

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      JANUARY 9, 1973

The Civil Service Board met in regular session at 1:30 p.m. in the Personnel Department Conference Room, President Yew presiding.

Present: Members Reynoso, Street, Woods, Yew.  
Absent: Member Alexander.

ELECTION OF OFFICERS

The following were unanimously elected to serve as officers of the Civil Service Board for the year 1973:

President . . . . . James Alexander  
Vice President . . . . . Frank Reynoso  
Representative to Retirement Board . Joseph T. Yew

As the newly elected President was absent, Mr. Reynoso presided over the balance of this meeting.

NEW EXAMINATIONS ANNOUNCED

#1246 Assistant Civil Engineer  
#1247 Storekeeper

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam. No.</u>	<u>Classification</u>	<u>Date of Written Test</u>	<u>Personal Interview</u>	<u>Effective</u>
#1207	Fire Captain (promotional)	4/8/72	12/11,12,13,14,15,18/72	1/4/73
#1222	Firefighter	8/26/72	10/10 through 11/21/72	12/22/72

Mr. Cliff Haskell of Local 522 appeared before the Board and requested that scores on the subsections of the Fire Captain promotional examination be provided the candidates.

After discussion, the Board requested the Secretary to contact the State Cooperative Personnel Services to determine whether subsection scores could be programmed into the data processing scoring system and what the additional cost would be. This report is to be placed on the agenda for the first meeting in February.

RECENT USE OF SELECTIVE CERTIFICATION

The Secretary reported that, through the use of selective certification, in accordance with the policy set forth by the Civil Service Board, five of the ten Patrolman positions were filled by minority persons on January 8, 1973.

Coincidental to the discussion on selective certification, Mr. Woods and Mr. Reynoso related their meeting with a City limited-term employee who had taken the Library Clerk examination, which was recently administered by the County Civil Service Commission. The employee had been randomly selected out of further competition for Library Clerk after having passed the written test. The County had used random selection to include all candidates who had passed the written test, whereas the City routinely allows those employees of the City whose classification is the same as that of the examination for which random selection is used to continue in the examination procedure.

The Secretary reported to the Board that the County had decided not to establish the Library Clerk eligible register at its Civil Service Commission meeting held January 4, 1973. After discussion, it was recommended by the Board that the Personnel Department staff contact the County Civil Service Commission for permission for the City to receive the written test scores of the candidates who had passed the written test and to possibly proceed with the oral interview to establish an eligible list for the City.

This matter was tabled to the next meeting, pending the report of the Personnel Director.

REVISION OF CLASS SPECIFICATION

Building Inspector II (second reading)

It was moved by Mr. Woods, seconded by Mr. Yew, and carried by unanimous vote to adopt the revised specification for Building Inspector II, copy of which is attached.

AMENDMENT OF CLASSIFICATION PLAN

Data Processing Technician I (second reading)  
Data Processing Technician II "

Mr. Yew moved to adopt the proposed new classifications of Data Processing Technician I and II. The motion was seconded by Mr. Woods, and the vote was unanimous. Specifications are attached.

Motion was then made by Mr. Street to abolish the classifications of Tabulating Machine Operator I, II, and Supervisor. Mr. Yew seconded the motion, and the vote was unanimous.

(First reading was held on December 19, 1972.)

EMPLOYEE STATUS FOLLOWING REALLOCATION

Robert Fong, Tabulating Machine Operator to Data Processing Technician I  
Edward Kuehn, " " " " " " " " "

With the abolishment of the Tabulating Machine Operator classification series, it was recommended that the above two employees be reallocated to the new sub-professional classification of Data Processing Technician I.

After discussion, it was moved by Mr. Street, seconded by Mr. Yew, and carried by unanimous vote to reallocate Robert Fong, with permanent status, to the classification of Data Processing Technician I.

Mr. Street then moved to reallocate Edward Kuehn to Data Processing Technician I, with permanent status, with the recommendation that Mr. Kuehn serve in the position of Data Processing Technician II on a temporary basis until such time as an open and promotional examination is given for Data Processing Technician II. The motion was seconded by Mr. Yew, and the vote was unanimous.

AMENDMENT OF RULE 13.5, TRANSFERS NOT PERMITTED  
(second reading)

Motion was made by Mr. Woods and seconded by Mr. Street to adopt the amendment to Rule 13.5 as proposed. The motion was carried by unanimous vote. Rule 13.5 shall read as follows:

"Transfers Not Permitted. Transfers shall not be permitted when, upon investigation, it is found that the transfer is to be made  
(a) with the intent of forcing or causing an employee to resign;  
(b) because of political influence."

SUMMARY REPORT ON GRIEVANCES FILED

As requested at its previous meeting, a report, dated December 26, 1972, on employee grievances filed was presented to the Board.

Rule 25, Employee Grievance Policy, was adopted effective July 1, 1971, covering all employees except IAFF Local 522. The report stated that there is no record available of grievances which were settled at the informal level. To date approximately 15 formal grievances had been filed. Six of these were resolved at the first step (immediate supervisor level); five at the second level (division chief or department head level); three grievances were resolved by the Civil Service Board; and one grievance is still outstanding.

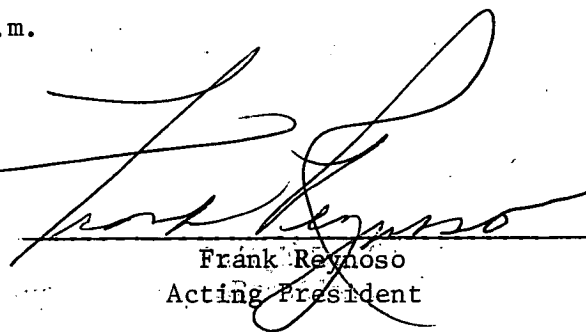
REPORT ON AFFIRMATIVE ACTION GRANT APPLICATION UNDER CALIFORNIA WELFARE REFORM ACT OF 1971

The Secretary informed the Board that the City's affirmative action grant application under the Welfare Reform Act of 1971 for the approximate amount of \$20,000 was approved by the State Personnel Board. (See minutes of November 21, 1972.)

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



William F. Danielson  
Secretary



Frank Reynoso  
Acting President

BUILDING INSPECTOR IINature of Work:

This is technical office and field work involving the supervision and coordination of the work of employees responsible for ascertaining construction plan compliance to municipal codes and ordinances relating to building construction. Incumbents report periodically to the Chief Building Inspector, who also reviews reports on completed assignments, or to the Chief Electrical or Chief Plumbing Inspector on work related to their area of responsibility.

Distinguishing Characteristics:

Positions in this classification are responsible for either (1) supervising field inspectors to assure compliance to municipal building codes and ordinances, or (2) approving building construction permits after ascertaining adherence to building, plumbing, mechanical, and electrical codes and ordinances, and supervising office employees engaged in code related activities.

Examples of Duties:

Plans, coordinates, and supervises the work of subordinate employees.

Reviews and approves construction plans and specifications to insure their conformity to the municipal building, plumbing, mechanical and electrical codes and ordinances, and issues permits accordingly.

Provides advice and assistance to contractors and the general public in the interpretation of codes, and explains necessary corrections when plans do not adhere to code or ordinance requirements.

Assigns daily inspection field calls to other inspectors, and reviews and checks work reports to insure adherence to departmental and legal requirements and policies.

Establishes field inspection policies and procedures, and instructs and advises other inspectors accordingly.

Performs the more difficult field inspections, and serves as liaison inspector for all minor complaints and disputes.

Makes investigations and reports on new design methods and new kinds of building materials.

Makes field inspections of foundation conditions of building, buildings under construction, and building and parts thereof which have been reported unsafe.

Prepares correspondence and reports, and supervises office work related to the issuance of building permits.

Performs related work as required.

(Continued)

City of Sacramento  
Building Inspector II

November 1972

Knowledges, Abilities, and Skills:

Considerable knowledge of the provisions and regulations of the building, plumbing, mechanical and electrical codes and ordinances of the City of Sacramento, and the California State Housing Act.

Considerable knowledge of the materials, methods, and classes of building construction.

Ability to thoroughly analyze details of construction, and to calculate sizes and stresses of parts of structures, including reinforced concrete, wood frame and steel frame structures.

Ability to evaluate the quality of construction and workmanship, and to detect structural and other faults in buildings.

Ability to read and interpret plans, specifications and blueprints quickly and accurately and to compare them with construction in progress.

Ability to plan, assign and supervise the work of subordinate employees.

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

Desirable Qualifications:

Education:

Completion of the twelfth grade or graduation from an accredited vocational school.

Experience:

Three years of experience as an inspector in a municipal Building Inspections Department, one year of which must have been with the City of Sacramento.

DATA PROCESSING TECHNICIAN I

DATA PROCESSING TECHNICIAN II

Nature of Work:

Under general supervision, to perform technical work in the control of data processing to insure maximum efficient utilization of electronic data processing equipment and the highest quality of data output.

Distinguishing Characteristics:

The Data Processing Technician II is distinguished from the Data Processing Technician I in that the former is responsible for planning and scheduling all data processing runs, and for providing supervision over employees in the lower classification, and employees assigned to the Key Punch Section.

Examples of Duties:

Reviews data processing input for acceptability and output for quality. Batches balance input and output reports for all City departments. Channels work to and from keypunch and computes for adherence to work schedules and deadlines.

Reviews and determines schedule priorities and job mix multi-processing environment.

Reviews unusual or machine rejected data to determine proper correct re-introduction to the processing cycle.

Operates data processing and form handling equipment.

Maintains data processing files and distributes reports.

Maintains current data processing manuals and procedures.

Maintains current job control language library.

Performs related work as required.

Knowledges, Abilities, and Skills:

Knowledge of multi-processing operations and equipment.

Knowledge of modern office methods, supplies, and equipment.

Ability to detect problems in data processing control and to take appropriate actions to correct them

Ability to work effectively with figures.

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

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