

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
MAY 5, 1981

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by President Pro-Tem Vivian C. Nance in the absence of President Campos, and Vice-President Russell. The meeting was held in the Conference Room, Department of Personnel, 801 - 9th Street, Sacramento, California at 1:40 p.m.

Members present: Mr. Jonathan E. Mayhew
Ms. Gail A. Mabbutt
Mrs. Vivian C. Nance

Members absent: Mr. Luis J. Campos
Mr. Joseph L. Russell

MINUTES OF THE REGULAR MEETING OF APRIL 21, 1981

Motion was made to approve the minutes of the Regular Meeting of April 21, 1981, as read.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

REPORTS OF DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel informed the Board that there were no reports.

REVISION OF FIRE PREVENTION INSPECTOR CLASSES

- a. Establishment of two new classification series - Fire Inspector I & II, and Fire Prevention Technician Trainee I & II - First Reading
- b. Freeze of the existing Fire Prevention Inspector I & II classifications of any further entry.
- c. Amend Civil Service Rule 7.4 to add Fire Prevention Technician Trainee as a class requiring a twelve month probationary period - First Reading

Mr. John Worcester distributed to the Board revised copies of the class specifications which incorporated some minor changes as a result of a last discussion with representatives of Local #552. He went on to explain the proposed reorganization of the Fire Prevention Division into two units - Fire Prevention and Fire Investigation, stating that the Fire Investigation Unit would be staffed by sworn officers recruited from the ranks of Firefighters and the Fire Prevention Unit would be staffed by non-sworn employees.

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Mr. Worcester informed the Board that this proposed change would modernize the Fire Inspection Division; the Fire Inspection Unit would be staffed by four Inspector I's and and three Inspector II's, and six civilian trainees would be hired to man the Fire Prevention Unit.

Mrs. Nance questioned the necessary experience for a Fire Inspector, and Fire Marshal Ray Charles explained that there was additional training to the requirements of a Firefighter with three years experience in the Sacramento Fire Department.

Motion was made to: 1. approve the establishment of the two new classification series - Fire Inspector I & II, and Fire Prevention Technician Trainee I & II, and 2. Amend the Civil Service Rule 7.4 to add Fire Prevention Technician Trainee as a class requiring a twelve month probationary period, and pass both items for second reading, and 3. Approve a freeze of the existing Fire Prevention Inspector I & II classifications of any further entry.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

REVISIONS TO STREET CLEANING SUPERVISOR CLASS SPECIFICATIONS - Second Reading

Motion was made to approve and adopt the revisions to the Street Cleaning Supervisor class specifications.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

EXTENSION OF ELIGIBLE LISTS

a. Street Construction Laborer

Motion was made to approve the extension of the eligible list for Street Construction Laborer to 6/7/1982.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

b. Senior Typist-Clerk

Mrs. Thelma Vanesian explained that several applicants on this eligible list had waived on the last appointment as it was in the Police Department and required shift work.

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Motion was made to approve the extension of the eligible list for Senior Typist-Clerk to 11/15/1981.

Motion: Ms. Mabbutt
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

c. Stores Clerk

Motion was made to approve the extension of the eligible list for Stores Clerk to 6/17/1982.

Motion: Ms. Mabbutt
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

EXAMINATION TO BE ANNOUNCED

#1819 - Street Cleaning Supervisor (Promotional)

Motion was made to approve examination #1819 - Street Cleaning Supervisor (Promotional).

Motion: Mr. Mayhew
Second: Ms. Mabbutt

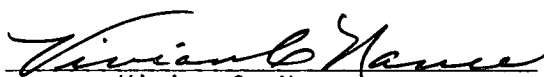
Motion was approved by unanimous roll call vote.


ELIGIBLE LISTS ESTABLISHED

- a. #1729-G - Junior Stenographer-Clerk
- b. #1806 - Greenskeeper
- c. #1807 - EDP Programmer Analyst
- d. #1808 - Assistant Engineer (Civil)
- e. #1810 - Junior Engineer (Civil)
- f. #1816 - Traffic Control Supervisor.

Comments were made by Board members on the brief number of applicants for the positions of Junior Stenographer-Clerk and Traffic Control Supervisor, and staff members responded as to the reasons.

There being no further business President Pro-Tem Nance declared the meeting adjourned at 2:07 p.m.


Vivian C. Nance
President Pro-Tem


Donna L. Giles
Secretary