

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 21, 1973

The regular meeting of the Civil Service Board was called to order by President James Alexander at 1:37 p.m. in the Personnel Department Conference Room.

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

The minutes of the meeting of August 7, 1973, were approved as presented.

NEW EXAMINATIONS ANNOUNCED

#1287 Senior Legal Stenographer

ELIGIBLE REGISTERS ESTABLISHED

#1250 Information Clerk
#1260 E.D.P. Programmer-Trainee
#1264 Traffic Control Maintenance Man I
#1270 Assistant Landscape Architect
#1274 Patrolman
#1275 Equipment Mechanic I

REPORT ON RECENT USE OF SELECTIVE CERTIFICATION

William F. Danielson, Secretary to the Civil Service Board, reported the classifications for which the selective certification rule was used since January 1973. Mr. Danielson also answered questions of the Board pertaining to the use of the selective certification rule.

AMENDMENT OF CLASSIFICATION PLAN

Adoption of Revised Job Specifications

Identification Technician II
Identification Technician III

Adoption of New Class Specification

Police Record Systems Analyst

Mr. William Woska, Supervising Personnel Analyst, provided information to the Board pertaining to the amendment to the job specification for Identification Technician II and III. Mr. Woska answered questions of the Board as did Mr. James Kane, Superintendent of the Identification Bureau. Following questions, a motion was made to adopt the specifications as amended and the motion was passed by unanimous vote.

Mr. Woska also presented information pertaining to the proposed new classification of Police Record Systems Analyst. It was explained that the duties and

responsibilities of the position have been performed during the last two years by an employee being paid under a federally funded contract. The recommended salary range for the new classification is \$1115 - \$1354 per month. After questions, motion was made by Mr. Woods, seconded by Mr. Street, and carried by unanimous vote approving the job specification for the new classification with the recommended salary range.

COMMUNICATION DATED AUGUST 15, 1973, FROM ROBERT A. KERN, VICE PRESIDENT, FIRE FIGHTERS LOCAL #522, OBJECTING TO THE USE OF "RULE OF THREE" WHEN FILLING VACANCIES FOR PROMOTION IN THE SACRAMENTO FIRE DEPARTMENT

Robert A. Kern, Vice President, Fire Fighters Local #522, requested that the Civil Service Board discontinue the use of the rule of three in filling promotional vacancies in the Sacramento Fire Department. Deputy City Attorney Thomas Haas informed the Board that the rule of three is set forth in Section 44 of the Sacramento City Charter. After considerable discussion by the Board and Mr. Kern pertaining to certification procedures in the Sacramento Fire Department, motion was made by Joseph Yew and seconded by Marion Woods that the Fire Chief provide the Civil Service Board with information pertaining to selection and interview procedures used in the Sacramento Fire Department for promotional appointments. The motion was carried by the following vote:

Ayes: Alexander, Yew, Woods.
 Abstained: Street.
 Absent: Reynoso.

REQUEST FOR HEARING TO CONSIDER REALLOCATION OF FIVE POSITIONS IN THE STREET CLEANING DIVISION OF MAINTENANCE MAN I AND MAINTENANCE MAN II

Mr. Phillip Cunningham, Executive Director of Sacramento City Employees Association, sent correspondence to the Board requesting a hearing for the Board to consider reallocation of five positions in the Street Cleaning Division from Maintenance Man I to Maintenance Man II. The Board was informed by Personnel Department staff that reallocations are made by the Personnel Director after a study is performed by the Personnel Management Services Division of the Personnel Department. The matter was originally pursued through the grievance procedure which has delayed the classification study.

A motion was made by Mr. Street and seconded by Mr. Woods for the Personnel Department to perform a study on the five positions in the Street Cleaning Division. The motion was carried by the following vote:

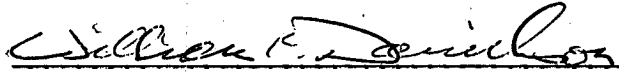
Ayes: Alexander, Street, Yew, Woods.
 Absent: Reynoso.

REQUEST FOR HEARING TO APPEAL DISCIPLINARY ACTION
 Carla M. Vasquez, Librarian III

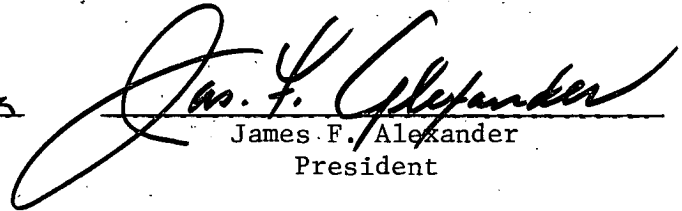
Miss Carla Vasquez appeared before the Board requesting a hearing to appeal disciplinary action. The Board approved the hearing and scheduled it to be held

on September 4, 1973, at 2:00 p.m., following the Civil Service Board's regular meeting to be held at 1:00 p.m.

The meeting was adjourned at 3:55 p.m.



William F. Danielson
Secretary



James F. Alexander
President

IDENTIFICATION TECHNICIAN II

IDENTIFICATION TECHNICIAN III

Nature of Work:

Under general direction to perform criminal identification duties of a technical nature in the Identification Section of the Police Department.

Distinguishing Characteristics:

Positions in the classification of Identification Technician III are distinguished from those of Identification Technician II by the independence allowed in performing assignments and supervision exercised over the work of other Identification Technicians.

Examples of Duties:

Photographs and develops latent fingerprints with powder and chemicals. Makes enlargements and prepares fingerprint exhibits for presentation in court.

Evaluates and compares latent prints with fingerprint cards of subjects on file.

Performs serial number restorations on defaced evidence items.

Performs trace metal detection service and prepares resulting court exhibits.

Formulates composite likenesses of suspects from descriptions obtained through interviews.

Fingerprints persons as required.

Types reports, fingerprint cards, and other documents.

Performs related work as required.

Knowledges, Abilities and Skills:

Knowledge of the principles, practices, and procedures of police identification work.

Knowledge of law enforcement objectives and related identification and investigation procedures.

Knowledge of the principles of photography and film processing.

Knowledge of fingerprint classification methods, practices, records, and equipment used in identifying persons.

Ability to secure and prepare evidence.

Ability to maintain records and prepare reports.

Ability to provide effective testimony in court as necessary.

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

Desirable Qualifications:

Education:

Completion of one year of study in an accredited college or university, preferably with specialization in Police Science.

City of Sacramento

July 1973

Identification Technician II
Identification Technician III

Desirable Qualifications (Continued):

Experience:

Identification Technician II - Two years of experience performing technical phases of identification work.

Identification Technician III - Two years of experience as an Identification Technician II with the City of Sacramento.

Necessary Special Qualifications:

Possession of a valid California driver's license.
Complete color perception.

Substitution:

Additional qualifying experience may be substituted on a year for year basis for the required education.

OSB

Approved 8/21/73

Recommended Salary Range
\$1115-1354

POLICE RECORD SYSTEMS ANALYST

Nature of Work:

Under direction, to review all Police Department records and reporting requirements, both internal and external, and to develop the most efficient methods of record maintenance and report generation, distribution, and disposition.

Examples of Duties:

Works with the various Bureau chiefs or a designated representative to identify the record and reporting requirements of each Bureau and assimilate these requirements into a department-wide records and reporting system.

Develops and monitors the flow of records and reports within the department.

Develops the format of reports to be used in order to assure uniformity within the department.

Reviews proposed changes of existing reports and all requests for new reports prior to being put into effect.

Formulates recommendations as to report priority and maintains a complete inventory of all departmental record and report forms in use by the department.

Provides interface with data processing to assure effective coordination as needed between data processing and the Police Department.

Conducts studies of department's records and reports system and recommends appropriate changes and improvements.

Performs related work as required.

Knowledge, Abilities, and Skills:

Knowledge of the principles of organization, administration, and management.

Knowledge of records management and forms development.

Ability to analyze administrative principles and make appropriate recommendations.

Ability to exercise good judgment in developing, applying and interpreting departmental policies and procedures.

Ability to prepare effective written reports.

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

Desirable Qualifications:

Education:

Graduation from an accredited four year college or university with major course work in business or public administration.

Experience:

Two years of experience involved in the performance of automated record and report control activities.

Substitution:

Additional qualifying experience may be substituted on a year for year basis for the required education.