

MINUTES OF THE REGULAR MEETING  
OF THE CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
MAY 18, 1982

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by President Joseph L. Russell, in Conference Room 103, Department of Personnel, 801 - 9th Street, Sacramento, California, at 1:33 p.m.

Members Present: Ms. Gail A. Mabbutt  
Mrs. Vivian C. Nance  
Ms. Pamela C. Placencia  
Mr. Joseph L. Russell

Member absent: Mr. Jonathan E. Mayhew

MINUTES OF THE REGULAR MEETING OF MAY 4, 1982

Motion was made to approve the minutes of the regular meeting of May 4, 1982, as read.

Motion: Ms. Mabbutt  
Second: Ms. Placencia

Motion was approved by the following roll call vote:

Ayes: Ms. Mabbutt  
Ms. Placencia  
Mr. Russell

Abstain: Mrs. Nance

REPORTS OF DIRECTOR OF PERSONNEL

a. Medical Leave of Absence - Harold Fairleigh

Mrs. Donna L. Giles, Director of Personnel, addressed the Board and informed that a medical leave of absence had been granted to Harold Fairleigh.

b. Examination Announcements:

#1877 - Plant Operator II (Open and Promotional)  
#1878 - Fire Investigator I (FS) (Promotional)

There were no comments on these examination announcements.

May 20, 1982

c. Extension of Eligible Lists

- #1812 - Workers' Compensation Claims Representative
- #1819 - Key Data Operator I

There was some discussion on the Workers' Compensation Claims Representative eligible list, and Mrs. Giles informed the Board that the position was being filled at the present time by a limited-term employee, who was on the list.

Ms. Thelma Vanesian, Personnel Analyst I, addressed the Board and answered questions from the Board on the eligible list extension for Key Data Operator I.

Mrs. Nance requested more information than had been provided in the agenda packet on the eligible list extensions, and Mrs. Giles stated that if the Board preferred, the previous practice of sending informational material could be reinstated. The Board agreed to this.

Mr. Jonathan E. Mayhew entered the meeting at 1:38 p.m.

Per request at the previous Civil Service Board meeting, Mr. John Worcester Personnel Services Manager, gave the ethnic composition on the applicant pool for the Park Supervisor examination. There was some discussion on the recruitment that was conducted for this examination, and staff informed the Board that all future examinations in the Community Services Department will be actively recruited.


ELIGIBLE LISTS ESTABLISHED

- a. #1863 - Museum Registrar
- b. #1865 - Stationary Engineer
- c. #1866 - Police Clerk III

There was some discussion on the Police Clerk III eligible list, and Mrs. Vanesian gave the background on this, stating the number of eligibles, the minority composition, and the ethnic ratios during the various phases of the examination.

The Board discussed the transfer of areas of responsibility which had been effected at the previous meeting by the amendments to Civil Service Board rules, and considered other areas of responsibility they wished to pursue, i.e., review of Civil Service Board Rules, and selective certification.

There being no further business, President Russell declared the meeting adjourned at 2:00 p.m.

  
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Joseph L. Russell  
President

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Donna L. Giles  
Secretary