

**MINUTES OF REGULAR MEETING
CIVIL SERVICE BOARD
CITY OF SACRAMENTO
February 20, 2007**

The meeting of the City of Sacramento Civil Service Board was called to order by Vice Chairperson Pryor in the Hearing Room of Historic City Hall, 915 I Street, Second Floor, Sacramento, CA at 1:35 p.m.

MEMBERS PRESENT: Pryor
Thompson
Robillard
Manders
Lopez

MEMBERS ABSENT: None

MINUTES OF CIVIL SERVICE BOARD MEETING OF FEBRUARY 6, 200~~6~~⁷

The Board received the minutes of the February 6, 200~~6~~⁷ meeting. Board member Pryor asked if the Board had any comments. Mr. Thompson moved to accept the minutes. The motion was seconded by Mr. Robillard. The motion to approve went as follows:

Motion: Thompson
Second: Robillard

The motion carried with the following roll call vote:

Ayes: Pryor
Thompson
Robillard

Abstain: Manders
Lopez

Noes: None

REPORTS OF SECRETARY TO THE BOARD

Acting Secretary Gerrie Giffin introduced the two newly appointed board members who replaced the outgoing board members Jeffrey Fine and Betty Suzuki. Ms. Giffin welcomed Leslie Lopez, Deputy Attorney General, and

Elise Manders, of the California Unemployment Insurance Appeals Board,
to the Civil Service Board.

Election of 2007 Board Chair Person

Mr. Thompson nominated Mr. Pryor for the 2007 Board Chairperson. The motion was seconded by Ms. Lopez. The motion carried as follows:

Motion: Thompson
Second: Lopez

The motion carried with the following roll call vote:

Ayes: Pryor
Thompson
Robillard
Manders
Lopez

Noes: None

Election of 2007 Board Vice Chair Person

Ms. Lopez nominated Mr. Thompson for the 2007 Vice Chairperson. The motion was seconded by Mr. Pryor. The motion carried as follows:

Motion: Lopez
Second: Pryor

The motion carried with the following roll call vote:

Ayes: Pryor
Robillard
Manders
Lopez

Noes: Thompson

ELIGIBLE LISTS ESTABLISHED

This is an information-only item.

CONSENT CALENDAR

Workers Compensation Claims Representative Revise Classification

Chairperson Pryor asked if there were any questions or comments from the Board. Eric Brown, Personnel Analyst, was available for questions from the Board. Mr. Thompson said he was confirming that the issues discussed at the last meeting were removed as a skill set and placed into essential duties and responsibilities. Mr. Brown said they had.

Mr. Pryor explained to new board members that this item had been rejected at the previous meeting, with the Board recommending revisions as to the placement of the customer service requirement.

Mr. Thompson made a motion to accept the revised job specifications as submitted. Ms. Lopez seconded the motion. The motion went as follows:

Motion: Thompson
Second: Lopez

The motion carried with the following roll call vote:

Ayes: Pryor
Thompson
Robillard
Manders
Lopez

Noes: None

Customer Service Classifications Revise Classifications

Acting Secretary Gerrie Giffin announced that the Union requested the packet of Customer Service Classifications be pulled from the agenda to be presented at the next meeting of the Board. Mr. Robillard asked if the Board could be informed of the reason for the Union's request. Ms. Giffin said that would be revealed at the next meeting. Items 5b through 5e were pulled.

**Arts Program Assistant
Arts Program Coordinator
Revise Classifications**

Chairperson Pryor asked if there were any questions or comments by the Board. Michele Chapman, Senior Personnel Analyst, was available for questions. Ms. Lopez referred to item 5f, page 2, third bullet under the Knowledge Of section, and asked what the Principles of Arts Administration was. Ms. Chapman said it is a program within the Metro Arts Division. With no further comments or questions from the Board, Mr. Thompson made a motion to accept the revised job classifications as submitted. Ms. Lopez seconded the motion. The motion went as follows:

**Motion: Thompson
Second: Lopez**

The motion carried with the following roll call vote:

**Ayes: Pryor
Thompson
Robillard
Manders
Lopez**

Noes: None

CITIZENS ADDRESSING THE BOARD ON MATTERS NOT ON THE AGENDA

None

There being no further business, the meeting adjourned at 1:55 pm.

**THOMAS PRYOR
Chairman**

**GERRIEE GIFFIN
Acting Secretary**