

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JUNE 7, 1972

The Civil Service Board met in regular session in the City Hall Council Chamber at 1:30 p.m., with President Yew presiding.

Present: Members Reynoso, Street, Yew.

Absent: Members Alexander, Woods.

The minutes of the meetings of May 16 and May 23 were approved as presented to the Board.

NEW EXAMINATION SCHEDULED

#1168-F Patrolman

The Secretary informed the Board that this Patrolman examination was limited to the nine Community Service Officers currently employed by the City. Twelve men were initially appointed as CSO's in April 1971; one CSO was appointed in June 1971.

The CSO selection procedure was basically the same as for Patrolman: Written test, physical agility test, interview, and background investigation. CSO's who have completed at least one year of service, and who have attained the age and educational requirement for Patrolman, may apply for Patrolman.

The examination score will be based upon the performance evaluation recommendation for Patrolman by the Chief of Police. The Personnel Officer will then assign examination scores upon receipt of the performance evaluations. Thereupon, names of successful candidates will be added to the existing continuous Patrolman eligible register.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam. No.</u>	<u>Class Title</u>	<u>Date of Written Test</u>	<u>Personal Interview</u>	<u>Effective Date</u>
#1182	Street Cleaning Foreman	3/2/72	5/18/72	6/1/72
#1188	Administrative Assistant II	3/29/72	5/25,26/72	5/30/72
#1204	Accounting Technician	4/15/72	5/17,18/72	5/23/72
#1205	Senior Stenographer Clerk	4/15/72	5/24/72	5/30/72
#1206	Motor Sweeper Operator	3/22/72	5/10/72	5/12/72
#1209	Maintenance Man III	4/4/72	5/8,9/72	5/15/72

CHANGES IN PREVAILING CONSTRUCTION HOURLY RATES

Deputy City Attorney Thomas Haas' report and Labor Relations Counsel John Liebert's letter dated June 5, 1972, reporting adjustments in excess of 5.5% in

prevailing construction hourly rates under the Carpenter, Teamster, and Operating Engineers contracts were presented to the Board. Mr. Liebert informed the Board that the City could not pay in excess of 5.5%, which is the amount legally permitted under the Federal Pay Board guidelines.

Motion was made by Mr. Street, seconded by Mr. Reynoso, and carried by unanimous vote to approve an adjustment in prevailing hourly construction rates to within the limits permitted by the Federal Pay Board.

<u>Classification</u>	<u>New Hourly Rate Contained in Agreement</u>	<u>New Hourly Rate Approved</u>	<u>Effective Date</u>
<u>International Alliance Theatrical Stage Employees, Local 50</u>			
Stage Electrician	\$5.50	\$5.50	June 7, 1972
<u>Carpenters Union, Local 586</u>			
Carpenter	8.10	7.91	June 16, 1972
Carpenter Foreman	8.85	8.70	June 16, 1972
<u>Teamster Contract</u>			
Truck Driver (to 4 yds)	6.475	6.41	June 16, 1972
Truck Driver (4 and less than 8 yes)	6.57	6.51	June 16, 1972
Truck Driver (8 to 12 yds)	7.01	6.97	June 16, 1972
Water-Truck Driver (under 2500 gal.)	6.585	6.53	June 16, 1972
Winch-Truck Driver	6.785	6.74	June 16, 1972
Heavy-Duty Transit Driver	7.02	6.98	June 16, 1972
Self-Propelled Sweeper Operator	7.01	6.97	June 16, 1972
<u>Operating Engineers</u>			
Assistant to Engineer	6.63	6.57	June 16, 1972
Chip-Spreader Operator	8.26	8.19	June 16, 1972
Compactor-with-Dozer Operator	8.26	8.19	June 16, 1972
Dragline Operator	8.69	8.62	June 16, 1972
Heater-Planer Operator	7.81	7.74	June 16, 1972
Heavy-Duty Repairman	8.26	8.19	June 16, 1972
LeTourneau-Pull Operator	8.26	8.19	June 16, 1972
Loader (to 2 yds) Operator	8.26	8.19	June 16, 1972
Pavement-Roller Operator	7.81	7.74	June 16, 1972
Power-Blade Operator	8.69	8.62	June 16, 1972
Small Rubber-Tire Tractor Operator	7.81	7.74	June 16, 1972
Small Rubber-Tire Trenching Machine Opr.	8.60	8.52	June 16, 1972
Spreader and Boxman	6.91	6.85	June 16, 1972
Tractor Operator	8.26	8.19	June 16, 1972
Truck-Crane Operator	8.69	8.62	June 16, 1972

<u>Classification</u>	<u>New Hourly Rate Contained in Agreement</u>	<u>New Hourly Rate Approved</u>	<u>Effective Date</u>
<u>Construction and General Laborers Union Local 185</u>			
Asphalt Raker	\$5.685	\$5.685	July 1, 1972
Asphalt Shoveler	5.535	5.535	July 1, 1972
Buckeye Spreader Operator	5.685	5.685	July 1, 1972
Cement Worker	5.535	5.535	July 1, 1972
Jackhammer Operator	5.685	5.685	July 1, 1972
Laborer	5.435	5.435	July 1, 1972

AMENDMENT TO CLASSIFICATION PLAN

Buyer Trainee
Sanitary Laboratory Technician
Accounting Technician
Accountant
Senior Accountant

Mr. Reynoso moved to adopt the proposed revisions of the above classification specifications as prepared by William Woska, Personnel Analyst. The motion was seconded by Mr. Street, and the vote was unanimous.

The revised specifications are attached and made a part of these minutes.

REQUEST FOR REINSTATEMENT

Julius A. Williams, Refuse Collector (Truck Driver)

By letter dated May 21, 1972, Julius A. Williams requested reinstatement to his former classification of Refuse Collector (Truck Driver). Mr. Williams had resigned his position on March 10, 1972, for personal reasons.

Waste Removal Superintendent John Pieretti and Acting City Engineer John Varozza had expressed their recommendation for reinstatement of Mr. Williams.

Motion was made by Mr. Reynoso, seconded by Mr. Street, and carried by unanimous vote to approve the reinstatement of Mr. Williams as Refuse Collector.

REQUEST FOR LEAVE OF ABSENCE

Timothy P. Stinson, Parking Lot Attendant

Communication dated May 25, 1972, from Timothy P. Stinson, Parking Lot Attendant, requesting seven months' leave of absence was considered. The purpose of Mr. Stinson's request was to enable him to continue his academic studies.

The Parking Lot Operations Supervisor, Acting Traffic Engineer, and the City Manager had given approval of Mr. Stinson's request.

Mr. Street moved to grant approval of Mr. Stinson's request for seven months' leave of absence from June 11, 1972, to January 11, 1973. The motion was seconded by Mr. Reynoso, and the vote was unanimous.

REQUEST FOR HEARING TO APPEAL QUALIFICATION APPRAISAL BOARD DECISION

Anthony D. Fontes, Senior Account Clerk
Martha Kercheval, Senior Account Clerk

Requests for hearing to appeal disqualification by the oral board were received from Anthony D. Fontes and Martha Kercheval. Mr. Fontes and Mrs. Kercheval alleged that their respective experience and qualifications had been misinterpreted by the Qualification Appraisal Board for Accounting Technician.

After discussion, motion was made by Mr. Street to withhold all appointments to Accounting Technician positions pending the hearings to be conducted on appeals of all candidates protesting the examination. The motion was seconded by Mr. Reynoso, and the vote was unanimous.

Motion was then made by Mr. Reynoso, seconded by Mr. Street, and unanimously carried to grant Mr. Fontes a hearing on his appeal.

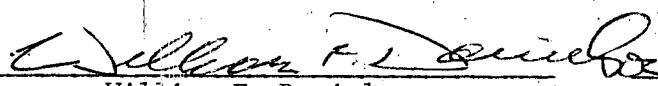
Motion was further made by Mr. Reynoso, seconded by Mr. Street, and carried by unanimous vote to grant a hearing on Mrs. Kercheval's appeal.

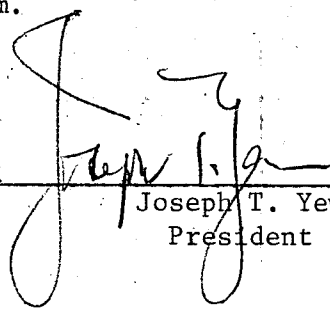
The hearing date was then set by unanimous vote for 1:30 p.m., Tuesday, June 20, 1972, in the Council Chamber, and all interested parties were to be notified. Interested parties include all 25 persons appearing before the Qualification Appraisal Board.

COMMUNICATION FROM LOCAL 522 REGARDING PROMOTIONAL ORAL BOARDS
(Continued from May 16 and 23, 1972)

Legal opinion dated June 7, 1972, to the Personnel Officer from Deputy City Attorney Thomas Haas was presented to the Board. The Civil Service Board does have the authority to create guidelines for the selection of oral boards. However, it was the opinion of the Deputy City Attorney that the intent of Charter Sections 52a (2) and (5) was to give the Board the general supervisory function over the personnel system but that the day-to-day operation of the system be left to the Personnel staff. It was Mr. Haas' recommendation that the Civil Service Board not become involved in the oral board selection.

The meeting was adjourned at 2:45 p.m.


William F. Danielson
Personnel Officer


Joseph T. Yew
President

BUYER TRAINEENature of Work:

This is the entry level professional Buyer's position whereby incumbents in this class, under supervision, purchase equipment, materials and supplies, and perform necessary clerical work related to such activities. The work is performed under well-defined departmental policies and is of the most routine nature in connection with the type of purchasing duties performed. As a trainee, an employee is expected to assume progressively more complex and responsible purchasing duties.

Examples of Duties:

- Receives, examines and processes requisitions.
- Prepares bid specifications and other necessary documents related to the purchase of supplies, materials and equipment.
- Locates sources of supply and places orders.
- Compares costs and evaluates the quality and suitability of supplies, materials and equipment.
- Maintains close liaison with vendors and other representatives to keep informed of new products and market conditions and trends.
- Maintains records on purchase price information on market and contract purchases, and revises these as conditions change.
- Obtains quotations on open market purchases.
- Performs related work as required.

Knowledges, Abilities and Skills:

- Ability to learn purchasing methods and procedures and the techniques of specification writing.
- Ability to develop knowledge of a variety of office and maintenance supplies and materials, and ability to identify the best sources of supply and the appropriate prices for the procurement of such goods.
- Ability to learn basic bookkeeping principles and methods as they relate to the maintenance of procurement records.
- Ability to learn the techniques employed in grading and analyzing supplies and materials.
- Ability to learn, understand and apply ordinances, laws, rules and regulations affecting municipal purchasing.

Desirable Qualifications:Education:

Graduation from a recognized four-year college or university with major course work in business administration, marketing, or a related field.

Experience:

None required.
Experience in progressively responsible purchasing work may be substituted on a year-for-year basis for up to two years of the required education.

(Continued)

NOTE:

Upon completion of a six-month training period as a Buyer Trainee and with the recommendation of the department head, a position may be reallocated to Buyer I.

Revised Specification
Civil Service Board
June 7, 1972

SANITARY LABORATORY TECHNICIANNature of Work:

This is routine work in making standard chemical and bacteriological tests on raw and treated water and sewage. An employee in this class performs the more routine functions in a chemical laboratory at a water filtration or waste water treatment plant. Employees are required to gather samples of sewage and water which sometimes requires the lifting of moderately heavy objects or the operation of a small boat. Other responsibilities include performing basic tests using standard laboratory equipment, cleaning and sterilizing laboratory utensils and equipment, and providing other assistance as required by the chemist who supervises activities within the laboratory.

Examples of Duties:

Collects samples of sewage and water at the water filtration plants, waste water treatment plants, sewage collection system, industrial locations and rivers.

Performs routine chemical analysis of samples.

Prepares bacteriological media and ordinary chemical solutions.

Makes routine bacteriological examinations of samples.

Assists the chemist in the preparation of laboratory equipment and supplies for the chemical analysis of water or sewage samples.

Assists in cleaning and maintaining various laboratory devices and equipment.

Prepares correspondence and reports, and performs other clerical duties related to work activities.

Performs related work as required.

Knowledges, Abilities and Skills:

Knowledge of the elementary principles, practices and techniques of bacteriology and chemistry.

Knowledge of standard chemical and bacteriological laboratory equipment.

Ability to perform routine chemical and bacteriological tests.

Ability to follow oral and written instructions, to prepare reports and to perform other clerical duties as required.

Ability to lift moderately heavy objects as required.

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

Desirable Qualifications:Education:

Graduation from a standard high school, including the completion of courses in chemistry and bacteriology.

Experience:

Six months of experience performing routine laboratory tests in a chemical, bacteriological or public health laboratory.

(Continued)

Necessary Special Qualification:

Possession of a valid California Driver's License.

Revised Specification
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ACCOUNTING TECHNICIAN

Nature of Work:

Under general supervision, to perform technical subprofessional accounting work maintaining various accounting ledgers and related records. Employees may be required to supervise a small clerical staff and to perform other work as required.

Distinguishing Characteristics:

Positions allocated to this class are distinguished from positions in the class of Senior Account Clerk in that the accounting and bookkeeping involved are more varied and complex and require considerable knowledge of the fundamentals and principles of accounting. Employees may be required to operate electronic bookkeeping and accounting machines in the performance of their duties. Incumbents work under a minimum of supervision, and duties assigned require the exercise of initiative and independent judgment.

Examples of Duties:

Sets up and maintains various ledgers, registers and journals according to established account classifications.

Prepares operating and financial reports; maintains control records of receipts and expenditures.

Assists in budget preparation providing figures of expenditures and estimating costs for specific periods.

Maintains records of labor and material costs on jobs performed by private contractors.

Prepares journal vouchers of a general and repetitive nature; examines, reconciles, codes and posts data to accounting records.

Reviews budgetary and other fiscal documents for accuracy, completeness and conformity to rules, regulations and ordinances.

Assigns and reviews the work of a small clerical staff.

Operates and maintains electronic bookkeeping and accounting machines.

Performs related work as required.

Knowledges, Abilities and Skills:

Knowledge of the basic principles, practices and methods of accounting.

Knowledge of modern office procedures, practices and equipment.

Ability to set up and maintain complete and accurate financial records.

Ability to prepare accurate financial and statistical reports.

Ability to operate accounting and office machines and equipment.

Ability to direct the work of a small group of employees.

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

Desirable Qualifications:

Education:

Completion of two years of college, including the completion of at least nine semester units of a professional accounting curriculum.

Experience:

Two years of responsible experience in keeping or reviewing accounting or fiscal records.

(Education or experience beyond the minimum requirements may be substituted for up to one year on a one-to-one basis.)

NOTE: Employees with the City of Sacramento with at least two years of experience in the class of Senior Account Clerk may apply for this position on a promotional basis.

Revised Specification
Civil Service Board
June 7, 1972

ACCOUNTANTNature of Work:

Under general direction, to perform accounting work in the establishment and maintenance of a complex and inter-related set of financial accounts and records for a City department or specialized agency. Positions in this class are responsible for supervising the work of subordinates and preparing financial reports and statements.

Distinguishing Characteristics:

This is the entry level professional accounting position. It is distinguished from the subprofessional classification of Accounting Technician in that incumbents are assigned responsibility for (1) establishing and maintaining a complete set of complex inter-related accounting records for a City department or major division, or (2) establishing and maintaining a complex accounting system for a special agency such as the Transit Authority, or (3) establishing and maintaining a major segment of a centralized accounting system. Incumbents, although given general directions, are required to draw on their specialized education, experience and ability to analyze accounting needs.

Examples of Duties:

Sets up and maintains journals, ledgers and supporting financial records for a City department, division or specialized agency.

Maintains records of expenditures to insure that they are within budget allocations.

Collects and analyzes data used in the preparation of financial statements, reports and invoices.

Reviews, develops and modifies specific accounting methods to improve existing procedures, ensure conformity to policy, and increase effectiveness.

Reconciles accounting records with those in the Finance Department and submits data for adjustments.

Assists in the preparation of a department or division budget by providing supporting figures of expenditures and estimating expenditures for the next fiscal year.

Prepares or provides financial and statistical data for the preparation of the department or division annual report.

Supervises a small clerical staff engaged in financial or statistical record-keeping work.

Performs a wide variety of related accounting tasks.

Knowledges, Abilities and Skills:

Knowledge of the principles, practices and methods of accounting.

Knowledge of governmental accounting procedures.

Knowledge of modern office practices and procedures.

Knowledge of the principles of supervision.

Ability to analyze and interpret fiscal and accounting records.

Ability to establish and maintain complete and accurate financial and statistical records.

(Continued)

Knowledges, Abilities and Skills: (continued)

Ability to design and install new and improved accounting and record-keeping procedures.

Ability to plan and supervise the work of other employees.

Desirable Qualifications:

Education:

Graduation from an accredited four-year college or university with major course work in accounting.

Experience:

Not required.

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SENIOR ACCOUNTANTNature of Work:

This is technical accounting work in maintaining and auditing accounts. Employees are responsible for supervision of others and/or personal participation in the establishment and maintenance of important accounting and informational systems; preparation of complex financial and statistical statements, reports and analyses; and performance of independent audits of fiscal transactions, records and procedures. Employees work with considerable freedom of action in the more technical aspects of the work but receive direction on matters of policy and deviations from established procedures. Supervision may be exercised over a small group of accounting and clerical employees.

Examples of Duties:

- Supervises and participates in keeping accounts, including control and subsidiary ledgers covering varied financial transactions.
- Supervises the auditing of claims to determine that the amount is correct, that it is legal, and that it is charged to the proper account.
- Audits and verifies incoming revenues, such as license and utility service revenues, against cashier receipts and supporting documents.
- Supervises and participates in the preparation of weekly, monthly and annual financial and expenditure reports.
- Prepares special financial reports.
- Makes recommendations for revising procedures, forms and statements.
- Develops and installs procedures and systems for recording financial data.
- Advises, instructs and trains subordinate employees in the performance of their duties.
- Maintains control records of receipts and expenditures of a municipal utility.
- Prepares operating and financial statements, supervises billing of utility accounts, and classifies difficult entries.
- Performs independent audits of fiscal transactions, records and procedures of City departments, divisions and agencies.
- Performs related work as required.

Knowledges, Abilities and Skills:

- Thorough knowledge of principles, practices and methods of accounting.
- Thorough knowledge of governmental accounting.
- Considerable knowledge of modern office management procedures, practices and equipment as applied to accounting operations.
- Considerable knowledge of the Charter provisions, ordinances, rules and regulations pertinent to the assigned duties.
- Ability to analyze and interpret fiscal and accounting records and to prepare accurate and complete financial statements and reports.
- Ability to plan, lay out, supervise and review the work of clerical employees.
- Ability to establish and maintain effective working relationships with City officials and employees.

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Desirable Qualifications:

Education:

Graduation from an accredited four-year college or university with major course work in accounting.

Experience:

Three years of professional governmental or municipal accounting work.

Revised Specification
Civil Service Board
June 7, 1972

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JUNE 20, 1972

The Civil Service Board met in regular session at 1:30 p.m. in the City Hall Council Chamber, with President Yew presiding.

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

The minutes of the meeting of June 7, 1972, were approved as presented to the Board.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam. No.</u>	<u>Class Title</u>	<u>Date of Written Test</u>	<u>Personal Interview</u>	<u>Effective Date</u>
#1193	Intermediate Stenographer-Clerk	3/38/72	6/1/72	6/8/72
#1199	Junior Stenographer-Clerk	3/28/72	6/1/72	6/14/72
#1202	Auditorium Maintenance Man I	N/A	5/20/72	6/7/72
#1203	Plant Operator I	3/18/72	5/16,17,18/72	6/7/72

LEGAL OPINION RE MISS SOPHIE JOSEPH'S REQUEST FOR RESTORATION OF USED SICK AND VACATION LEAVES (continued from May 16, 1972)

At its meeting of May 16, the Civil Service Board requested that legal opinion be obtained from the City Attorney as to whether the Board has the authority to consider and to render decision on Miss Joseph's request for restoration of used leaves. The legal opinion stated in part:

"Neither the Civil Service Board nor the manager's office can take action with regard to temporary disability benefits because this matter has already been settled by the Workmen's Compensation Appeals Board. The Board made a specific finding: 'There was no temporary disability as a result of the injury herein.'

"When a finding of fact is made by the Workmen's Compensation Appeals Board, this finding is conclusive on the matter, and no subsequent action can be taken on the identical issue between the same parties or their privies.

"... the Civil Service Board has no power to take further action on this case."

It was therefore moved by Mr. Street, seconded by Mr. Alexander, and carried by unanimous vote that Miss Joseph's request be denied.

REQUEST FOR HEARING TO APPEAL QUALIFICATION APPRAISAL BOARD'S DECISION FOR
STREET CLEANING FOREMAN EXAMINATION

John T. Wade, Maintenance Man II (Truck Driver)

Communication dated June 13, 1972, from John T. Wade, requesting a hearing to review the manner in which the Street Cleaning Foreman oral examination was held, was considered. Initially, the Board was advised by Deputy City Attorney G. Richard Brown that Mr. Wade's communication was not under the jurisdiction of the Board; however, upon further consideration, it was ascertained that racial bias was a factor contained within Mr. Wade's letter. His letter expressed dissatisfaction of having the assistant to the Street Superintendent as one of the interview panel members for the Street Cleaning Foreman examination.

The Street Cleaning Foreman examination folder was then reviewed. It was found that Mr. Wade had scored second highest in the oral interview portion of the Street Cleaning Foreman examination but had scored low in the written test. Mr. Wade had placed fourth on the eligible register. The Board determined that there was no indication of racial bias on the part of the oral interview board as alleged by Mr. Wade.

Thereupon, motion was made by Mr. Alexander to deny the request of Mr. Wade for a hearing. The motion was seconded by Mr. Street and unanimously carried.

REQUEST FOR HEARING TO APPEAL JUDGMENT AND DECISION OF QUALIFICATION APPRAISAL
BOARD FOR ACCOUNTING TECHNICIAN

Leon Wilkins, Senior Account Clerk

Request was made by Leon Wilkins, Senior Account Clerk in the Controller's Office, to review his qualifications for Accounting Technician after having been disqualified by the oral interview panel.

After discussion, it was moved by Mr. Street, seconded by Mr. Reynoso, and unanimously carried to grant Mr. Wilkins' request for a hearing, the time for which was set for Tuesday, July 11, 1972, at 1:30 p.m.

CHANGE IN PREVAILING CONSTRUCTION HOURLY RATES - PAINTERS CONTRACT

Listed below are construction rates as outlined in the agreement with the District Council of Painters #16. As the rates were in excess of the 5.5%, the legally permitted increase under the Federal Pay Board guidelines, it was moved by Mr. Street, seconded by Mr. Alexander, and carried by unanimous vote to approve an adjustment in prevailing construction hourly rates to within the limits permitted by the Federal Pay Board, as follows:

<u>Classification</u>	<u>New Hourly Rate Contained in Agreement</u>	<u>New Hourly Rate Approved</u>	<u>Effective Date</u>
Industrial Painter	\$7.72	\$7.56	July 1, 1972
Painter	7.72	7.56	July 1, 1972
Painter Foreman	8.20	8.04	July 1, 1972

HEARING TO APPEAL JUDGMENT AND DECISION OF QUALIFICATION APPRAISAL BOARD FOR
ACCOUNTING TECHNICIAN

Anthony Fontes, Senior Account Clerk
Martha Kercheval, Senior Account Clerk

The purpose of the hearings for Anthony Fontes and for Martha Kercheval was to review the judgment and decision of the Qualification Appraisal Board for Accounting Technician. Their allegation was that the Qualification Appraisal Board misinterpreted their experience and qualification, as the result of which they were disqualified after having passed the written test.

The parties present were informed that the proceedings would be recorded on tape.

Those in attendance were: Anthony Fontes; Martha Kercheval; Merrell Skeels of the firm of Lybrand, Ross Bros. & Montgomery; Ronald Bosworth and Al Fawcett representing the oral interview board; Deputy City Attorney G. Richard Brown, advisor to the Civil Service Board; Robert Latchaw of Sacramento City Employees Association; and other interested parties.

Mr. Skeels appeared before the Board as an expert witness and informed the Board of the attempt being made by the City to upgrade its accounting procedures. A portion of the audit report to the City Council, which had been conducted by the City's auditors, Lybrand, Ross Bros. & Montgomery, pertaining to the accounting procedures of the City of Sacramento was read to the Board. Mr. Skeels reported that the City of Sacramento was in the process of making major changes and improvements in its financial and accounting system. He stated that the City is now converting from its present single-entry records to a new accounting system, using a double-entry system, which will meet generally accepted accounting principles. Mr. Skeels reported that, in order to accomplish the upgrading of the City's accounting procedures, more highly trained personnel are required in the City's accounting positions. In response to questions from Board members, Mr. Skeels recommended that the standards for Accounting Technician be strengthened.

Upon review of the Accounting Technician examination folder, it was found that 79 persons applied to take the Accounting Technician examination, of whom 61 were accepted as applicants. Forty-two persons appeared for the written test which was pass/fail; 13 failed, and 29 passed which qualified them to be invited to the oral interviews. Twenty-five persons appeared for the interviews, 16 passed and nine failed. The oral interview score was given a weight of 100%.

The Board first conducted the hearing on the appeal of Mr. Fontes. Upon the close of the hearing of Mr. Fontes, the Board heard the appeal of Mrs. Kercheval.

Both Mr. Fontes and Mrs. Kercheval appeared before the Board and were duly sworn in before their respective testimonies. They both alleged that they were wrongfully disqualified by the Qualification Appraisal Board due to its misinterpretation of their experiences and qualifications. Detailed data were expressed, respectively, on their education and background experiences, which they alleged met all aspects of the job specification and the examination announcement.

Mr. Al Fawcett and Mr. Ronald Bosworth, after being sworn in, presented the Qualification Appraisal Board's position and explained the specific reasons for

the disqualifications of Mr. Fontes and Mrs. Kercheval. Upon questioning, it was ascertained that none of the City of Sacramento's Senior Account Clerks who had filed for the Accounting Technician examination had passed; it was also found that not all of the applicants who did pass the examination had the two years of college with nine semester units of professional accounting. The Board ascertained that the examination for Accounting Technician had been announced in January 1972 prior to the issuance of the report of the City's auditors concerning the substantial needs to strengthen the accounting system and selection standards for accounting personnel within the City of Sacramento.

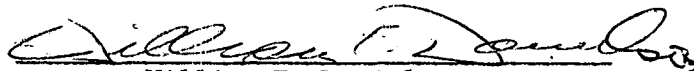
It was moved, seconded, and unanimously carried to adjourn into closed session to consider all testimonies given. (4:30 p.m.)

The meeting was reconvened at 4:55 p.m.

The unanimous decision of the Board was to (1) set aside the eligible register established for the Accounting Technician examination #1204; (2) review and strengthen the minimum standards for Accounting Technician; (3) give a new examination in accordance with the revised selection standards for Accounting Technician; and (4) base the total score on both the written test and the oral interview and possibly a performance examination.

It was also moved, seconded, and unanimously carried to cancel the hearing which had been set for Leon Wilkins for July 11, 1972, inasmuch as the eligible register for Accounting Technician was to be set aside, thereby precluding all further hearings concerning this examination.

The meeting was adjourned at 5:00 p.m.



William F. Danielson
Secretary



Joseph T. Yew
President