

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      DECEMBER 19, 1978

The regular meeting of the Civil Service Board was called to order by President Ronald Wright at 1:35 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Luis Campos, Juanita Damerell, Donna Giles, Wilfred Street, Ronald Wright.

Absent: None.

MINUTES OF REGULAR MEETING, DECEMBER 5, 1978: Approved as submitted.

MINUTES OF SPECIAL MEETING, DECEMBER 6, 1978: The minutes were approved except for the correction to be made of the motion by Mrs. Damerell, not Mrs. Giles, that the Board take action to amend Rule 6.6, Selective Certification, in its entirety.

REPORTS OF DIRECTOR OF PERSONNEL

a. Leaves of Absence Granted by Director of Personnel as Agent of the Board

- (1) Brenda G. Arroyo, Library Assistant I (maternity leave).  
*1/29/79 - 7/29/79*
- (2) David K. Gillan, Library Page (medical leave extension).  
*11/24/78 - 5/23/79*
- (3) Clarence D. Golke, Painter (medical leave extension).  
*10/28/78 - 1/27/79*
- (4) Ursula Raphun, Library Page (medical leave extension).  
*10/21/78 - 1/3/79*

b. Request for Hearing Granted to Leonard F. Salerno, Equipment Operator I, Waste Removal Division

Mr. Ronald Wright stated that at the last meeting the Board had been informed that the services of a Hearing Officer would no longer be provided. Mr. William Woska indicated that the rule would affect hearings scheduled after January 31, 1979.

ELIGIBLE REGISTER ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Effective Date</u>	<u>Certification Date</u>	<u>Expiration Date</u>
#1624	Senior Offset Equipment Operator (Open and Promotional)	12/11/78	12/27/78	12/26/79

AMENDMENT TO CIVIL SERVICE BOARD RULES AND REGULATIONS

Proposed Revision of Rule 10.7, "Reemployment after Resignation"  
- second reading

MOTION: Mrs. Damereil moved that the Board approve the amendment to Rule 10.7.

SECOND: Mrs. Giles.

CARRIED: Unanimous vote.

PROGRESS REPORT ON UTILITY SERVICES DIVISION CLERICAL CLASSIFICATION STUDY

Mr. William Woska indicated that this was simply a progress report to inform the Board that class specifications had been prepared and that the union had thirty (30) days to consider staff's recommendations. This matter will be scheduled as soon as possible after the thirty-day period is completed.

Also presented for the information of the Board was a report received from the City Manager's Office regarding an independent study of Utility Billing.

AMENDMENT TO CLASSIFICATION PLAN

Proposed Revision of Class Specifications

Building Inspector I )  
Building Inspector II ) first reading  
Building Inspector III )

Ms. Julie Mayesh, Associate Personnel Analyst, went over the staff report presented to the Board. The report recommended that the class specifications for the Building Inspector series be revised to update the duties and responsibilities assigned to each class.

A lengthy discussion followed concerning the percentage of incumbents advanced to the II level and within what period of time, number of vacancies in the I and II levels, and further clarification to the Building Inspector III class specification as far as identifying all three areas mentioned in the specification.

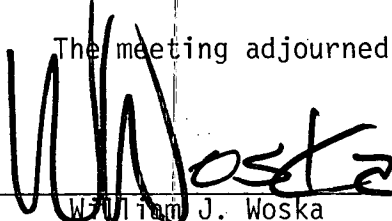
Mr. Daniel T. Sullivan, Director of Building Inspections Division, stated he saw no problem in rewording the Building Inspector III class specification and requested the Board to approve the Building Inspector I and II specifications at this meeting because of reallocations which he asked the Board to make retroactive to July 1, 1978. Mr. David Benjamin, Deputy City Attorney, gave clarification on the reallocation rule and stated that the rules probably did not contemplate retroactive reallocation and he did not have the answer as to whether the rules could accommodate retroactive reallocations. This was discussed in length, after which decision was reached that the Building Inspector I and II specifications would be approved and the Building Inspector III specification would go before the Board for second reading after amendment consistent with the discussion on the matter.

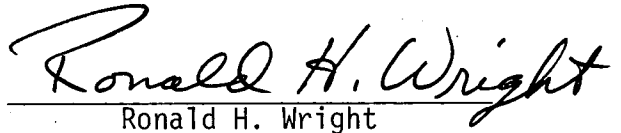
MOTION: Mr. Street moved that the Board approve the revised class specifications for the Building Inspector I and II classes.

SECOND: Mrs. Damereil.

CARRIED: Unanimous vote.

The meeting adjourned at 2:45 p.m.

  
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William J. Woska  
Acting Secretary

  
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Ronald H. Wright  
President

BUILDING INSPECTOR I  
BUILDING INSPECTOR II

NATURE OF WORK:

Building Inspector I:

Under general supervision, inspects commercial, residential, and industrial structures within one inspection discipline such as building, electrical, or plumbing and mechanical for conformance with applicable building codes, ordinances, and plans.

Building Inspector II:

Under general supervision, performs combination inspections (building, electrical, and plumbing and mechanical) of one and two family residences and mobile homes, in addition to inspections of commercial and industrial structures within one inspection discipline such as building, electrical, or plumbing and mechanical for compliance with applicable building codes, ordinances, and plans.

DISTINGUISHING CHARACTERISTICS:

The Building Inspection series includes three levels of inspectors. Building Inspector I is the entry class performing journey level inspections of commercial, residential, and industrial structures within one inspection discipline under the supervision of a Building Inspector III or Chief Building Inspector. Incumbents in the class of Building Inspector I who have attained permanent status and completed an approved testing or training program in combination building inspections may reasonably expect to be upgraded to the class of Building Inspector II.

Building Inspector II performs combination inspections (building, electrical, and plumbing and mechanical) of one and two family residences and mobile homes in addition to inspections of commercial and industrial structures within one inspection discipline.

The next higher class, Building Inspector III, supervises other building inspectors and/or participates in more complex and specialized inspection activities requiring the use of considerable judgment in independently making administrative or technical decisions.

EXAMPLES OF DUTIES:

Building Inspector I:

Inspects commercial, residential, and industrial structures during and after construction within one inspection discipline such as building, electrical,

EXAMPLES OF DUTIES: (Continued)

Building Inspector I: (Continued)

or plumbing and mechanical for conformance with applicable codes and ordinances  
Reviews and approves construction plans and specifications of residential, commercial, and industrial installations to insure compliance with applicable codes and ordinances.

Issues building permits.

Confers with architects, engineers, builders, and homeowners to insure proper use of materials and workmanship, identify code deficiencies, and resolve related problems.

Investigates and resolves complaints.

Writes up and maintains inspection records such as permits, violation notices, and inspections completed.

May learn combination inspections of one and two family residences in a formalized on-the-job training program.

Performs related duties as required.

Building Inspector II:

Performs all of the duties of a Building Inspector I, and:

Performs combination inspections of new and existing one and two family residences and mobile homes for compliance with applicable codes and ordinances.

Inspects plumbing installations, electrical systems, foundations and frame construction for structural support.

Checks for proper use of materials to adhere to applicable codes and ordinances.

Reviews and approves plans and specifications prior to issuing building permits.

Writes reports and maintains records related to inspections made.

Performs related duties as assigned.

DESIRABLE QUALIFICATIONS:

Experience:

Building Inspector I:

Either three (3) years experience in the building construction field as a journey level plumber, electrician, carpenter or related craftsperson or any equivalent combination of training and experience which provides the knowledges, skills, and abilities required of a Building Inspector I.

DESIRABLE QUALIFICATIONS: (Continued)

Experience: (Continued)

Building Inspector II:

Permanent status in the class of Building Inspector I with the City of Sacramento, including successful completion of an approved testing or formalized training program in combination building inspections.

KNOWLEDGES, ABILITIES, AND SKILLS:

Building Inspector I:

Knowledge of:

Methods, practices, and materials used in construction work relating to a particular inspection discipline.

Federal, state, and local laws, statutes, codes, and ordinances relating to construction of residential, commercial, and industrial facilities.

Ability to:

Read and write the English language at a level necessary for efficient job performance.

Detect and locate code deficiencies and improper workmanship below code standards.

Understand and work with diagrams, specifications, plans, and similar documents to ascertain the stage of construction and where defects or faults might occur.

Maintain and prepare reports.

Establish and maintain effective working relationships with employees and the general public.

Skill in:

The use of standard testing equipment utilized in the performance of work assignments.

Building Inspector II:

All of the knowledges, abilities, and skills required for Building Inspector I and:

Knowledge of:

The various local codes and ordinances relating to combination inspection work for one and two family dwellings and mobile homes.

KNOWLEDGES, ABILITIES, AND SKILLS: (Continued)

Building Inspector II: (Continued)

Knowledge of: (Continued)

The federal and state regulations pertaining to construction of one and two family dwellings and mobile homes.

Possible defects and faults in various systems and structures under inspection.

Ability to:

Understand and have a working knowledge of the various codes and ordinances relating to building inspection work.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Class III California Driver License.

Note: Upon successful completion of an approved testing or formalized training program in combination building inspection, and with the recommendation of the department head, an incumbent with permanent status in the class of Building Inspector I may be reallocated with the position to Building Inspector II in accordance with Civil Service Board Rule 3.6(e).

Adopted: 2/18/76

Revised: 12/19/78

Title Change:

Abolished:

Class Code: 03409 Building Inspector I  
03482 Building Inspector II