

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
APRIL 20, 1982

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by President Joseph L. Russell, in Conference Room 103, Department of Personnel, 801 - 9th Street, Sacramento, California, at 1:33 p.m.

Members Present: Mrs. Vivian C. Nance
 Mr. Jonathan E. Mayhew
 Ms. Gail A. Mabbutt
 Ms. Pamela C. Placencia
 Mr. Joseph L. Russell

MINUTES OF THE REGULAR MEETING OF APRIL 6, 1982

Motion was made to approve the minutes of the regular meeting of April 6, 1982, as read.

Motion: Mrs. Nance
Second: Ms. Placencia

Motion was approved by unanimous roll call vote.

REPORTS OF DIRECTOR OF PERSONNEL

Leave of Absence - James P. Cowan

Mr. John Worcester, Personnel Services Manager, addressed the Board and informed that he was Acting-Secretary in Mrs. Giles' absence. Mr. Worcester informed the Board that a leave of absence had been granted to James P. Cowan.

PROPOSED CIVIL SERVICE BOARD RULE CHANGES - First Reading

- a. 4.1 - Announcements
- b. 4.8(e) - Correction of Grading or Rating Error
- c. 5.4 - Duration of Eligible Lists
- d. 5.9 - Adoption of Sacramento County Eligible Lists

Mr. Worcester informed the Board that he and Mrs. Giles had met and conferred with the employee organizations which expressed concerns over the amendments at the March 16, 1982 Civil Service Board meeting. He informed the Board of changes made as a result of the meet and confer session, and of a verbal recommended change to the proposed rule amendments as presented in the agenda packets on Rule 4.8(e) Correction of Grading or Rating Error. Mr. Worcester requested that the Board consider the following change: "...for Uniformed ~~Positions~~ in the Police and Fire Departments..." (line 2) to read: "...for Uniformed Safety Classifications in the Police and Fire Departments..." Mr. Worcester informed the Board that the employee organizations had been informed of this proposed change and were in agreement.

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Ms. Mabbutt questioned if this wording should also be applied to Rule 4.1 Announcements. It was agreed that paragraph 3 should be amended as follows: "For promotional examinations for uniformed ~~positions~~ in the Police and Fire Departments, recognized employee organizations representing such ~~positions~~ shall receive written notification in advance of publication of announcements." - to read: "For promotional examinations for Uniformed Safety Classifications in the Police and Fire Departments, recognized employee organizations representing such Safety Classifications shall receive written notification in advance of publication of announcements."

Mrs. Nance questioned these proposed changes being presented orally for just the safety classifications, and questioned if the other employee organizations had been contacted regarding this matter. Mr. Worcester replied negatively.

It was decided to take action on each proposed rule change individually.

Motion was made to approve the first reading and pass to second reading on Rule 4.1 - Announcements as amended both in writing and verbally.

Motion: Mr. Mayhew
Second: Ms. Placencia

Motion was approved by unanimous roll call vote.

Motion was made to approve the first reading and pass to second reading on Rule 4.8(e) - Correction of Grading or Rating Error as amended both in writing and verbally.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

Motion was made to approve the first reading and pass to second reading on Rule 5.4 - Duration of Eligible Lists as amended.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

Motion was made to approve the first reading and pass to second reading on Rule 5.9 - Adoption of Sacramento County Eligible Lists as amended.

Motion: Mrs. Nance
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

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Motion was made to approve the second reading and adoption of the following Civil Service Board rules:

- 4.1 - Announcements
- 4.8(e) - Correction of Grading or Rating Error
- 5.4 - Duration of Eligible Lists
- 5.9 - Adoption of Sacramento County Eligible Lists

- as amended.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

SPECIFICATION REVISION - First Reading

Chief Museum Attendant

Mrs. Verna Banks, Sr. Personnel Analyst, addressed the Board regarding this specification revision, and introduced Mr. Richard West, Director of the Crocker Art Museum.

There was some discussion on the proposed specification revision, and Mrs. Banks and Mr. West answered questions on security and custodial functions of the classification and outlined the differences between the old and proposed new specification.

It was proposed and agreed that the second function under SUPERVISION RECEIVED AND EXERCISED should be amended as follows: "Responsibilities include direct supervision of security and maintenance personnel and supervision of contracts", to read: "Responsibilities include direct supervision of security and maintenance personnel and supervision of contracts for security and maintenance services".

Motion was made to approve the first reading and pass to second reading of specification revision for Chief Museum Attendant as amended.

Motion: Mrs. Nance
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

ESTABLISHMENT OF NEW CLASSIFICATION - First Reading

Retirement System Technician

Mr. Walter McClaren, former Personnel Analyst with the City (limited-term) addressed the Board and referred to the Ralph Andersen & Associates study, their recommendations regarding this classification, and the very specialized responsibilities involved.

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There was some discussion on this issue, and Mr. McClaren answered questions from the Board.

Motion was made to approve the first reading and pass to second reading of the establishment of the new classification of Retirement System Technician.

Motion: Mr. Mayhew
Second: Ms. Placencia

Motion was approved by unanimous roll call vote.

EXAMINATION TO BE ANNOUNCED

#1872 - Senior Parking Lot Attendant
(Open to City Employees Only)

Ms. Susan Davidson, Personnel Analyst II, addressed the Board and answered questions including the number of qualified City career employees, and the number of Relief Parking Lot Attendants with the required number of hours.

Motion was made to approve examination #1872 - Senior Parking Lot Attendant.

Motion: Mrs. Nance
Second: Mr. Mayhew


Motion was approved by unanimous roll call vote.

ELIGIBLE LISTS ESTABLISHED

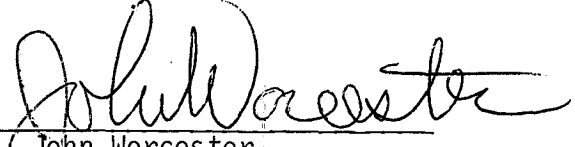
- a. #1830 - Stagehand I
- b. #1867 - Typist Clerk III
- c. #1868 - Street Maintenance Supervisor

There was some discussion on examination #1867 - Typist Clerk III and the number of successful candidates, and also on examination #1868 - Street Maintenance Supervisor, and the ethnic breakdown of the applicants.

There being no further business President Russell declared the meeting adjourned at 2:30 p.m.



Joseph L. Russell
President



John Worcester
Acting-Secretary