

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
DECEMBER 16, 1980

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

Members present: Mr. Joseph L. Russell
 Mrs. Vivian C. Nance
 Mr. Wilfred D. Street

Members absent: Mr. Jonathan E. Mayhew
 Mr. Luis J. Campos

MINUTES OF THE REGULAR MEETING OF DECEMBER 2, 1980

Motion was made to approve the minutes of the regular meeting of December 2, 1980, as read.

Motion: Mrs. Nance
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

REPORTS OF THE DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel, addressed the Board and informed the Board members that the draft Affirmative Action Plan with recommended changes was being presented to the Personnel and Public Employees Committee on December 19, 1980. Mrs. Giles also stated that there was a fifth Tuesday in December, and recommended that a special meeting not be held.

Mr. Luis J. Campos and Mr. Jonathan E. Mayhew entered the meeting at 1:34 p.m.

At this time Mrs. Giles presented a plaque in appreciation of his service on the Board to Mr. Wilfred D. Street who is leaving the Board after 20 years of service. Mr. Street thanked Mrs. Giles and the other Board members.

At this time item 11 was taken out of order.

REQUEST BY THE SACRAMENTO POLICE OFFICERS ASSOCIATION THAT THE CIVIL SERVICE BOARD HEAR THE APPEAL OF DANIEL CHEETHAM AND JOEL CERVANTES

President Street referred to a letter which had been delivered to the Personnel Office that day from SPOA requesting that this matter be postponed to the next regular meeting of the Civil Service Board. Deputy City Attorney Sam Jackson addressed the Board and stated that he had no objections to this postponement.

Motion was made that the request by the SPOA that the Civil Service Board hear the appeal of Daniel Cheetham and Joel Cervantes be postponed to the next regular meeting of the Civil Service Board scheduled for January 6, 1981.

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Motion: Mr. Mayhew
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

At this time Item 5 was taken out of order.

APPEAL OF THE DENIAL OF THE REQUEST TO TRANSITION FROM A LIMITED-TERM
POSITION TO A PERMANENT POSITION

Maureen Lentos

Mr. John Worcester, Personnel Management Administrator addressed the Board and gave background information on this matter, reiterating his previous comments, and referring to City Charter section §88 and Civil Service Rule 6.7. Mr. Worcester also recommended that this Civil Service Rule be amended to be more consistent with the City Charter.

Mr. Jack Crist, Director of Finance, addressed the Board and repeated his previous comments recommending the transition of Ms. Lentos.

Mrs. Nance voiced concern regarding the successful applicants on the eligible list for the position of Senior Typist-Clerk.

Motion was made to grant the appeal of Maureen Lentos to transition from a limited-term position to the permanent position of Senior Typist-Clerk.

Motion: Mr. Mayhew
Second: Mr. Campos

Motion was approved by the following roll call vote:

Ayes: Mr. Russell
Mr. Mayhew
Mr. Campos
Mr. Street

Noes: Mrs. Nance

After some discussion it was agreed that the Director of Personnel would draft an "interpretation memo" to be sent to the Directors of all City Departments stating Personnel Department's policy on Civil Service Rule 6.7 until such time as the rule is revised and more closely adheres to the City Charter section §88.

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OVERVIEW OF THE CLASSIFICATION STUDY BY JOHN SHANNON, CONSULTANT FOR
RALPH ANDERSEN AND ASSOCIATES

Mr. Shannon addressed the Board, and gave a brief overview of the course of the Study to date, informing Board members that 760 positions were studied in 165 classifications.

Mr. Shannon described the fundamental class concepts, interpretation of class specifications, definitions of levels of supervision, and career ladders, and indicated that there were approximately 40 proposed upgrade and 26 down-grade positions.

Mr. Shannon then answered questions from Board members and outlined the future steps toward completion of the Study.

ELIGIBLE LIST ESTABLISHED

- a. #1761 - Water and Sewer Foreman
- b. #1682 - Park Equipment Operator

EXAMINATIONS TO BE ANNOUNCED

- a. #1796 - Equipment Body Mechanic

Motion was made to approve examination #1796 - Equipment Body Mechanic.

Motion: Mr. Russell
Second: Mr. Campos

Motion was approved by unanimous roll call vote.

- b. #1797 - Shop Foreman (Promotional)

Motion was made to approve examination #1797 - Shop Foreman (Promotional).

Motion: Mr. Campos
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

- c. #1799 - Police Cadet/Police Officer

Motion was made to approve examination #1799 - Police Cadet/Police Officer.

Motion: Mr. Campos
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

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REVISIONS TO CLASS SPECIFICATIONS - Second Reading

- a. Instrument Technician
- b. Sanitary Chemist I and Sanitary Chemist II

Motion was made to approve the revisions to Class Specifications for Instrument Technician and Sanitary Chemist I and Sanitary Chemist II.

Motion: Mr. Russell
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

EXTENSION OF ELIGIBLE LISTS

- a. Personnel Technician

Motion was made to approve the extension of the eligible list for Personnel Technician.

Motion: Mr. Russell
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

- b. Fire Apparatus Operator

Motion was made to approve the extension of the eligible list for Fire Apparatus Operator.

Motion: Mr. Campos
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

AMENDMENT TO FIREFIGHTER SELECTIVE CERTIFICATION ORDER

Mr. John Worcester gave the Board a brief presentation on this issue, and referred to a memo sent to the Board which recommended that the 1979 selective certification rule be amended to include a specific ratio for women. Staff also recommended that a 1:1:2 (1 female to 1 minority to 2 regular) ratio be adopted.

Mr. Wayne Harboldt, Firefighters Local #522 addressed the Board and referred to a letter from Local #522 dated December 5, 1980, which contained a policy statement on selective certification.

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Reference was made to the Findings of Fact on Selective Certification which was attached to the proposed amendment memo, and Mr. Gary Little, Affirmative Action Officer explained the desired balance of women and minorities to the total work force for the City as outlined in the draft Affirmative Action Plan.

There was some general discussion on this issue.

Motion was made to adopt the Firefighter Selective Certification Order and use the ratio of 1:1:2 as recommended.

Motion: Mr. Russell
Second: Mr. Campos

Motion was approved by the following roll call vote.

Ayes: Mr. Russell
Mrs. Nance
Mr. Campos

Noes: Mr. Mayhew
Mr. Street

Motion was made to adopt the Findings of Fact on Selective Certification.

Motion: Mr. Russell
Second: Mr. Campos

Motion was approved by the following roll call vote.

Ayes: Mr. Russell
Mrs. Nance
Mr. Campos

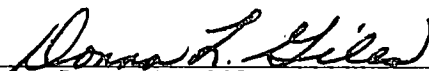
Noes: Mr. Mayhew
Mr. Street

Mr. Harboldt made a statement that the Firefighters did not agree with the Board on this issue.

There being no further business, President Street declared the meeting adjourned at 3:10 p.m.



Luis J. Campos
Vice-President



Donna L. Giles
Secretary