

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
JANUARY 6, 1981

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by Vice-President Campos in the Conference Room, Personnel Department, 801 - 9th Street, Sacramento, California at 1:33 p.m.

Members present: Mr. Joseph L. Russell
Mr. Jonathan E. Mayhew
Ms. Gail A. Mabbutt
Mr. Luis J. Campos

Member absent: Mrs. Vivian C. Nance

REPORTS OF THE DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel, addressed the Board and referred to the amended agenda which included an examination to be announced - Sanitary Chemist. Mrs. Giles also informed the Board that item 4, Request by the Sacramento Police Officers Association that the Civil Service Board hear the Appeal of Daniel Cheetham and Joel Cervantes had been withdrawn.

Vice-President Campos welcomed Ms. Mabbutt to the Board.

a. Election of President and Vice-President to the Board

Motion was made to elect Vice-President Campos to serve as President of the Civil Service Board.

Motion: Mr. Mayhew
Second: Mr. Russell

Motion was approved by unanimous voice vote.

Motion was made to elect Mr. Russell to serve as Vice-President of the Civil Service Board.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous voice vote.

b. Election of Board Member to Serve on the Retirement Board

After some discussion, motion was made to elect Mrs. Nance to serve as the Civil Service Board Representative on the Retirement Board.

Motion: Mr. Russell
Second: Mr. Mayhew

Motion was approved by unanimous voice vote.

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MINUTES OF THE REGULAR MEETING OF DECEMBER 16, 1980

Motion was made to approve the minutes of the regular meeting of December 16, 1980, as read.

Motion: Mr. Mayhew
Second: Mr. Russell

Motion was approved by unanimous voice vote.

ESTABLISHMENT OF NEW CLASSIFICATION - First Reading

Art in Public Places Coordinator

Mr. John Worcester, Personnel Management Administrator, addressed the Board and spoke briefly about this proposed classification, and introduced Mr. Bill Moskin, Director of the Metropolitan Arts Commission who explained the background of the program which was mandated by City Council ordinance in 1979. There was some discussion on this proposed classification, and Mr. Mayhew voiced concern regarding approving new positions in view of the current economic plight of other cities throughout the state.

Motion was made that the classification of Art in Public Places Coordinator be approved and passed for second reading.

Motion: Mr. Russell
Second: Ms. Mabbutt

Motion was approved by the following roll call vote:

Ayes: Mr. Russell
Ms. Mabbutt
Mr. Campos

Noes: Mr. Mayhew

EXTENSION OF ELIGIBLE LIST

Property Assistant I

Motion was made to approve the extension of the eligible list for Property Assistant I.

Motion: Mr. Mayhew
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

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EXAMINATIONS TO BE ANNOUNCED

- #1776 - Instrument Technician
- #1798 - Sanitary Chemist

Motion was made to approve examinations #1776 - Instrument Technician and #1798 - Sanitary Chemist concurrently.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

At this time item 9 Eligible Lists Established was taken out of order.

ELIGIBLE LISTS ESTABLISHED

- a. #1758 - Community Service Representative
- b. #1768 - Recreation Program Coordinator
- c. #1775 - Traffic Control Maint. Man II
- d. #1777 - Plant Operator I
- e. #1779 - Equipment Operator II
- f. #1785 - Traffic Control Maint. Man III
- g. #1788 - Parking Lot Foreman

There were no questions.

DRAFT AFFIRMATIVE ACTION PLAN

Mrs. Giles addressed the Board on this issue, and informed the Board that the Personnel and Public Employees Committee had reviewed the draft plan, and requested that the Civil Service Board review and respond to the plan. The draft plan is scheduled to be presented to the City Council on January 20, 1981.

Mr. Gary Little, Affirmative Action Officer, addressed the Board and gave a brief presentation on the main categories of the draft plan, which included the Affirmative Action Policy Statement, EEO General Policy Statement, the General Plan Objectives, Plan Dissemination Policies, Plan Administration, Discrimination Complaint Resolution Procedure, Utilization Analysis, Goals and Timetables, and Action Projects. After raising some questions on this issue, the Board decided to hold a Special Meeting on Tuesday, January 13, 1981, at 5:00 p.m. for the purpose of further discussion.

There being no further business, President Campos declared the meeting closed at 2:25 p.m.



Luis J. Campos
President



Donna L. Giles
Secretary