

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING NOVEMBER 13, 1973

The regular meeting of the Civil Service Board was called to order by President James Alexander at 1:40 p.m. in the Personnel Department Conference Room.

Present: James Alexander, Wilfred Street, Joseph Yew.
Absent: Marion Woods, Frank Reynoso.

The minutes of the meetings of October 28, 1970; July 24 and 25, 1973; and October 16, 1973, were approved as presented.

NEW EXAMINATIONS ANNOUNCED

- #1298 Custodial Foreman II
- #1304 Assistant to the Art Gallery Director (Museum Services)
- #1305 Deputy City Clerk (Promotional Only)
- #1306 Identification Technician II (Open and Promotional)

ELIGIBLE REGISTERS ESTABLISHED

- #1261 Fire Engineer (Promotional)
- #1285A Senior Typist-Clerk (continuous testing)
- #1285B " " " " "
- #1285C " " " " "
- #1291 Key Punch Operator I
- #1296 Deputy Fire Marshal (Promotional)
- #1297 Construction Inspector II (Promotional)
- *Librarian I
- *Librarian II

*Motion was made by Mr. Yew, seconded by Mr. Street, and carried by unanimous vote to adopt for use by the City the Librarian I and Librarian II lists which were established by County of Sacramento.

EXTENSION OF ELIGIBLE REGISTERS

Motion was made by Mr. Street, seconded by Mr. Yew, and carried by unanimous vote to extend the Draftsman list #1225 for an additional year from its normal expiration date of November 21, 1973, to November 21, 1974.

Wayne Harbolt, President, Local 522, read a statement recommending the extension of the Fire Captain list and the establishment of a policy of giving the Fire Engineer and Fire Captain promotional examinations during alternate years. Mr. Harbolt further recommended that, should no promotional list be ready at the date of the expiration of the preceding list, the promotional list then in existence not expire until a new list is established.

Mr. Danielson agreed with the basic policy advocated by Mr. Harbolt of having fire promotional lists available at the time the old lists expire, but disagreed with the recommendation to continue promotional lists indefinitely pending the establishment of new promotional lists.

Wayne Harbolt, President, Local 522, requested the extension of the Fire Captain list. Robert Kern, Fire Engineer, speaking on his own behalf, requested that the Fire Captain list not be extended and that a new promotional examination be held to establish a new list in January 1974. Melvin Castle, Firefighter, requested the extension of the list, pointing out that no member of the Fire Department will be able to complete the four educational courses needed for the next Fire Captain examination until the fall of 1974. Further discussion is to be held at the Board meeting of 12/4/73.

The request of Fire Chief Powell to extend Fire Captain list #1207 for six months was considered by the Board. Motion was made by Mr. Street, seconded by Mr. Yew, and carried by unanimous vote to approve its extension to July 3, 1974.

SUMMARY REPORT ON THE USE OF SELECTIVE CERTIFICATION, AUGUST 1971 TO OCTOBER 1973

An informational report on the use of selective certification from August 1971 to October 1, 1973, was presented. The report indicated that 631 career appointments were made during this period, 60 of which were by selective certification. Of the 60, three were by selective certification for women; two, for skills; and 55, for minorities.

AMENDMENT OF CLASSIFICATION PLAN

Proposed New Class Specifications

Stagehand I - second reading
Stagehand II - second reading

The specifications for the proposed new classifications were presented to the Board at its meeting of October 16 for consideration. Supervising Personnel Analyst William Woska informed the Board that verbal agreement was obtained from the union representative for their adoption.

Motion was made by Mr. Street, seconded by Mr. Yew, and carried by unanimous vote to adopt the new class specifications as presented.

PROPOSED HEARING STANDARDS FOR PATROLMAN, POLICEWOMAN, AND FIREFIGHTER

Safety Officer Earl Simons reported the findings reached at the meeting held on October 14 with Dr. Patrick Clancy, City Physician; Dr. Max Sudhoff, Hearing Specialist; Captain William Mulderrig of the Police Department; Deputy Chief Bruce Kanoff of the Fire Department; Battalion Chief Harry Powell, Fire Training Officer; and himself as the City's Safety Officer concerning required hearing standards for the Police and Fire Departments.

After discussion, it was moved by Mr. Yew to schedule a special meeting on Tuesday, December 11, to consider the proposed medical standards and to request Dr. Max Sudhoff to be present. The motion was seconded by Mr. Street and carried by unanimous vote.

REQUEST FOR HEARING TO APPEAL DECISION OF CITY PHYSICIAN

- a. Vernon Ishihara, Patrolman applicant (continued from 10/16/73)
- b. Richard Pacheco, Firefighter applicant (continued from 10/16/73)

The Board was informed that the above two cases were mutually resolved and, therefore, the matters were taken off calendar.

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minutes

c. Steve Correa, Patrolman applicant (continued from October 16, 1973)

Attorney John Virga appeared before the Board on behalf of Attorney James Long, counsel for Mr. Correa who was rejected by the City Physician because of high-frequency hearing deficiency.

Inasmuch as action on the proposed hearing standards submitted to the Board at this meeting was to be held over until December 11, the Board continued Mr. Correa's case pending the outcome of the December 11 meeting.

d. Willy C. Nix, Patrolman applicant (continued from October 16, 1973)

Mr. Nix was rejected by the City Physician following the doctor's interpretation of Mr. Nix's back x-rays. Mr. Simons, Safety Officer, reported that Mr. Nix's personal doctor's medical report was delivered to him today, and the matter would be resolved by a third independent examination.

e. Douglas McLaughlin, Firefighter applicant

Mr. McLaughlin was rejected following interpretation of his back x-rays by the City Physician. Mr. John Virga, representing Mr. McLaughlin, appeared before the Board to request a hearing to appeal the medical rejection.

Safety Officer Earl Simons suggested to Mr. Virga that his client follow the same procedure used in other similar appeals concerning medical rejections. The procedure was then explained to Mr. Virga. The binding, third-part medical examination was agreeable to Mr. Virga and, therefore, this matter was taken off calendar.

AMENDMENT OF CIVIL SERVICE BOARD RULES

Adoption of Amendment of Rule 3.2

At the Board's September 4 meeting, it was requested that notices of change in prevailing construction hourly wages be brought before the Board at its next meeting, whether it be regular or special. Attorney Thomas Haas, informed the Board that, in order to be within the law, the Board should act to (1) amend Rule 3.2(a) to set forth the actual meeting date and time for regular meetings at which it would be proper to consider and act upon off-agenda items and (2) to adopt a motion to the effect that if notice of a change in prevailing construction hourly rate is received by the Personnel Department prior to a regular meeting that the notice be brought before the Board at the regular meeting; if the notice is received prior to a special meeting of the Board, the staff should, whenever possible, include the item as an agenda item on the special meeting notice.

After discussion, it was moved by Mr. Street to amend Rule 3.2 (a) and (b) as presented by Attorney Thomas Haas in his letter of October 12. The motion was seconded by Mr. Yew and carried by unanimous vote.

Rule 3.2 is amended to read as follows:

"3.2 Meetings.

- "(a) Regular. Regular meetings of the board shall be held at 1:30 p.m. on the first and third Tuesday of each month. Proper notice of regular meetings shall be given to the press, to employee organizations, and to the public generally.
- "(b) Special. Special meetings may be held at any time when called by the president or upon request of any three members of the board, provided that reasonable advance notice shall be given to each member of the board. Proper notice of such special meetings shall be given to the press, to employee organizations, and to the public generally."

AMENDMENT OF CIVIL SERVICE BOARD RULES

Proposed Amendment of Rule 11.9, Medical Standards - General

It was moved by Mr. Street to table this matter for further discussion at the Board's special meeting called for December 11 to consider all proposed medical standards. The motion was seconded by Mr. Yew, and the vote was unanimous.

Adoption of Rule 9.9, Adoption of Sacramento County Eligible Lists

At the present time, the Board has given its authorization for the City to use library eligible lists established by the County of Sacramento after Board action to adopt the list. To avoid delay of certification, it was requested that Board adopt the new Rule 9.9 whereby the Director of Personnel may utilize the County's library lists immediately upon their receipt without the necessity of prior Board action.

It was pointed out by Attorney Haas that the Board must, however, give prior approval of a classification before the City may utilize any other County lists for classes other than library positions. Once Board approval is given as to a classification, the Personnel Director may certify from a County list for that classification immediately upon its receipt.

It was moved by Mr. Yew, seconded by Mr. Street, and carried by unanimous vote to adopt Rule 9.9, as follows:

- "9.9 Adoption of Sacramento County Eligible Lists. Where the Civil Service Board has authorized the Director of Personnel to adopt eligible lists established by the Sacramento County Civil Service Commission, the Director of Personnel shall adopt such lists immediately following receipt thereof."

REQUEST FOR HEARING TO APPEAL REALLOCATION DECISION OF MAINTENANCE MAN I POSITIONS IN STREET CLEANING DIVISION

Mr. Phillip Cunningham, Executive Director of Sacramento City Employees Association, after having pursued this matter through a grievance procedure, requested a hearing concerning his reallocation request of certain Maintenance Man I positions which required the operation of three-wheel street cleaning vehicles to the class

of Maintenance Man II. The Board considered his request at its meeting on August 21 and requested that a classification study be made by the Personnel Department. The study was completed and presented to the Board at its meeting of October 16, 1973, with the recommendation that the request for reallocation be denied.

Following receipt of this report, Mr. Cunningham's communication dated October 21, requesting a hearing to present evidence that the positions in question are properly Maintenance Man II positions, was received by the Board.

Motion was made by Mr. Yew, seconded by Mr. Street, and carried by unanimous vote to hear this matter at 1:00 p.m. on November 20, 1973.

HEARING DATES ESTABLISHED

A schedule of the hearing dates established was presented, as follows:

<u>Date and Time</u>	<u>Appellant</u>	<u>Appeal re:</u>
11/20/73 2:00 p.m.	Robert Brill	Suspension and Discharge.
11/27/73 1:30 p.m.	Joseph Rudolph	Termination due to physical condition.
12/4/73 2:30 p.m.	Doug Smith and Charles Cali	Two-day suspension.
12/18/73 2:30 p.m.	Ronald Fender	Decision of Qualification Appraisal Board.
1/22/74 1:30 p.m.	James L. Hunter	Suspension and Discharge.

REQUEST FOR HEARING TO APPEAL DISCIPLINARY ACTION - WITHDRAWN

George A. Waddel, Park Foreman I

A letter dated November 13, 1973, from Mr. Waddel withdrawing his request for hearing was received by the Board at this meeting. The matter was, therefore, taken off calendar.

REQUEST FOR HEARING TO APPEAL DISCIPLINARY ACTION

Toni Hansen, Senior Typist-Clerk, Police Department

Mr. Phillip Cunningham appeared before the Board on behalf of Mrs. Toni Hansen. Mrs. Hansen was suspended for thirty days commencing November 5, to be followed by permanent discharge from City service effective December 2, 1973. The disciplinary action was based upon the grounds that she was in violation of Civil Service Board Rule 17.5(v), acts which are incompatible to the City service.

It was moved by Mr. Street and seconded by Mr. Yew to grant Mrs. Hansen a hearing. The motion was carried by unanimous vote. The hearing date was set for December 18, 1973.

Coincidental to the disciplinary action concerning Mrs. Hansen, Mr. Cunningham contended that his interpretation of Rule 17.6 was that the department heads do not have the authority or the right to dismiss an employee, that this power was vested

in the Civil Service Board. Mr. Yew moved to request legal opinion from the City Attorney's Office for clarification of Rules 17.1 and 17.6. The motion was seconded by Mr. Street, and the vote was unanimous.

CHANGE IN PREVAILING CONSTRUCTION HOURLY WAGES

In accordance with notifications received on November 9, 1973, from International Brotherhood of Painters Local 487 and, on November 12, from the Associated Plumbing and Mechanical Contractors of Sacramento of a 50¢ wage adjustment, as approved by the Construction Industry Stabilization Committee, motion was made by Mr. Street, seconded by Mr. Yew, and carried by unanimous vote to adopt the following new construction hourly rates, effective immediately:

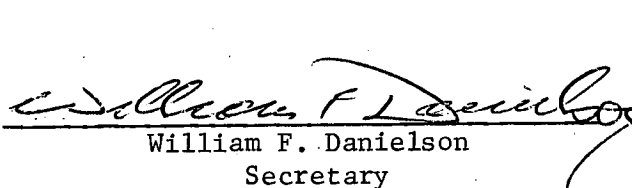
<u>Classification</u>	<u>Current Hourly Rate</u>	<u>New Hourly Rate Approved</u>
Industrial Painter	\$7.77	\$8.27
Painter	7.77	8.27
Painter Foreman	8.255	8.785
Plumber	7.98	8.48
Plumber Foreman	8.78	9.33

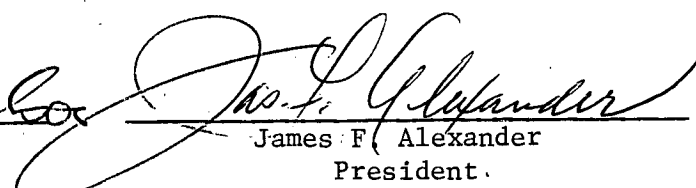
FIRE ENGINEER EXAMINATION

Mr. Wayne Harbolt, President of Fire Fighters Local 522, requested that test subscores for the recently completed Fire Engineer examination be provided the applicants who failed. Mr. Harbolt stated that, by action of the Board early this year, this information was to be provided on fire promotional examinations.

The Personnel Director informed Mr. Harbolt that subscores would be furnished.

The meeting was adjourned at 3:45 p.m.


 William F. Danielson
 Secretary


 James F. Alexander
 President

STAGEHAND I

STAGEHAND II

Nature of Work:

Under general direction to perform technical work which involves the installation, operation, maintenance and repair of stage equipment for a variety of theatrical events. Incumbents of positions in this class prepare and set-up the theater for a variety of professional theatrical productions and operate stage equipment during performances.

Distinguishing Characteristics:

A Stagehand II is distinguished from a Stagehand I in that the former has responsibility for planning and assigning work and acts as a leadman in the performance of duties.

Examples of Duties:

- Sets up, operates, maintains, and repairs sound, lighting, and staging equipment for a variety of events and productions.
- Operates sound consoles controlling quality and volume of sound in accordance with prearranged standards and plan.
- Operates lighting console and related controls during performances according to an established plan of action.
- Operates stage rigging and rigs.
- Adjusts stage scenery and curtains as necessary for various productions.
- Acts as property man; performs stage carpentry work; builds and dismantles stages, furniture, and displays.
- Assists different promoters using facilities installing and removing equipment.
- Maintains inventory of sound cables and lights.
- Keeps properties and facilities clean and in order.
- Performs related work as required.

Knowledge, Abilities and Skills:

- Knowledge of safety rules, building codes, and equipment operation of a theatre stage.
- Knowledge of electrical principles and practices.
- Knowledge of theatrical lighting systems and techniques.
- Knowledge of theatrical sound systems and public address systems.
- Knowledge of the techniques of stage preparation for theatrical or related productions.
- Knowledge of care and maintenance materials and procedures for stage equipment.
- Knowledge of theatrical and stage terminology.
- Ability to install, operate and maintain sound and lighting equipment.
- Ability to perform stage carpentry work.
- Ability to establish and maintain effective relationships with employees and the general public.

Desirable Qualifications:

Education:

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

Experience:

Stagehand I - Two years of experience in stage work including experience in sound and lighting work.

Stagehand I -- Two years of experience as required for Stagehand I, and one year of supervisory or leadman experience over employees performing theatrical stage maintenance duties.