

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING JUNE 16, 1961

The Civil Service Board met in special session in the City Hall Council Chambers at 9:00 A.M.

PRESENT: Members Grebitus, Genshlea, and Street.

ABSENT: Members C. Alexander and J. Alexander.

The meeting was called to order by the Chairman, Ed Grebitus, who advised that this special meeting of the Board was being held jointly with members of the City Council Civil Service Committee for further discussion of salary adjustment and increase requests by employees, as well as for establishment of new classifications and consideration of other salary ordinance changes to become effective July 1, 1961. Members of the City Council Civil Service Committee present were Richard Marriott and Jack Shelby. Also present was Milton F. Faig, Assistant City Manager.

AGENDA FOR JOINT MEETING

At the direction of the Chairman, the Secretary read the agenda for this

special joint meeting, which was as follows:

1. Discussion of Requests for Salary Adjustments and Increases.
Requests to be discussed with council committee members and city administrative officials prior to adoption of specific recommendations.
2. Request to Establish New Classes.
Request of S. C. E. A. for establishment of two new civil service classes of Police Detective and Police Lieutenant.

AGENDA FOR JOINT MEETING (Cont'd)

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3. Request for Changes in Salary Ordinance Relating to Overtime and Shift Differential Pay
Request by S. C. E. A. for over-time compensation at time and one-half (either in pay or in compensating time off); and \$1.50 per day for shift work other than 8:00 A.M. to 5:00 P.M.
4. Revision of Salary Ordinance Relating to Provisions for Administration.
Revisions recommended by Personnel Officer to clarify administration of salary ordinance, e.g., addition of section dealing with hours of work; properly differentiating between exempt and classified positions; making changes necessitated by charter amendment and civil service board rules; etc.

COMMUNICATION RE AGENDA
City Employees' Association

Communication from Kenneth E. Wright,
Executive Secretary of Sacramento City

Employees' Association, dated June 13, 1961, requesting permission to appear at this special meeting on behalf of the association members and to be heard upon the various items on the agenda, was read and ordered filed.

COMMUNICATION RE SALARY
SURVEY RECOMMENDATIONS
City Attorney

Communication from City Attorney,
Everett M. Glenn, dated June 13, 1961,
with reference to provisions of Section

23 of Ordinance No. 2211, Fourth Series, advising that in the future salary recommendations should be received by the Council in time to be considered prior to budget adoption, was read and ordered filed.

DISCUSSION OF REQUESTS FOR SALARY
ADJUSTMENTS AND INCREASES
Item #1 on Agenda

Copies of the list of classes under consideration by the Board for adjustment in salary range, proposed new classes, proposed new three-step ranges and reduction of certain present 5-step ranges to 3-step ranges; class title changes, and classes proposed to be abolished, were prepared and distributed to all members present, upon request

DISCUSSION OF REQUESTS FOR SALARY
ADJUSTMENTS AND INCREASES (Cont'd)

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of Kenneth Wright of Sacramento City Employees' Association. Questions with reference to procedure by John Steely, representing Sacramento Firefighters Local #522 were answered by the Secretary.

Motion was made by Mr. Street that the following recommendations be made to the City Council:

Adjustment of Salary Ranges:

Fire Captain	1-step adjustment
Fire Captain (Drillmaster)	2-step "
Battalion Fire Chief	1-step "
Poundmaster	3-step "
Dispatcher-Clerk	1-step "
Chemist	2-step "
Safety & Training Officer	2-step "
Assistant City Treasurer	2-step "
Assistant Airport Manager	1-step "
Civil Engineer II	1-step "
Property Clerk	1-step "
Identification Superintendent	2-step "
Buyer	1-step "
Civil Defense Executive	1-step "
*Street Maintenance Foreman I	1-step "
*Street Maintenance Foreman II	1-step "
*Plant Maintenance Supervisor	1-step "
*Plant Operations Supervisor	1-step "
*Street Maintenance Superintendent	1-step "
*Utilities Distribution Supervisor	1-step "

(*recommendation for adjustment of salary range not to be considered in the event a general overall one-step salary increase should also be recommended.)

New Classes Proposed Involving Salary Increases
For Employees to be Allocated to Same:

Traffic Linesman II	2-step adjustment
Car Pool Supervisor	2-step "
Recreation General Supervisor	2-step "
Auditorium Maintenceman I	2-step "
Auditorium Maintenceman II	2-step "
Auditorium Maintenance Supervisor	2-step "

DISCUSSION OF REQUESTS FOR SALARY
ADJUSTMENTS AND INCREASES (Cont'd)

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Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Genshlea, Street, Grebitus

NOES: None

ABSENT: Members C. Alexander and J. Alexander

REQUEST FOR GENERAL INCREASE
FOR ALL EMPLOYEES

Motion made by Mr. Street that the

request of the Sacramento City Employees'

Association to have the Civil Service Board recommend to the City Council a one-step (approximately 5%) increase for all employees of the City of Sacramento paid on a monthly salary basis to become effective July 1, 1961, be denied.

Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Genshlea, Street, and Grebitus

NOES: None

ABSENT: Members C. Alexander and J. Alexander

REQUEST TO ESTABLISH NEW CLASS:
Police Detective

Request of Sacramento City Employees'

Association for establishment of new

civil service class of Police Detective,

as contained in letter to the Board dated May 10, 1961, was presented to the Civil Service Board.

Reasons for the request were outlined by Kenneth Wright, Executive Secretary of the Employees' Association, and provisions of Section 4.4 of Civil Service Board rules and regulations were cited to show the necessity of establishing Detective as a separate class rather than an "assignment".

M. F. Faig, Assistant City Manager, outlined present policies of the city, and explained the procedures which would be followed if the Civil Service Board were to establish such a class, to be filled on a promotional basis.

REQUEST TO ESTABLISH NEW CLASS (Cont'd)
Police Detective

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Further recommended that the present policy of assigning Patrolman to the Detective Division, with a one-step premium in pay, be continued, since it permitted the department to rotate Patrolmen in various divisions of the department as deemed necessary in the interest of efficient operation of the department.

The subject was discussed further by members of the Council Civil Service Committee, the Personnel Officer, and Mr. Wright of the Employees' Association.

Motion was made by Mr. Genshlea that the request to the Board for the establishment of a separate civil service class of Police Detective, by the Employees' Association, be denied. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Genshlea, Street, and Grebitus

NOES: None

ABSENT: Members C. Alexander, and J. Alexander

REQUEST TO ESTABLISH NEW CLASS
Police Lieutenant

The subject of the request by the
 Sacramento City Employees' Association

for establishment of an additional supervisory level class of Police Lieutenant in the Police Department was considered. Secretary advised that at the last meeting of the Civil Service Board held June 7, 1961, the subject was to be referred to the Council Civil Service Committee and the administration since it would involve a reorganization of the Police Department to properly create such a new class.

The recommendation made by Public Administration Service on July 1, 1959, wherein a Lieutenant class would have been established was discussed at length by board members and the Assistant City Manager. This recommendation, which would have had the effect of re-titling the Police Captains as Police Lieutenants,

REQUEST TO ESTABLISH NEW CLASS (Cont'd)
Police Lieutenant

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was not adopted due to the strenuous objections of the Captains in the Police Department.

The subject was discussed generally by the board members, the council committee members, the Assistant City Manager, Personnel Officer, and Mr. Wright of the Employees' Association. Motion was made by Mr. Genshlea that the request for the establishment of a new class of Police Lieutenant be tabled, until such time as action may be taken by the administration to change the organizational structure of the Police Department which might make such a new class necessary. Motion seconded by Mr. Street and carried by the following vote:

- AYES: Members Genshlea, Street, and Grebitus
- NOES: None
- ABSENT: Members C. Alexander and J. Alexander

REQUEST- CHANGES IN SALARY ORDINANCE
PROVISIONS RELATING TO OVERTIME PAY
AND SHIFT DIFFERENTIAL PAY
Sacramento City Employees' Association

The request of the Sacramento City Employees' Association for changes in salary ordinance provisions to

provide for time and one-half for overtime (either in pay or compensating time off) and for shift differential pay in the amount of \$1.50 per day for work other than during the hours of 8:00 A.M. to 5:00 P.M., was taken under consideration.

The Chairman advised that the action of the Civil Service Board at the meeting held June 7, 1961, was to refer this request to the City Council Civil Service Committee, and therefore no further action on this request should be taken by the Board.

PROPOSED REVISION OF ADMINISTRATIVE
SECTIONS OF SALARY ORDINANCE

Recommendations of the Personnel Officer with reference to changes

in present sections and addition of certain sections to Salary Ordinance No. 2211,

PROPOSED REVISION OF ADMINISTRATIVE
SECTIONS OF SALARY ORDINANCE (Cont'd)

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Fourth Series, relating to administration of the salary plan, were outlined. These changes dealt with hours of work and authority of Civil Service Board to establish "prevailing scales"; differentiation between exempt and classified positions for salary increases; changes necessitated by new charter provision; and other changes deemed necessary for clarification of the administrative sections.


The recommendations of the Personnel Officer relating to provisions on hours of work for uniform members of the Fire Department were discussed by representatives of the Firefighters; recommendations relating to provisions to establish that any changes in salary ranges be made effective only on July 1 of any year were discussed generally; and city policy on restriction against retroactive pay was also discussed. After general discussion by board members, Council committee members, Assistant City Manager, employee representatives, and Personnel Officer, motion was made by Mr. Genshlea that the recommendations of the Personnel Officer with reference to changes in the administrative sections of the Salary Ordinance as outlined by him, be included in the recommendation of the Civil Service Board to the City Council relating to salary adjustments and changes as adopted. Motion seconded by Mr. Street and carried by the following vote:

AYES: Members Genshlea, Street, and Grebitus

NOES: None

ABSENT: Members C. Alexander and J. Alexander

There being no further business, the meeting adjourned at 11:00 A.M., to meet again at the call of the Chair.


SECRETARY

PRESIDENT