

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      APRIL 19, 1977

The regular meeting of the Civil Service Board was called to order by President Ronald Wright at 1:30 p.m. in the Personnel Department Conference Room.

Present: Donna Giles, Alba Kuchman, Wilfred Street, Ronald Wright, Jimmie Yee.  
Absent: None.

MINUTES OF MARCH 28, 1977 MEETING:

Approved as submitted by majority vote (Mr. Street abstaining).

REPORTS OF DIRECTOR OF PERSONNEL

a. Leaves of Absence Granted

<u>Employee</u>	<u>From</u>	<u>To</u>	<u>Reason</u>
Michael D. O'Hare, Police Officer	4/9/77	10/9/77	Medical leave
Albert V. Stratton, Fire Captain	3/19/77	6/19/77	Medical leave

b. Report re Council Action on Personnel Administration Charter Amendments

At the previous meeting, Mr. Danielson informed the Board that the Council was to consider on March 31 the Charter sections which are proposed for deletion. A report on the action taken by the Council was to be made at this meeting.

Mr. Danielson reported that a letter was submitted to the Council at its March 31 meeting by representatives of Sacramento Police Officers Association, Fire Fighters Local 522, and Stationary Engineers Local 39 stating that there were additional personnel sections which should not be listed for deletion and that the Council referred the matter to management for further report at its meeting on April 19.

AMENDMENTS TO CLASSIFICATION PLAN

a. Proposed Revision of Class Specifications

- (1) Police Sergeant
- (2) Police Lieutenant

Mrs. Verna J. Banks, Senior Personnel Analyst, Personnel Management Services Division, submitted proposed revisions of class specifications for Police Sergeant and Police Lieutenant. The specifications were updated to reflect the classes as they are currently utilized. Both the Police management and the Sacramento Police Officers Association had reviewed the proposed revisions and had indicated their concurrence.

Mrs. Kuchman noted that the City has no mechanism by which an out-of-town applicant could apply for and be considered for Police Sergeant or Police Lieutenant. She indicated her preference that lateral entry into positions above the basic rank be possible.

Mr. Danielson reported that Charter Section 44 restricts eligibility for police and fire promotional examinations, as follows:

"... The civil service board shall, by rule, establish regulations for promotional eligibility, except that in the police and fire departments, all higher uniform positions in the classified service shall be filled from eligible registers established as a result of promotional examination only, and no such member shall be eligible for promotion to a higher class until he has served at least three years in such department and that in subsequent promotions the member must have held the rank from which he is promoted for at least two years."

After discussion, it was recommended by the Board and concurred with by Mrs. Banks that the "Desirable Qualifications" should be changed to "Minimum Qualifications" because the requirements of three years' City service for Police Sergeant and two years' service in the rank from which promoted for Police Lieutenant.

In accordance with Board procedure, final action was held over for second reading at the next regular meeting.

(3) Car Pool Supervisor

Mrs. Verna Banks submitted the proposed revision of the class specification for Car Pool Supervisor. The specification was updated to include the supervision of the operation of motorized equipment and automotive vehicles other than passenger cars in a City motor pool. Both the Equipment Maintenance management and Local 39 reviewed and concurred with the proposed revision.

In accordance with Board procedure, final action was held over for second reading at the next regular meeting.

(4) Junior Engineer; Assistant Engineer; Associate Engineer

A series specification for four professional-level engineering classes (Junior, Assistant, Associate and Senior Engineer) was submitted. The proposed revision provides flexible staffing from the Junior to the Associate level. The Senior Engineer is an exempt classification. The proposed revision eliminates the disciplines of civil, electrical, mechanical, and structural, which would provide equity in classification levels and would allow flexibility in recruitment.

The recruitment procedure for the above engineering classes would be similar to that used for the Building Inspector I, II, and III classes. That is, when recruiting for a Junior, Assistant, or Associate Engineer with a specific discipline, the announcement shall read: "Junior Engineer (Electrical)", "Assistant Engineer (Mechanical)", etc., as appropriate.

It was recommended by the Board and agreed to by staff that, under "Education", the requirement be modified as follows (addition underlined):

"Graduation from an accredited four-year college or university with major course work in the appropriate professional engineering discipline."

In accordance with Board procedure, this matter was deferred to the next regular meeting.

b. Proposed New Classes

- (1) Marina Supervisor
- (2) Marina Attendant

Mrs. Verna Banks, by memorandum dated April 12, 1977, informed the Board that the City of Sacramento will assume responsibility for the operation of the Miller Park Marina on June 1, 1977. The classes of Marina Supervisor and Marina Attendant are necessary for the operation of the marina.

Because the City will assume the responsibility of the operation of the marina on June 1, 1977, it was requested that the Board make its decision at this meeting. The City Manager, Recreation and Parks management, and Local 39 had been consulted, and they are in agreement with the staff recommendation.

Mr. Street moved to approve the classes and the class specifications for Marina Supervisor and Marina Attendant. Mrs. Giles seconded the motion which carried by unanimous vote.

EXAMINATION ANNOUNCED

#1545 Property Assistant II (Promotional)

It was moved by Mr. Street, seconded by Mrs. Giles, and carried by unanimous vote to approve the Property Assistant II (Promotional) examination announcement.

#1546 Associate Personnel Analyst

It was moved by Mr. Yee, seconded by Mr. Street, and carried by unanimous vote to approve the Associate Personnel Analyst examination announcement.

#1548 Marina Supervisor

It was moved by Mr. Street, seconded by Mr. Yee, and carried by unanimous vote to approve the Marina Supervisor examination announcement.

REQUEST FOR HEARING TO APPEAL TERMINATION FROM EMPLOYMENT

David Wemple, Police Officer

Attorney David P. Simmons, representing David Wemple, requested that the Civil Service Board conduct the hearing for Officer Wemple rather than to refer the case to a Hearing Officer. Officer Wemple had been terminated on April 8, 1977, from his position of Police Officer in accordance with Civil Service Board Rule 17.2(b).

Mr. Street moved to grant the request for hearing and that the Civil Service Board conduct the hearing. Mr. Yee seconded the motion which carried by the

following vote:

Ayes: Giles, Street, Wright, Yee.

Noes: Kuchman.

A tentative date of Tuesday, May 24, 1977, 3:00 p.m., was set for the hearing, subject to Deputy City Attorney Terry Brown's availability.

REQUEST FOR VOLUNTARY DEMOTION

Susan J. Gray, Key Data Operator II to Key Data Operator I

A request for voluntary demotion from Key Data Operator II to Key Data Operator I was received from Ms. Gray. Contrary to her understanding that she would be rotated to a night shift for a three-month period during a year, she learned that the rotation period would be for six months. She, therefore, requested to be voluntarily demoted to Key Data Operator I. The Data Processing Manager had indicated his approval; it was staff recommendation that the request be approved.

Mr. Street moved to approve the request for voluntary demotion to Key Data Operator I, with permanent status, at Step "E" of the salary range. Mr. Yee seconded the motion which carried by unanimous vote.

REQUEST FOR REINSTATEMENT TO CLASSIFICATION HELD PRIOR TO VOLUNTARY DEMOTION AS A RESULT OF SPECIAL TRANSFER PROGRAM

Earnest Johnson, Maintenance Man II (Rec. & Parks Dept.) to Maintenance Man Truck Driver (Engineering Dept.)

Mr. Phillip Cunningham, Business Representative/Attorney, on behalf of Mr. Johnson requested that Mr. Johnson be allowed to transfer back to his former classification of Maintenance Man Truck Driver.

It was the staff recommendation that, because the Civil Service Board rules do not provide for transfer to a class with a higher salary range and inasmuch as the transfer rule (Rule 13) is being reviewed for possible revision, this matter be deferred until the Board considers the proposed Rule 13.

Mr. Danielson indicated that an Environmental Impact Report is being prepared for the Council on the Waste Removal and Street Cleaning Consolidation issue. Further information is to be provided the Board on May 3, if possible.

Mr. Yee moved to defer the matter until a later date. Mrs. Kuchman seconded the motion which carried by the following vote:

Ayes: Giles, Kuchman, Street, Yee.

Noes: Wright.

AMENDMENT TO CIVIL SERVICE BOARD RULES AND REGULATIONS

Proposed deletion of existing Rule 6.3 and addition of Rules 6.3.1 and 6.3.2 re disqualification of applicant or candidate or removal of a name from the eligible list.

Deputy City Attorney Elizabeth Silver informed the Board that the State Legislature had tightened the access to criminal records and that the proposed amendment to Rule 6, as presented, would allow the Personnel Director to obtain "rap sheets" when it is needed to assist him in fulfilling his duties under Civil Service rules in connection with screening applications for City employment.

Rules 6.3.1 and 6.3.2 will be considered for final action at the special meeting called for April 26, 1977, to allow the Director of Personnel to obtain "rap sheets" when necessary. Final action will be taken by the Board with the understanding that further amendment may be made when the entire Rule 6 is reviewed for possible revision by the Civil Service Board.

DISCUSSION RE REVIEW PROCEDURE OF RULES AND REGULATIONS BY CIVIL SERVICE BOARD

The first Civil Service Board Rule to be reviewed by the Board will be Rule 6. Deputy City Attorney Elizabeth Silver was requested to draft a proposed rule for the Board meeting scheduled for April 26.

The meeting adjourned at 4:00 p.m.

William F. Danielson  
William F. Danielson  
Secretary

Ronald H. Wright  
Ronald H. Wright  
President