

MINUTES OF REGULAR MEETING
CIVIL SERVICE BOARD
CITY OF SACRAMENTO
February 3, 1987

The meeting of the City of Sacramento Civil Service Board was called to order by President Bill White in Conference Room 103, Department of Personnel, 801 - 9th Street, Sacramento, CA at 1:30 p.m.

MEMBERS PRESENT: Ms. Catherine Harris
Mr. Joseph Russell
Ms. Dora Huntzing
Mr. Bill White

MEMBER ABSENT: Mr. Jonathan Mayhew

MINUTES OF REGULAR MEETING OF JANUARY 20, 1987

A motion was made to approve the minutes of the regular meeting of January 20, 1987.

Motion: Mr. Russell
Second: Ms. Harris

The motion was approved by the following roll call vote:

Ayes: Mr. Russell
Ms. Harris
Mr. White

Abstain: Ms. Huntzing

REPORTS OF DIRECTOR OF PERSONNEL

Mrs. Donna Giles informed the Board that a medical/personal leave of absence has been approved for Gail L. Harris, Programmer Analyst I.

Mr. Jonathan Mayhew arrived at 1:35 p.m.

APPEALS OF ANITA CLEWETT, JUDITH ELIAS, DAVID KIRKPATRICK, AND VIVIAN MONTEIRO
DISQUALIFICATION FROM COMPETITION IN THE SENIOR PARKING LOT ATTENDANT EXAMINATION

Mr. Jerry Fry, Personnel Analyst, addressed the Board on this issue. Mr. Fry informed the Board that the applicants for the position of Senior Parking Lot Attendant must have worked a minimum of 2,080 hours as a Parking Lot Attendant handling monetary transactions. The four candidates who have appealed their disqualification did not work 2,080 hours as parking lot attendants.

Mr. Garland Rosauo, District Representative for Local 39 and representing the four candidates, addressed the Board. Mr. Rosauo stated that he had no further information on Anita Clewett and David Kirkpatrick. He said that Vivian Monteiro informed him that she had not been credited with the hours she worked prior to taking a leave of absence. Mr. Rosauo said he has asked the Personnel Department whether Ms. Monteiro had received this credit and they have informed him that she did receive the proper credit. He will check this personally to see if this is correct.

Mr. Rosauro informed the Board that in the appeal of Judith Elias that Ms. Elias had worked 1,044 hours as a Relief Parking Attendant in the lots and that her supervisor had asked her to work in the office under the same classification. Ms. Elias worked 1,074 hours in the Administrative Office. Mr. Rosauro asked the Board to grant Ms. Elias' appeal since she had worked sufficient hours as a Relief Parking Lot Attendant even though they were not in the parking lots.

The Board asked Mr. Fry if he had any knowledge of Ms. Elias working in the office. He informed the Board that Ms. Elias' supervisor had led her to believe that her chances for promotion would not be harmed by working in the office.

After discussions by the Board, Mr. Carnazzo, Mr. Rosauro and Mr. Fry a motion was made to deny the appeals of Anita Clewett and David Kirkpatrick on their disqualification from competition in the Senior Parking Lot Attendant examination.

Motion: Mr. Mayhew
Second: Ms. Huntzing

The motion was approved by unanimous roll call vote.

A motion was made to grant the appeal of Judith Elias pursuant to Civil Service Rule 1.2 and continue the appeal of Vivian Monteiro until the next regularly scheduled meeting of the Civil Service Board.

Motion: Mr. Russell
Second: Ms. Harris

The motion was approved by unanimous roll call vote.

PROPOSED NEW CLASSIFICATIONS - CASHIERING SYSTEMS SUPERVISOR AND SENIOR CASHIER:
CLASS REVISIONS - CASHIER - FIRST READING

Ms. Bronda Silva, Personnel Analyst addressed the Board on this issue. Ms. Silva informed the Board that a study was conducted of the Revenue Division which recommended the new classifications of Cashiering Systems Supervisor and Senior Cashier. The Senior Cashier position would be responsible for performing a variety of complex and difficult cashiering duties and/or lead supervision. The Cashiering Systems Supervisor is necessary in order to monitor cashiering systems and procedures in every City department which has a cashiering function.

After discussion by the Board, Ms. Silva, and Mike Medema, Revenue Officer, a motion was made to approve the proposed new classifications of Cashiering Systems Supervisor and Senior Cashier: class revisions - Cashier for first reading.

Motion: Ms. Harris
Second: Mr. Russell

The motion was approved by unanimous roll call vote.

ELIGIBLE LISTS ESTABLISHED

Information item only.

EXAMINATIONS ANNOUNCED

Information item only.

There was no further business, President White declared the meeting adjourned at 2:05 p.m.

Bill White

Bill White
President

Donna L. Giles

Donna L. Giles
Secretary