.

The request had the approval of the Refuse Collection Superintendent, City Engineer, and the City Manager. It was staff recommendation that Mr. Whittaker's request for demotion be approved and that the salary be set at Step E of the Maintenance Man I class.

It was moved by Mr. Yee, seconded by Mr. Wright, and carried by unanimous vote to approve the voluntary demotion as requested by Mr. Whittaker and as recommended by the Personnel Department staff.

REQUEST FOR HEARING TO APPEAL DISCIPLINARY ACTION (WITHHOLDING OF IN-GRADE SALARY STEP INCREASE)

Helen Marie Case, Intermediate Typist-Clerk, Police Department

Mr. Phillip Cunningham, Business Representative, Stationary Engineers Local No. 39, requested a hearing on behalf of Ms. Case to appeal the withholding of her in-grade salary step increase.

It was moved by Mrs. Kuchman, seconded by Mr. Yee, and carried by unanimous vote to grant the request for hearing. The hearing date was set for Tuesday, January 13, 1976, 1:30 p.m.

REQUEST FOR HEARING TO APPEAL DISCIPLINARY ACTION (TWO-DAY SUSPENSION) (Cont. from Luis Flores, Police Officer 12/16/75)

Attorney David P. Simmons, by communication dated December 1, 1975, requested a hearing on behalf of Officer Flores to appeal the two-day suspension. This matter had been calendared on the agenda of December 16, 1975 for consideration, however, it was requested by Attorney Simmons, and granted by the Board, to continue consideration of the request for hearing until this meeting.

It was moved by Mrs. Kuchman, seconded by Mr. Yee, and carried by unanimous vote to grant Officer Flores' request for hearing. The hearing date was set for Tuesday, February 24, 1976, 1:30 p.m.

SETTING OF HEARING DATE TO APPEAL DISCIPLINARY ACTION (TERMINATION)
 Sabino Trujillo, Maintenance Man I, Recreation and Parks Department

(Reference: Minutes of February 10; March 18; April 1; May 6;
 August 19; October 29, 1975)

Deputy City Attorney Leliand Savage related to the Board his recent telephone conversations with Mr. Trujillo's attorney, Mr. Alfonso Gonzalez. Attorney Savage stated that there was a possibility that Mr. Trujillo may withdraw his appeal pending before the Board. However, Attorney Savage recommended that a hearing date be tentatively set.

The Board then scheduled Tuesday, March 9, 1976, 1:30 p.m., as the date and time for Mr. Trujillo's hearing.

AMENDMENT TO CLASSIFICATION PLAN

- a. Proposed New Class Specification - second reading
 Equipment Specification Writer

As requested by the Board at its December 16 meeting, Assistant Personnel Analyst, Robert Coons, presented his memorandum of December 19 reporting on his further review of the appropriateness of the proposed class title of Equipment Specification Writer and of the desired experience requirement for the class. An organization chart of the Equipment Maintenance Division was also submitted.

Motion was made by Mr. Wright, seconded by Mr. Yee, and carried by unanimous vote that the new class of Equipment Specification Writer be adopted.

- b. Proposed Revision of Class Specification - first reading
 Traffic Signal Technician

A copy of the proposed revised job specification for Traffic Signal Technician was presented for Board consideration. Supervising Personnel Analyst, William Woska, explained the changes which were being proposed in order to align the job specification with the actual duties and responsibilities of the class.

Mr. Phillip Cunningham, Business Representative of Stationary Engineers Local No. 39, had concurred with the proposed changes.

In accordance with Board procedure, this matter was held over to the next regular meeting.

AMENDMENT TO CIVIL SERVICE BOARD RULE 2.1 "PROMOTION"

The amendment to Rule 2.1, as proposed, was to incorporate the new class titles recently adopted by the Board and to delete the abolished titles (deletions indicated by lining out; additions underscored) as follows:

"Promotion. The movement of an employee from one position to another which is allocated to a class with a higher salary range; provided, however, that the classes of Fire-Engineer Fire Apparatus Operator and Deputy-Fire-Marshall Fire Prevention Inspector I are specializations and not promotions from the rank of fire fighter."

Motion was made by Mr. Wright and seconded by Mr. Yee to approve the proposed amendment to Rule 2.1. The motion carried by the following vote:

Ayes: Street, Wright, Yee.
 Abstained: Kuchman.
 Absent: None.

Mrs. Kuchman indicated her preference to have a separate policy statement regarding promotional classes rather than to specify in the rules the classes not to be included.


AMENDMENT TO CIVIL SERVICE BOARD RULE 14.2 "DISCIPLINE"

Motion was made by Mr. Wright, seconded by Mrs. Kuchman, and carried by unanimous vote to adopt the following amended Rule 14.2. The amendment was made to incorporate the correct reference of Section 17.2 of Rule 17, which was just adopted on December 30, 1975, where the causes for dismissal are outlined. The amended rule shall read as follows:

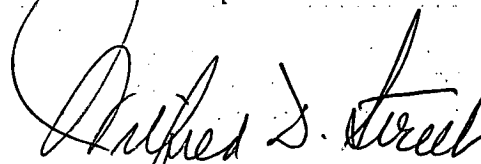
"Dismissal. An employee with permanent status may be dismissed at any time by the appointing authority for any of the causes outlined in ~~17.5~~ 17.2 of these rules. Any regular employee holding a position in the classified service shall be entitled to receive a written statement of the reasons for such action and to a hearing if he requests, as provided by Article VIII, Section 52a of the City Charter, and these rules."

Discussion was held concerning the possibility of a total review of the Civil Service Board Rules and Regulations. Mr. Danielson informed the Board that two areas which require immediate Civil Service Board consideration are: 1) implementation of Measure E, Employee Development Program, adopted by vote of the people in the November 1975 election; and 2) reinstatement and layoff rule. Another subject which the Board wished to consider was the use of hearing officers to conduct Civil Service Board hearings.

The hearing to consider Jesse Edwards' appeal from disciplinary action followed the regular meeting, which adjourned at 2:30 p.m.



 William F. Danielson
 Secretary



 Wilfred D. Street
 President

HEARING TO APPEAL DISCIPLINARY ACTION

Jesse Edwards, Refuse Collector

Following the regular meeting, the hearing concerning Jesse Edwards' appeal commenced at approximately 2:55 p.m.

By letter dated August 14, 1975, from Refuse Collection Superintendent Reginald Young, Jesse Edwards was suspended from work without pay for a period of one day, effective August 22, 1975. The disciplinary action was based upon his conduct on August 11, 1975 and violation of Civil Service Board Rule 17.5, Willful Disobedience. The allegation was that Mr. Edwards, on August 11, 1975, returned to the 28th Street Corporation Yard and parked the garbage packer he used without rinsing the exterior nor washing the hopper and tailgate; that, although he was instructed by his foreman, Marion Anderson, he refused to wash the vehicle and left work without doing so.

By letter dated August 29, 1975 from Phillip M. Cunningham, Business Representative of SCEA/Local 39, to the Civil Service Board, a hearing was requested to appeal Mr. Edwards' one-day suspension. It was the contention of Mr. Cunningham that not all the facts were fully investigated or considered and that the one-day suspension was not warranted. He also contended that Mr. Edwards was not timely informed of the charges against him nor was he given an opportunity to present his side of the situation.

Mr. Larry Dow, Employee Relations Representative, representing the City of Sacramento, made an opening statement. Mr. Phillip Cunningham, representing the appellant, waived his opening statement.

Testimony was given by Mr. Marion Anderson, Waste Removal Foreman, and by Mr. Harold Brownlee, Waste Removal Foreman, on behalf of the City of Sacramento. Testimony was given by Jesse Edwards, appellant.


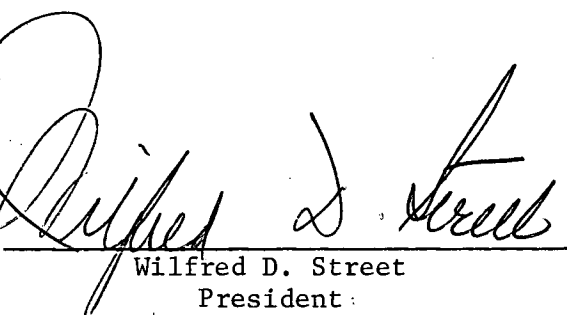
Closing statements were made by Larry Dow and by Phillip Cunningham after which the Board met in executive session. (4:35 p.m.)

The meeting reconvened at 4:45 p.m.

It was the unanimous decision of the Board, in executive session, to deny the appeal and uphold the one-day suspension.

A copy of the Findings and Conclusions is attached and made a part of these minutes.

The meeting adjourned at 4:50 p.m.

 <hr/> Tom Holland Acting Secretary	 <hr/> Wilfred D. Street President
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Attachment:
Findings and Conclusions

Barbara

CIVIL SERVICE BOARD
CITY OF SACRAMENTO

In the Matter of the)
Appeal of:) Findings and Conclusions
Jesse Edwards)

The matter of the appeal came before the Board on January 6, 1976. Members of the Board present were: Wilfred D. Street, Chairman; Alba Kuchman, Jimmie R. Yee and Ronald H. Wright. Jesse Edwards was represented by Phillip M. Cunningham, Stationary Engineers Local #39. The City was represented by Larry L. Dow, Employee Relations Representative.

The hearing concluded on January 6, 1976, and the matter was submitted to the Board for decision. The Board met in executive session on January 6, 1976 to consider the matter, and announced its decision on the same date in public session.

The Board found that the evidence indicated Mr. Jesse Edwards had violated Civil Service Board Rule 17.5 Section (q) willful disobedience.

Based on the foregoing, the Board concluded:

1. The appeal of Jesse Edwards should be denied;
2. The action of the appointing authority was taken for cause and is sustained.

Dated: January 20, 1976

Wilfred D. Street
Wilfred D. Street, Chairman

Alba Kuchman
Alba Kuchman

Jimmie R. Yee
Jimmie R. Yee

Ronald H. Wright
Ronald H. Wright

EQUIPMENT SPECIFICATION WRITER

NATURE OF WORK:

Under general supervision, the incumbent is responsible for the research, preparation and writing of equipment specifications for the purchasing of new and replacement vehicles. The incumbent must deal effectively with manufacture vendors, department heads, and division chiefs and perform various special research projects as necessary. The employee will also have the responsibility for the division's safety program.

EXAMPLES OF DUTIES:

Prepares specifications for all types of vehicular equipment. Establishes and maintains publications and reference material on vehicular equipment and accessories.

Inspects and approves all newly purchased vehicles for verification of compliance with required specifications.

Prepares annual vehicle replacement schedules.

Makes periodic visual survey of all City vehicles reporting on condition and recommending replacement timetables.

Meets with various City department heads and division chiefs on equipment requirements.

Meets with vendors of vehicular equipment.

Prepares special reports as assigned pertaining to vehicles and transportation.

Directs the Equipment Maintenance Division's safety program and performs related duties as required.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Three years of recent experience in the preparation and writing of equipment specifications for a public or private agency working with the maintenance and repair of fleet vehicles.

Knowledges, Abilities, and Skills:

Considerable knowledge of the various types of vehicular equipment and their performance characteristics.

Knowledge of fleet management and maintenance.

DESIRABLE QUALIFICATIONS: (Continued)

Knowledges, Abilities, and Skills:

Knowledge of automotive, maintenance, repair, and testing.

Knowledge of the methods, materials, service equipment, and operation of general automotive and mechanical repair shops.

Knowledge of Federal, State, and local legislation pertaining to automotive and related vehicular equipment.

Ability to express oneself orally as well as in writing.

Ability to research and analyze statistical information and make recommendations as necessary.

Ability to work with manufacture vendors, department heads, and division chiefs on a day-to-day basis in order to determine departmental needs.

Ability to prepare reports and maintain records.

Ability to establish and maintain effective working relationships with employees and the general public.

Adopted: 1/6/76

Revised:

Title Change:

Abolished: