

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      DECEMBER 6, 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, 801 Ninth Street.

Present: Donna Giles, Alba Kuchman, Wilfred Street, Ronald Wright.

Absent: None.

MINUTES OF SPECIAL MEETING, NOVEMBER 8, 1977: Approved as submitted.

MINUTES OF REGULAR MEETING, NOVEMBER 15, 1977: Approved as submitted.

DATE OF NEXT REGULAR CIVIL SERVICE BOARD MEETING.

The first regular meeting of the Civil Service Board in 1978 will be Wednesday, January 4, 1978, as New Year's Day falls on Sunday, and Monday will be a City holiday.

REPORTS OF DIRECTOR OF PERSONNEL

Acting Secretary William Woska informed Board members that the Civil Service Board vacancy, because of the expiration of the five-year term of Jimmie R. Yee, was referred to the Council's Personnel and Rules Committee.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam.</u>	<u>Class Title</u>	<u>Effective</u>	<u>Expiration</u>
#1321-H	Police Officer	9/20/77	9/19/78
#1558	Assistant Planner	11/29/77	11/28/78
#1560	Parking Lot Foreman (Promotional)	11/14/77	11/13/78

EXTENSION OF ELIGIBLE REGISTER FOR THE FOLLOWING CLASSIFICATIONS LISTED WITHIN THE ENTRY-LEVEL CAREER EMPLOYMENT ELIGIBLE REGISTER #1472

Building Attendant	)	
Custodian I	)	
Equipment Serviceman I	)	
Kennel Attendant	)	from 1/27/78 to 1/26/79
Maintenance Man I	)	
Refuse Collector	)	
Traffic Control Maintenance Man I	)	
Watchman	)	

Personnel Management Administrator William Woska, by memo of November 21, 1977, requested the Board to extend the above-listed eligible lists within the Entry-Level Career Employment Eligible Register #1472. The lists for Parking Meter Coin Collector, Parts Runner, Plant Operator I, Tree Trimmer Trainee, Water and Sewer Serviceman I, and Zoo Attendant I are due to expire on January 27, 1978.

Mr. Woska indicated that 5,529 persons were on the eligible list. Although 809 persons had been certified to non-permanent positions, only two had been hired for full-time, permanent employment. He reported that one of the two permanent appointments resulted in termination prior to completion of probationary period. He reported that affected department heads desired separate recruitments for certain classes within the Entry-Level Career Employment.

After discussion, the Board requested further staff report as follows:

1. Evaluation of Eligible Register #1472:
  - a. Advantages and/or disadvantages of a combined eligible list.
  - b. Effectiveness and/or non-effectiveness of the examination process.
  - c. Location, job categories, and status of the 809 persons certified for non-permanent employment.
  - d. Number of openings in the classifications within the Entry-Level Career Employment list.
  - e. Number of persons qualifying for transitioning.
  - f. Number of persons transitioned.

MOTION: Mrs. Kuchman moved to continue this matter to a meeting in January 1978.

SECOND: Mrs. Giles

CARRIED: Unanimous vote.

REQUEST FOR REINSTATEMENT AFTER RESIGNATION

Gerald L. Russell, former Refuse Collector

Mr. Russell, by letter dated March 2, 1977, requested reinstatement to his former classification of Refuse Collector. Refuse Collection Superintendent Reginald Young recommended approval of Mr. Russell's request.

Staff recommendation, because Mr. Russell had not met the policy requirement of five years' previous City service, was to deny the request.

This request was deferred by the Board on March 15, 1977, until the Special Transfer Program as a result of the proposed Waste Removal/Street Cleaning consolidation was completed. At the Civil Service Board meeting on November 15, 1977, the Board acted to allow reinstatement of persons who voluntarily demoted under the Special Transfer Program and who wished to return to their former positions. Mrs. Verna Banks, Senior Personnel Analyst, reported that there is currently a vacant Refuse Collector position.

MOTION: Mr. Street moved to approve Mr. Russell's request for reinstatement as Refuse Collector.

SECOND: Mrs. Kuchman.

CARRIED: Unanimous vote.

REQUEST FOR CANCELLATION OF REINSTATEMENT TO FORMER CLASS

Maurice Miller, Maintenance Man II

At the November 15 Civil Service Board meeting, Mr. Miller was one of the five persons who were allowed to return to their former classifications after having voluntarily demoted as a result of the proposed Waste Removal/Street Cleaning consolidation. Subsequently, Mr. Miller requested that he be allowed to remain in his new classification of Maintenance Man II.

MOTION: Mr. Street moved to grant Mr. Miller's request to remain as Maintenance Man II and that the Board action of November 15 to reinstate Mr. Miller as Refuse Collector be rescinded.

SECOND: Mrs. Giles.

CARRIED: Unanimous vote.

AMENDMENT TO CLASSIFICATION PLANProposed New Classification of Supervising Library Driver - second reading

MOTION: Mrs. Giles moved to approve the new class of Supervising Library Driver.

SECOND: Mrs. Kuchman.

CARRIED: Unanimous vote.

AMENDMENT TO CIVIL SERVICE BOARD RULES AND REGULATIONSProposed amendment to Rule 9.3, "Life of Eligible Lists," to provide for maximum of two years' extension

Acting Secretary William Woska read the Director of Personnel's memorandum dated December 1, 1977, proposing a rule change to allow a maximum of two years' extension of an eligible list. The maximum life of an eligible list could then be up to three years. If this rule change is approved, the Firefighter eligible list, which is due to expire on February 28, 1978, could be extended an additional year.

It was the consensus of the Board that no justifiable reason was presented to change the rule as proposed. The Board was of the opinion that the issue of the Firefighter educational requirement should first be resolved and, if an extension of the Firefighter eligible list is required at that point, such an extension would be granted for the required period of time.

MOTION: Mr. Street moved that the request by the Personnel Department staff to amend Civil Service Board Rule 9.3 be denied.

SECOND: Mrs. Kuchman.

CARRIED: Unanimous vote.

STAFF REPORT ON FLEXIBLE STAFFING

As requested by the Board, an informational report of the classes for which flexible staffing is utilized was submitted. The class specifications which provide flexible staffing are as follows:

Accounting

Accountant  
Senior Accountant

Data Processing

EDP Programmer Trainee  
EDP Programmer I  
EDP Programmer II

Engineering

Junior Engineer  
Assistant Engineer  
Associate Engineer

Assistant Planner  
Associate Planner

Draftsman  
Senior Draftsman

Engineering Aide I  
Engineering Aide II

Personnel

Administrative Trainee  
Assistant Personnel Analyst  
Associate Personnel Analyst

Purchasing

Administrative Trainee  
Buyer I

Recreation and Parks

Tree Trimmer Trainee  
Tree Trimmer I

General

Administrative Trainee  
Administrative Assistant I

Junior Stenographer Clerk  
Intermediate Stenographer Clerk

Junior Typist-Clerk  
Intermediate Typist-Clerk

Junior Clerk  
Intermediate Clerk

Legal Stenographer  
Senior Legal Stenographer

Mr. Woska reported that the City has used flexible staffing since 1966. He reported that there may be other classes for which flexible staffing could be used, particularly within the professional positions within the classified service.

HEARING TO APPEAL TWO POSITION ALLOCATIONS AS A RESULT OF THE OPERATIONS AND MAINTENANCE CLASSIFICATION STUDY

International Association of Machinists and Aerospace Workers, Local 2182, on behalf of TONY FREITAS, General Repairman, and ARTHUR CHAQUICA, General Repairman

The Operations and Maintenance Classification Study which was conducted by the Personnel Management Services Division of the Personnel Department was released in July 1977. Pursuant to Civil Service Rule 4.9, International

Association of Machinists and Aerospace Workers, Local 2182, on behalf of Tony Freitas and Arthur Chaquica, appealed their allocation made within the study to the class of General Repair Worker.

Personnel Analysts Robert Coons and Ruben Nieto were in charge of the Operations and Maintenance Classification Study and were the spokespersons on behalf of the City. Mr. Nieto explained that the study began in August 1976 upon a request from the Recreation and Parks Department for a study of the Maintenance Man positions within the Parks Division. The reason for the request was to determine whether there was a need for specialized Parks Division classifications. Instead of confining the study to Maintenance Man positions within the Parks Division, it was decided to expand the study to include operation and maintenance classes as well as to include the pending requests for individual position audits.

Mr. Nieto reported that the purpose of the study was to (1) determine if there was a need for specialized classes; (2) determine the proper allocation of individual positions; (3) update selected class specifications in the Operations and Maintenance Unit; and (4) to resolve a number of problems in the areas of classification and selection which had been identified through previous negotiations, meetings with management, and pending requests for classifications studies.

Mr. Nieto described the procedure used in conducting the Operations and Maintenance Classification Study. He explained that over 500 positions were affected by the Operations and Maintenance Classification Study, including the classes of Equipment Mechanic, General Repairman, and Equipment Serviceman which are represented by the International Association of Machinists and Aerospace Workers.

Mr. Wayne Wheeler, of International Association of Machinists and Aerospace Workers, Local 2182, represented Mr. Freitas and Mr. Chaquica. The job description completed by Mr. Freitas was read by Mr. Wheeler. Mr. Wheeler and Mr. Freitas elaborated further on the duties and responsibilities which are performed by Mr. Freitas, including supervisory responsibility over nine employees. It was the request of the union that Mr. Freitas' classification be changed to a working foreman type class title.

Mr. Wheeler also read Mr. Chaquica's job description. It was reported that 40 percent of Mr. Chaquica's time is spent as a journeyman carpenter and that his class title should be that of General Construction Serviceman.

Mr. Tony Nastro, Building Maintenance Superintendent, spoke in behalf of the two appellants and supported their requests for a title which would be more descriptive of their work.

Because of tape recorder problems, a short recess was called. When the meeting reconvened, the Board was informed that the classification issue had been resolved during the recess and an amendment to the job specification and new titles would be presented to the Board for consideration. The only issue remaining was Mr. Freitas' contention of supervisory work which is not specified in the job specification. Mr. Freitas indicated that at least one-third of his time is spent in supervisory work. The analysts indicated that their audit did not reveal supervisory work at the level described by Mr. Freitas. The analysts defined supervisory work and indicated that the definition may differ from a lay person's definition. Because a class of Plumber Foreman is already within the classification

study as the supervisor of the position occupied by Mr. Freitas, it was the contention of the analysts that another foreman classification would be inappropriate.

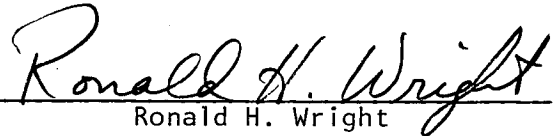
The following exhibits were introduced by the Personnel Analysts:

- #1 Pages 25 and 26 of the Operations and Maintenance Classification Study pertaining to "General Repairman".
- #2 General Repairman specification of August 1972.
- #3 General Repair Worker specification as proposed in the Operations and Maintenance Classification Study.
- #4 Organizational chart of the Facility Maintenance Division of the Engineering Department.

At approximately 5:15 p.m. the hearing was adjourned, and an executive session was called for 5:00 p.m., Wednesday, December 7, 1977, to consider the issue of supervision, which was the only issue remaining to be resolved.



William J. Woska  
Acting Secretary



Ronald H. Wright  
President

by Mary Amemiya

SUPERVISING LIBRARY DRIVER

NATURE OF WORK:

Under direction, to supervise and participate in the delivery of books, materials, and supplies in the City/County Library System.

EXAMPLES OF DUTIES:

Receives requests for deliveries.  
Plans and assigns work schedules to subordinate employees.  
Determines delivery routes according to priority, number of deliveries, and mileage between stops.  
Maintains records on vehicle maintenance.  
Makes special deliveries as necessary.  
Trains subordinate employees in vehicle safety inspection, operation, and other library driver duties.  
Performs related duties as required.

DESIRABLE QUALIFICATIONS:

Education:

The ability to read and write the English language at a level necessary for efficient job performance.

Experience:

One year of experience operating medium weight motor vehicles in the delivery of materials and supplies. Supervisory experience is highly desirable.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

Basic library procedure including indexing, filing, and storage.  
Basic principles of supervision.

Ability to:

Operate and maintain medium weight motor vehicles.  
Apply basic supervisory techniques.  
Perform simple record keeping.  
Establish and maintain an effective working relationship with employees and the public.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid California Driver's License.

Adopted: 12/6/77

Revised:

Title Change:

Abolished:

Class Code: 03259