

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING DECEMBER 15, 1970

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street at 1:30 p.m.

PRESENT: Members Aguilar, Alexander, LaForgia, Street, and Woods.

ABSENT: None

NEW EXAMINATION SCHEDULED:

#1137 Park Foreman I (Promotional Only)

Mr. LaForgia presented a written statement, signed by himself, to other members of the Board proposing elimination of the written test in the examination for Park Foreman I (Promotional) and to rank candidates on the basis of the oral interview only. At the request of the Chairman, the Secretary read aloud Mr. LaForgia's statement, as follows:

"TO THE CIVIL SERVICE BOARD MEMBERS:

"With reference to the item on the agenda about the Park Foreman I promotional examination scheduled by the Civil Service Personnel Department.

"As a resident of Sacramento for 57 years, I have seen the parks in this city grow to be the most beautiful of any city and considered among the best in California.

"This was accomplished by civil service employees working in the parks, a great majority of them in the minority groups. There are many who have 10 or more years service in this work with a good record, the experience and knowledge to know every phase of the work in the parks, and the ability to understand and direct their fellow workers if selected for the promotional foreman job coming up.

"But many will not get the chance to qualify for the job because the Civil Service Personnel Department is demanding a written examination. Most people in the minority groups do not have the experience in passing written examinations, especially where there are catchy questions and questions not pertaining to the job itself. I believe that a man's years in service plus his past performance should qualify him for a promotional in his field with an oral examination only. What chance does the minority have against a

younger man with only a few years service with the ability to pass written examinations? This does not prove he is better than the minority for there are many things to take into consideration.

"Recently, the Civil Service Personnel Department have allowed other departments to give only oral examinations for foreman and supervisor promotionals. I believe that the Park, Street, Water, and Waste Removal Departments, where the majority of workers are in the minority groups, should be allowed to take oral examinations only for promotionals. If heads of departments can be selected by orals alone, it isn't too much to ask to do the same for promotionals in lesser positions."

The Secretary stated that Park Foreman I is a supervisory position requiring knowledge of park and golf course maintenance, pruning, gardening, supervision of work crews, including paper work, etc.; therefore, candidates for this position would be best tested through the use of a written examination since there are 80 to 120 potential candidates.

Board President Street expressed that, if oral only examination is decided upon, questions should be related to park department and greenskeeping and that the oral examining board be carefully selected from people who are knowledgeable in this field.

After further discussion, it was moved by Mr. LaForgia to test the applicants for Park Foreman I (promotional only) by oral examination. The motion was seconded by Mr. Aguilar, and the motion was carried by unanimous vote.

ELIGIBLE REGISTERS ESTABLISHED:

<u>Exam. No.</u>	<u>Classification</u>	<u>Date of Written Test</u>	<u>Effective Date</u>
1108	Library Clerk (Open and Promotional)	10/6 & 7/70	11/16/70
1119	Administrative Assistant I (Open and Promotional)	10/29/70	12/3/70
1123	Supervising Clerk (Promotional)	10/29/70	12/3/70
1124	Secretary to the Planning Commission (Promotional)	10/29/70	12/3/70
1125	Personnel Assistant (Promotional)	10/29/70	12/3/70
		<u>Personal Interviews</u>	
1110	Custodian I	11/18, 19, & 20/1970	12/3/70

EMPLOYEE STATUS IN POSITION
REALLOCATED TO HIGHER CLASS:
 Leonard Rossi
 Exhibits Technician

The Secretary advised that, after review of duties and responsibilities assigned to the Art Gallery Attendant, now occupied by Leonard Rossi, the position had been reallocated to the higher class of Exhibits Technician. This reallocation had the approval of the department head. It was recommended that permanent status be granted Mr. Rossi in the newly established class of Exhibits Technician.

After discussion, motion was made by Mr. Alexander that permanent status be granted Mr. Rossi in the class of Exhibits Technician, effective January 1, 1971, in accordance with Section 4.6 and 4.7(c) of the rules and regulations. The motion was seconded by Mr. Aguilar and unanimously carried.

APPEAL FROM MEDICAL
DISQUALIFICATION:
 Steve Middleton
 Firefighter applicant

The Secretary read Steve Middleton's appeal from medical disqualification dated November 9, 1970, and Dr. Franklin J. Chinn's letter of August 18, 1970. Mr. Middleton had passed the Firefighter examination but had been medically disqualified. The appeal stated that Dr. Leroy Brown's decision may have been based on applicant's undocumented history of possible diabetes millitus which had been indicated on his medical form. Upon Mr. Middleton's discharge in the summer of 1969, applicant was examined by Dr. Chinn for diabetes, and the results were negative.

Deputy City Attorney John Liebert stated that Mr. Middleton had the right to appeal.

Attorney for Mr. Middleton, Mr. Lew A. Garbutt, was in attendance. Mr. Garbutt informed the Board that, subsequent to the testing by Dr. Brown, the Veterans Administration rescinded its earlier decision that Steve Middleton had diabetes by its letter to Mr. Middleton dated November 9, 1970.

After discussion, motion was made by Mr. Alexander that this matter be referred to Dr. Brown with all current data for his review and to see if the City Physician would reverse his decision; if Dr. Brown's report is adverse to Mr. Middleton, hearing date would be set. The motion was seconded by Mr. Woods and carried by unanimous vote.

SECOND REVIEW OF DISCIPLINARY ACTION
IMPOSED UPON MEMBERS OF FIRE DEPARTMENT
AND FURTHER REQUEST FOR ELIMINATING
DISCIPLINARY ACTION:

Mr. Kirk Stubbs of Fire Fighters Union Local 522 requested that this matter be continued to the

January 5, 1971, Civil Service Board meeting:

It was so moved by Mr. Alexander, seconded by Mr. Woods, and the vote was unanimous.

CERTIFICATION FOR POSITION
OF PERSONNEL ASSISTANT
FROM HIGHER CLASS:

Consideration was given to the communication from Solon Wisham, Jr., Director of Recreation and

Parks, dated December 14, 1970, requesting certification from either Eligible Register #1123, Supervising Clerk, or #1119, Administrative Assistant I, to fill the position of Personnel Assistant in accordance with provisions of Section 11.6 of the rules and regulations.

After discussion, motion was made by Mr. Aguilar to authorize the Personnel Officer to certify candidates from either the Supervising Clerk Eligible Register #1123 or the Administrative Assistant I Eligible Register #1119 to fill the position of Personnel Assistant. The motion was seconded by Mr. Alexander, and the vote was unanimous.

CLASSIFICATION SURVEY OF
ACCOUNTING POSITIONS:

Recommendations were made in the classification survey to reallocate the position occupied by Angela Whyte from Accounting Clerk to Senior Account Clerk and to reallocate the vacant position of Senior Account Clerk, formerly occupied by Alfred Dodson, to Senior Clerk. No changes were recommended in the allocation of other positions studied in the survey. Effective date of changes is recommended to be January 1, 1971.

Proposed revision of the specification for the class of Accounting Technician was also included in the survey report.

Upon discussion had, motion was made by Mr. Aguilar that the recommended reallocations and the specification revision of the class of Accounting Technician, a copy of which is made a part of these minutes, be adopted effective January 1, 1971. The motion was seconded by Mr. Alexander and carried by unanimous vote.

REVIEW OF COLOR-VISION
REQUIREMENT FOR FIREFIGHTER:
(Continued)

The Secretary reported to the members of the Board that Dr. Anthony Adams of the School of Optometry in Berkeley had offered his assistance in defining the color-vision requirement for the fire service.

After lengthy discussion, it was the decision of the Board to call a special meeting on Tuesday, December 22, 1970, to meet with Chief Wilson to attempt to determine the degree of color vision required for the class of Firefighter before consulting Dr. Adams.

REQUEST FOR EXTENSION
OF LEAVE OF ABSENCE:
Julius Resendez
Recreation Supervisor I

Communication from Solon Wisham, Jr., Director of Recreation and Parks, dated December 3, 1970, approving the extension of leave of absence without pay from March 2, 1971, to June 11, 1971, for

Julius Resendez, Recreation Supervisor I, to complete his college education, was considered.

Motion was made by Mr. Aguilar to approve the requested leave of absence in accordance with Section 15.1(b) and 15.2(c) of the rules and regulations. The motion was seconded by Mr. LaForgia and carried unanimously.

REQUEST FOR VOLUNTARY DEMOTION: Communication from Paul Brown, Maintenance Man II (Truck Driver), Street Cleaning Division, dated December 11, 1970, requesting approval of a voluntary demotion to the class of Maintenance Man I, due to his nervous condition which affected his driving ability of City equipment, was considered.

The Secretary advised that the request had been approved by Kent R. Link, Street Superintendent, in whose department Mr. Brown would work as Maintenance Man I if the demotion is approved.

Motion was made by Mr. Alexander that the request for demotion be approved effective December 16, 1970; motion was seconded by Mr. LaForgia; and the vote was unanimous.

EMPLOYEE STATUS IN POSITION Communication from Solon Wisham, Jr.,
REALLOCATED TO HIGHER CLASS: Director of Recreation and Parks, dated
Rose Marie Yancy December 7, 1970, requesting reclassification of the position of Junior Stenographer-Clerk, currently held by Rose Marie Yancy, to Intermediate Stenographer-Clerk was considered.

After discussion, motion was made by Mr. Aguilar to grant the requested reallocation of Rose Marie Yancy, with probationary status, to the class of Intermediate Stenographer-Clerk, effective January 1, 1971. The motion was seconded by Mr. Alexander and carried unanimously.

ACCOUNTING TECHNICIAN

Definition:

Under general supervision, to perform technical sub-professional accounting work maintaining various accounting ledgers and related records. Employees may be required to supervise a small clerical staff, and to perform other work as required.

Distinguishing Characteristics:

Positions allocated to this class are distinguished from positions in the class of Senior Account Clerk in that the accounting and bookkeeping involved are more varied and complex and require considerable knowledge of the fundamentals and principles of accounting. Incumbents work under a minimum of supervision and duties assigned require the exercise of initiative and independent judgment.

Examples of Duties:

Sets up and maintains various ledgers, registers, and journals according to established account classifications.

Prepares operating and financial reports; maintains control records of receipts and expenditures.

Assists in budget preparation providing figures of expenditures and estimating costs for specific periods.

Maintains records of labor and material costs on jobs performed by private contractors.

Prepares journal vouchers of a general and repetitive nature; examines, reconciles, codes, and posts data to accounting records.

Reviews budgetary and other fiscal documents for accuracy, completeness, and conformity to rules, regulations, and ordinances.

Assigns and reviews the work of a small clerical staff.

Performs related work as required.

Minimum Qualifications:

Knowledges and Abilities:

Knowledge of the basic principles, practices, and methods of accounting.

Knowledge of modern office procedures, practices, and equipment.

Ability to set up and maintain complete and accurate financial records.

Ability to prepare accurate financial and statistical reports.

Ability to direct the work of a small group of employees.

Ability to establish and maintain effective relationships with the public and other employees.

Experience:

Two years of responsible experience in keeping or reviewing accounting or fiscal records.

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Education:

Completion of two years of college, including the completion of at least nine semester units of a professional accounting curriculum. (Education or experience beyond the minimum requirement may be substituted for up to one year on the basis of one for one.)

NOTE: Employees with the City of Sacramento with at least two years in the class of Senior Account Clerk, and meeting the above requirements, may apply for this position on a promotional basis.

**Revised: Civil Service Board
December 15, 1970**



There being no further business to come before the Board, the meeting was adjourned at 3:30 p.m.

William F. D... ..
 SECRETARY

Richard S. Street
 PRESIDENT

WFD
 JT.

MINUTES OF CIVIL SERVICE BOARD
 CITY OF SACRAMENTO
 SPECIAL MEETING DECEMBER 22, 1970

The Civil Service Board met in special session in the Conference Room at 819 Tenth Street at 1:30 p.m., to review the color vision standards for the class of Firefighter.

Present: Members Aguilar, LaForgia, Street, Woods.

Absent: Member Alexander.

At the Board's request, Fire Chief Winston O. Wilson appeared before the Board. Chief Wilson stated that the four basic points of color vision requirement spelled out in his letter of October 16, 1970, did not necessarily mean that the vision test had to be made by the Army Ishihara test. Chief Wilson stated that perhaps if a candidate was able to identify four or five different shades of red, orange and yellow, the candidate possibly could be acceptable; however, because of the variance, the determination had been left to the discretion of the City Physician at the "no color blindness" standard.

The Secretary informed the Board members that research was never made as to degree of color perception required for firefighters and that Dr. Anthony Adams of the School of Optometry, University of California at Berkeley, would provide his services and advice on whatever color perception medical standard

set by the City. Chief Wilson requested permission to confer with Dr. Adams of Berkeley, and if a modified test could be worked out to examine candidates for color perception medical standard required of firefighters, Chief Wilson was of the opinion that the present color perception standard could be changed.

The Secretary was requested to send all pertinent material to Dr. Adams and to arrange a meeting among Fire Chief Wilson; Dr. Leroy Brown, City Physician; and the Personnel Officer to meet with Dr. Adams.

There being no further business to come before the Board, the meeting was adjourned at 2:30 p.m.

William P. Deumba
SECRETARY

Rufus S. Street
PRESIDENT