

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JUNE 5, 1979

The regular meeting of the Civil Service Board was called to order by President Wilfred Street at 1:30 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Luis Campos, Jonathan Mayhew, Vivian Nance, Joseph Russell, Wilfred Street.

Absent: None.

MINUTES OF MAY 15 MEETING: Approved as submitted.

REPORTS OF DIRECTOR OF PERSONNEL:

a. Report re Arbitrator to Hear the Appeal of Officer Raj Brar

Mrs. Donna Giles, Director of Personnel and Secretary of the Board, reported that hearing dates from September 4 through 19 have been reserved with the State Office of Administrative Hearings for the Raj Brar case. She also indicated that the Personnel Department, since April, has been trying to obtain the second list of arbitrators from the American Arbitration Association, but to date the American Arbitration Association has not responded.

Deputy City Attorney Sam Jackson requested the Board to take action to schedule the hearing with the Office of Administrative Hearings beginning September 4, 1979.

Mr. Street indicated that Raj Brar is currently employed as a Security Officer in Vacaville.

MOTION: Mr. Mayhew moved to schedule the Raj Brar case before an Administrative Law Judge beginning September 4, 1979.

SECOND: Mrs. Nance.

CARRIED: Unanimous vote.

b. Approval of Leaves of Absence by Director of Personnel as Agent of Civil Service Board

<u>Employee and Classification</u>	<u>Reason</u>	<u>From</u>	<u>To</u>
David McDowell Sanitation Worker I	Medical (extension)	2/24/79	8/24/79
Fletcher McRae Sanitation Worker I	Medical (extension)	4/19/79	7/19/79
Dinah L. Wilson Zoo Attendant I	Education	5/17/79	11/17/79

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Effective Date</u>	<u>Certification Date</u>	<u>Expiration Date</u>
#1625	Community Center Attendant II	5/15/79	5/30/79	5/14/80
#1650	Junior Stenographer-Clerk	5/23/79	6/7/79	5/22/80
#1658	Supervising Fire Alarm Tech. (Promotional)	5/11/79	5/28/79	5/10/80

EXAMINATIONS ANNOUNCED

#1661 Fire Service Worker
 #1667 Property Assistant III (Promotional)
 #1670 Police Sergeant (Promotional)

The 50%-written and 50%-oral weighting for the Police Sergeant examination was discussed. Mr. William Woska, Personnel Management Administrator, indicated that the 50/50 weighting has had, in the past, adverse impact on minorities; however, the current examinations for Police Sergeant, Police Lieutenant, and Fire Captain were developed specifically related to the jobs by the City's Police and Fire Department staff. Formerly, the examinations had been purchased from outside sources.

MOTION: Mr. Russell moved that staff review the weighting of the Police Sergeant examination with the purpose of looking for ways to increase the number of minority candidates.

SECOND: Mrs. Nance.

CARRIED: Unanimous vote.

MOTION: Mr. Mayhew moved to approve the examination announcements #1661, #1667, and #1670.

SECOND: Mr. Russell.

CARRIED: Unanimous vote.

REQUEST FOR VOLUNTARY DEMOTION

a. Cynthia Baze, Dispatcher to Parking Meter Checker

MOTION: Mr. Mayhew moved to approve Ms. Baze's request for voluntary demotion from Dispatcher to Parking Meter Checker.

SECOND: Mrs. Nance.

CARRIED: Unanimous vote.

b. Sara Minor, Senior Dispatcher to Dispatcher

MOTION: Mr. Russell moved to approve Ms. Minor's request for voluntary demotion from Senior Dispatcher to Dispatcher.

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SECOND: Mrs. Nance.

CARRIED: Unanimous vote.

RESIGNATION OF MARY AMEMIYA, SENIOR STENOGRAPHER-CLERK

Mrs. Donna Giles, Director of Personnel, reported that Mary Amemiya, who had been the recording secretary for the Civil Service Board for the past eight and a half years, had resigned and had accepted the position of Executive Secretary at the District Office of Congressman Robert Matsui.

MOTION: Mr. Russell moved that the Director of Personnel send an appropriate letter of commendation for her many years of service to the Board.

SECOND: Mrs. Nance.

CARRIED: Unanimous vote.

The meeting adjourned at 2:15 p.m.



Donna L. Giles
Secretary



Wilfred D. Street
President