

Desirable Qualifications:

Education:

Completion of the twelfth grade.

Experience:

Data Processing Technician I.

One year of data processing experience working with input-output control data

Data Processing Technician II.

Three years of data processing experience working with input-output control data.

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JANUARY 23, 1973

The Civil Service Board met in regular session at 1:30 p.m. in the Personnel Department Conference Room, with President Alexander presiding.

Present: Members Alexander, Reynoso, Street, Woods, Yew.
Absent: None.

Minutes of the meetings held November 21 and 24, 1972, were approved as presented.

NEW EXAMINATION ANNOUNCED

#1248 Administrative Trainee

ELIGIBLE REGISTER ESTABLISHED

<u>Exam. No.</u>	<u>Class Title</u>	<u>Date of Written Test</u>	<u>Personal Interview</u>	<u>Effective</u>
#1229	Electrician	11/4/72	12/19,21/72	1/15/73

RECENT USE OF SELECTIVE CERTIFICATION

The Secretary reported the use of selective certification, in accordance with the Board's policy, for the class of Dispatcher Clerk in the Police Department which was filled by an Asian.

PROPOSED AMENDMENT OF CLASSIFICATION PLAN

Parking Control Foreman

The job specification for the proposed new classification of Parking Control Foreman was presented to the Board for consideration. The recommended salary range was \$674-\$816. Mr. William Woska explained that the meter enforcement will be transferred from the Police Department to the Traffic Engineering Division of the Engineering Department. The position will continue to function in the Police Department until July 1, 1973, at which time the transfer will be made to Traffic Engineering and, therefore, the new position of Parking Control Foreman is required in the Traffic Engineering Division to supervise the work of approximately ten Parking Meter Checkers.

Per Civil Service Board procedures, this matter was held over to the next regular meeting.

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PROPOSED REVISIONS OF CLASS SPECIFICATIONS

EDP Programmer Trainee
 EDP Programmer I
 EDP Programmer II
 EDP Programmer Analyst

The proposed revision of the class specifications for the EDP Programmer series was presented to the Board. Mr. William Woska explained that affirmative action revisions were made by eliminating unnecessary requirements and also to reflect the change-over from FORTRAN to COBOL. It was further explained that the EDP Programmer Trainee may, without examination, progress to the Programmer level after successfully completing an appropriate training period.

Final consideration of this matter will be held at the next regular meeting as required by Civil Service procedure.

CHANGE IN PREVAILING HOURLY CONSTRUCTION RATES

In accordance with rates outlined in the agreement between the Construction Industries and the Machinist and Mechanics Lodge #2182, IMAU, motion was made by Mr. Street to approve the below-listed new construction hourly rates. The motion was seconded by Mr. Yew, and the vote was unanimous:

<u>Classification</u>	<u>New Hourly Rate</u>	<u>Effective Date</u>
Machinist	\$7.30	February 1, 1973
Machinist Helper	5.84	" " "
Machinist Foreman	8.03	" " "
Blacksmith-Welder	7.30	" " "

REPORT ON SELECTION PROCEDURE FOR LIBRARY CLERK

The Board, at its meeting held January 9, requested that the County Department of Personnel Management be contacted to determine whether the written test scores and the names of persons who passed the County's Library Clerk examination could be made available to the City for possible continuation and completion of the Library Clerk examination process to establish a list for the City. The Secretary reported that he had discussed this matter with Mr. Gerald Pauly, Director of Personnel Management, and that the County would furnish the requested information.

The Secretary further reported that the Library Clerk list was established by the County following a written test, random selection to reduce the number of candidates to be invited for oral interview to 40, and oral interviews. The County, in conducting its random selection procedure, did not automatically include to be invited to the oral interviews the temporary, part-time provisional Library Clerk employees as does the City in its use of random selection. On January 4, 1973, as the result of protests received by the County from Library Clerks employed by the City who were not randomly selected, the County Civil Service Commission acted to cancel the newly established Library Clerk list.

The Sacramento City Employees Association, by its letter of January 10, 1973, requested the Civil Service Board to hear the matter concerning the Library Clerks

employed by the City's Library system who passed the County's written test but who were not among those randomly selected to compete in the oral interviews. Because the County had cancelled the newly established Library Clerk list on January 4, the matter could not be formally brought before the Board for consideration; however, because some of the Board members had been contacted regarding this matter, the subject was discussed at the meeting held on January 9.

Mr. Harold Martelle, City-County Librarian, and Miss Carla Vasquez, Personnel Librarian, were present to express their views concerning this matter. Miss Vasquez expressed the desire to not only protect the City employees but to also protect those employed by the County; however, Mr. Woods expressed the Board's position as having jurisdiction over only the City employees.

After consideration, Mr. Street moved that the City of Sacramento conduct the oral interviews and to establish the City's list for Library Clerk by using the names randomly selected by the County, plus all temporary, part-time Library Clerks provisionally employed by the City who passed the written examination administered by the County. The motion was seconded by Mr. Woods, and the vote was unanimous.

Motion was then made by Mr. Woods that the Secretary request for and obtain from the County the names, completed application forms, and written test scores of the Library Clerk candidates who were randomly selected by the County and of the provisionally employed Library Clerks who passed the written test. Mr. Woods' motion further stipulated that the final score on the City's Library Clerk eligible list be weighted 50% written and 50% oral interview, as announced by the County. The motion was seconded by Mr. Reynoso, and the vote was unanimous.

Following the January 10 letter from SCEA, which requested a hearing concerning the provisional Library Clerk employees who were not randomly selected by the County to continue in the examination process for Library Clerk, the SCEA Bulletin of January 1973 was distributed on January 17 whereby SCEA attacked the use of the selective certification procedure for the Library Clerk examination. It was the consensus of the Board that there appeared to be confusion in SCEA's interpretation of the terms "selective certification" and "random selection." The Board, therefore, decided that the Board should reply to Mr. Robin Allen, Executive Director, Sacramento City Employees Association, to explain the difference between selective certification and random selection, the reply to be circulated to all City-County Library employees and the officers and board members of SCEA and others who may be interested.

REQUEST FOR HEARING TO CONSIDER CITY'S DECISION TO ELIMINATE ASSIGNMENT CLASSIFICATION OF PATROLMAN (DETECTIVE DIVISION)

William R. Motmans
James Hansen
Donald Fox
Henry Clerk
William Bennett

Correspondence dated January 11, 1973, signed by William R. Motmans, requesting a hearing before the Civil Service Board regarding the elimination of the special assignment classification of Patrolman (Detective Division), as it pertains to the

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above-listed men, was considered. Mr. Street informed the Board that Mr. Motmans had written the Civil Service Board upon Mr. Street's invitation to do so.

The Secretary reported that this matter had been previously presented to the Board by Attorney John E. Virga at its meeting of August 15, 1972. As the legal opinion dated August 21, 1972, from the City Attorney informed the Board that it had no jurisdiction to hear this matter, it was the decision of the Board to deny the request for hearing. The Secretary further informed the Board that the City Attorney a few days ago had reaffirmed verbally his legal opinion of August 21, 1972.

Mr. Woods, concerning the City Attorney's legal opinion, stated that the Board may or may not accept the opinion and that he was in favor of conducting a quasi-legislative hearing on this matter.

Mr. Street reviewed the case, as he recalled it, where Patrolmen were assigned as Sergeants by letter to the City Council from the then City Manager Fairbairn which indicated that these men were to remain in the assigned positions until their jobs were terminated.

Mr. Motmans spoke in behalf of himself and the other four men requesting the hearing. Mr. Motmans stated that the assigned positions had never been terminated and that, in fact, his duties had increased and had become more complex than when he was first assigned.

Both Mr. Danielson and Mr. Woska explained that the decision to eliminate the assignment classification of Patrolman (Detective Division) was reached through negotiations between the City and the Sacramento Police Officers Association, and that the Board's taking action at this time would constitute review by the Civil Service Board of the Memorandum of Understanding negotiated between the City and SPOA and which was approved by the City Council in June 1972.

After further discussion, it was moved by Mr. Reynoso that a hearing date be granted to Messrs. Motmans, Hansen, Fox, Clark, and Bennett to consider the City's decision to eliminate the assignment classification of Patrolman (Detective Division). In conjunction with the date to be set, Mr. Reynoso recommended that a personnel meeting, including, but not limited to, those persons and any other person similarly interested and who had a position in the action which was taken by the negotiating team, be held prior to the hearing date, and, if it cannot be resolved at that session, the meeting to be continued to the hearing date selected by the Board. The motion was seconded by Mr. Street, and the vote was as follows:

Ayes: Members-Alexander, Reynoso, Street, Woods, Yew.
Noes: None.

The date of the executive session was then set for February 6, 1973, at 1:30 p.m.

The hearing date was scheduled for 1:30 p.m., Tuesday, February 27, 1973.

*See March 6, 1973
minutes*

REQUEST FOR HEARING TO CONSIDER CHANGE OF RULE 9.4, VETERAN'S PREFERENCE
Ronald C. Petersen, Senior Clerk

Mr. Petersen's request dated January 11, 1973, requesting a hearing to consider a change of Rule 9.4, Veterans' Preference, to include peace-time service for credit for veteran's preference points was considered. Mr. Petersen had served during November 1961 to November 1963, which does not fall within the time period where veteran's preference is given.

Mr. Danielson reported that the Attorney General's rule, which is followed by the City, was enacted in 1945 with the intent to give veteran's preference to those returning from World War II. Mr. Danielson further stated that, although the City Charter does not provide for veteran's preference points for service in the Air Force, if such service is within the time period stipulated by the Attorney General, veteran's preference points are allowed.

It was the decision of the Board that this matter be referred to the City Attorney for his opinion whether peace-time service may be included for veteran's preference points. Upon receipt of such opinion, the matter would be placed on the agenda of the Civil Service Board.

REQUESTS FOR EXTENSION OF LEAVE OF ABSENCE

The following extensions of leaves of absence were approved by the Board upon motion by Mr. Woods, second by Mr. Street, and by unanimous vote:

<u>Name and Classification</u>	<u>Reason</u>	<u>Period</u>
Joan M. Lienert Intermediate Typist-Clerk	Maternity	1/10/73 through 7/9/73
Curtis Lamb Maintenance Man I	Health	2/1/73 through 7/31/73
Richard H. Lucero Patrolman	Injury	1/20/73 through 3/19/73

REQUEST FOR REINSTATEMENT FOLLOWING RESIGNATION

McKinley Johnson, Jr., former Refuse Collector

By letter dated January 4, 1973, Mr. Johnson requested for reinstatement as Refuse Collector. Mr. Johnson's employment record indicated the following: extra board from October 8, 1963, to August 21, 1964, and from July 11, 1967, to September 30, 1968; probationary appointment on October 1, 1968, as Refuse Collector. Mr. Johnson resigned effective May 18, 1972.

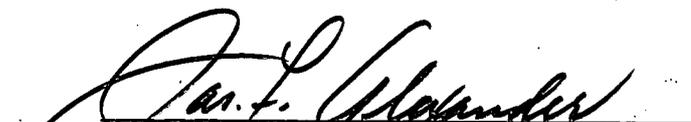
The Refuse Collection Superintendent and the City Engineer had indicated their willingness to rehire Mr. Johnson if reinstated.

Without discussion, motion was made by Mr. Woods, seconded by Mr. Street, and carried by unanimous vote to reinstate Mr. Johnson as Refuse Collector.

The meeting was adjourned at 4:10 p.m.



 William F. Danielson
 Secretary



 James Alexander
 President