

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING NOVEMBER 21, 1978

The regular meeting of the Civil Service Board was called to order by President Ronald Wright at 1:35 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Luis Campos, Juanita Damerell, Donna Giles, Wilfred Street, Ronald Wright.

Absent: None.

MINUTES OF SPECIAL MEETING OF OCTOBER 24, 1978: Approved as submitted.

MINUTES OF REGULAR MEETING OF NOVEMBER 7, 1978: Approved as corrected.

REPORTS OF DIRECTOR OF PERSONNEL

a. A medical leave of absence extension requested by Leo P. Gutierrez, Park Maintenance Worker I, from November 1, 1978, to January 1, 1979, was approved by the Director of Personnel as Agent of the Board.

b. The Director of Personnel as Agent of the Board granted the request of John D. Henderson, Sanitation Worker I, for a hearing to appeal disciplinary action. The hearing date before an Administrative Law Judge is scheduled for November 30, 1978.

c. Acting Secretary William Woska reported that the Council Personnel and Public Employees Committee is scheduled to meet at 9:00 a.m., December 1, 1978, to discuss the remaining personnel Charter sections which have not yet been discussed by the Committee at its previous meetings. He indicated that three policy questions will be discussed, as follows:

1. Civil Service Board rule-making authority.
2. Civil Service Board appellate authority regarding disciplinary appeals.
3. Civil Service Board appellate authority regarding allocation appeals.

Board members requested that a special Civil Service Board call be issued to enable their attendance at the Personnel and Public Employees Committee meeting on December 1.

d. Deputy City Attorney David Benjamin reported that the City Council, at its meeting of November 8, 1978, acted to:

1. direct the City Manager to direct the Director of Personnel to reinstitute the old selective certification rule;
2. direct the City Attorney and the Director of Personnel, working in conjunction with interested community organizations, to draft an amended selective certification rule for the City of Sacramento, resolving as many legal questions as possible without losing the effectiveness of the rule;

3. recommend that the City Civil Service Board adopt an appropriate amended selective certification rule;
4. request the Civil Service Board to hold hearings and act upon the proposed selective certification rule and report back to the full Council within thirty days;
5. direct the City Manager to report back to the full Council within thirty days on how to implement the appointment of an Affirmative Action Officer for the City of Sacramento.

A copy of Deputy City Attorney Elizabeth Silver's memorandum dated November 15, 1978, together with the proposed draft of the selective certification rule, had been mailed to Board members and all interested parties by the City Attorney's office. To facilitate the attendance of as many interested parties as possible, it was decided to schedule an evening hearing.

MOTION: President Wright vacated his chair to Vice President Giles and moved to schedule a special meeting to consider the selective certification rule revision at 7:30 p.m., Wednesday, December 6, 1978, at a place to be set.

SECOND: Mr. Campos.

CARRIED: Ayes: Campos, Giles, Wright.
Noes: Damerell, Street.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Effective Date</u>	<u>Certification Date</u>	<u>Expiration Date</u>
#1614	Building Inspector I (Plumbing)	11/15/78	11/30/78	11/14/79
#1627	Electrical Construction Inspector II (Promotional)	11/9/78	11/24/78	11/8/79

AMENDMENT TO CLASSIFICATION PLAN

- a. Proposed New Classification Specification
Senior Building Maintenance Worker - first and second reading
- b. Proposed Revision of Class Specification
Building Maintenance Worker - first and second reading

Ms. Julie Mayesh, Associate Personnel Analyst, requested the Board to consider the above specifications for final action at this meeting. The new proposed class of Senior Building Maintenance Worker was developed as a result of the appeal of Mr. Tony Freitas who had been reallocated to Building Maintenance Worker following the Operation and Maintenance Classification Study.

The proposed specifications had the approval of the union and the department representatives.

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MOTION: Mrs. Damerell moved to approve the proposed specifications with the following amendments:

DESIRABLE QUALIFICATIONS:

Experience:

Building Maintenance Worker:

Three years of experience in maintenance and/or construction work.

Senior Building Maintenance Worker:

Four years of experience in maintenance and/or construction work.

SECOND: Mrs. Giles.

CARRIED: Unanimous vote.

c. Proposed Revision of Class Specifications

1. Machinist - second reading
2. Fire Service Worker - second reading

MOTION: Mr. Street moved to approve the revised specifications as submitted.

SECOND: Mrs. Giles.

CARRIED: Unanimous vote.

3. Community Service Representative - first and second reading

Ms. Susan Davidson, Associate Personnel Analyst, explained the "housekeeping" revisions. She indicated that the revisions proposed will also enable recruitment for language skills.

Ms. Davidson indicated that Local 39 and Police management persons were in concurrence with the recommended revision, and requested that the Board take final action at this meeting.

MOTION: Mrs. Giles moved to approve the revised specification for Community Service Representative.

SECOND: Mrs. Damerell.

CARRIED: Unanimous vote.

EXAMINATIONS TO BE ANNOUNCED

- #1617 Machinist
- #1631 Community Service Representative
- #1634 Associate Planner (Advanced Planning)

MOTION: Mrs. Damerell moved to approve the above announcements.
SECOND: Mr. Street.
CARRIED: Unanimous vote.

STAFF REPORT RE NON-CAREER EMPLOYEES TRANSITIONED INTO CAREER SERVICE BETWEEN MARCH 1, 1978, AND SEPTEMBER 30, 1978

The report indicated that eight persons were transitioned into the career work force between March 1 and September 30, 1978. Since the implementation of the Employee Development Program and the transitioning rule in November 1976, there have been a total of 113 persons who have been transitioned into the career work force.

RECOMMENDED DECISION OF ADMINISTRATIVE LAW JUDGE IN THE MATTER OF THE APPEAL OF STEVE J. BRACHAIS, PARK MAINTENANCE WORKER I

MOTION: Mr. Street moved to adopt the recommended decision of the Administrative Law Judge to deny the appeal of the appellant.
SECOND: Mrs. Giles.
CARRIED: Unanimous vote.

REQUEST FOR REINSTATEMENT AFTER TERMINATION OF EXEMPT APPOINTMENT

Richard L. Brunner, Principal Programmer Analyst (exempt)

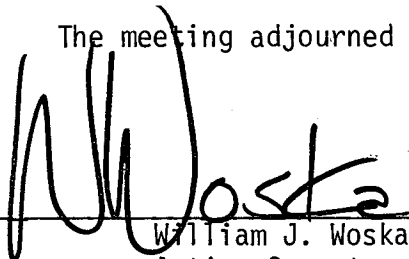
Mr. Brunner, by letter of November 17, 1978, indicated that he was due to be laid off on December 1, 1978. He requested to be returned to his former civil service classification of EDP Programmer Analyst in accordance with Rule 10.6. It was staff recommendation that the request be approved.

MOTION: Mr. Street moved to approve the reinstatement request.
SECOND: Mrs. Giles.
CARRIED: Unanimous vote.

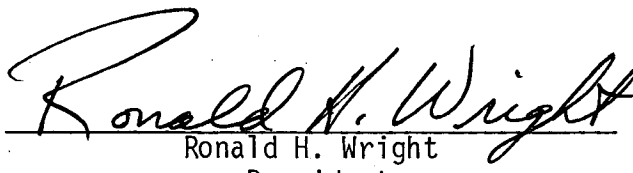
EXTENSION OF ELIGIBLE REGISTER #1558, ASSISTANT PLANNER, FROM 11/29/78 TO 5/28/79

MOTION: Mrs. Damerell moved to approve the above extension.
SECOND: Mr. Street.
CARRIED: Unanimous vote.

The meeting adjourned at 3:00 p.m.



William J. Woska
Acting Secretary



Ronald H. Wright
President

COMMUNITY SERVICE REPRESENTATIVE

NATURE OF WORK:

Community Service Representative positions are normally assigned to the Community Resources Section of the Sacramento Police Department. Incumbents are assigned to perform community contact duties designed to establish an effective relationship between the Sacramento Police Department and the community.

EXAMPLES OF DUTIES:

Works with various neighborhood groups, civic groups, service clubs, schools, and youth organizations to maintain communication between the Police Department and individuals from various racial and cultural backgrounds.

Assists residents and law enforcement officials in resolving problems, concerns, or complaints which might affect police-community relationships.

Provides information to citizens concerning resources available in the community.

Acts as a facilitator in bringing community resources together for action.

Acts as an aide to regularly assigned Community Resource Officers.

Performs as a conflict-manager in attempting to resolve conflict between the Police Department and the community.

Makes frequent community education and information presentations in order to promote citizen awareness of crime prevention activities in areas such as child abuse, burglary, drug abuse, juvenile delinquency, rape, etc.

Assists in Home Alert presentations and organizing Home Alert groups.

Performs related work as required.

DESIRABLE QUALIFICATIONS:

Experience:

Two years of experience involving active participation with community groups and services for the disadvantaged and minority populations in the City of Sacramento.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

The problems, needs, concerns, and attitudes of residents of the City of Sacramento.

The resources available to members of the communities to be served.

KNOWLEDGES, ABILITIES, AND SKILLS: (Continued)

Ability to:

Understand and relate to the needs of members of the communities to be served.

Understand and carry out oral and written instructions.

Read, speak and write the English language at a level necessary for efficient job performance.

Acquire within a short training period a knowledge of approved principles, practices, and procedures of police-community relations work.

Establish and maintain effective working relationships with employees and the general public.

Learn to effectively use audio-visual equipment in making presentations.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid California Driver License is required at the time of appointment.

Some positions will require fluent bilingual skills.

Adopted: 10/1/74

Revised: 11/21/78

Title Change:

Abolished:

Class Code: 03475

FIRE SERVICE WORKERNATURE OF WORK:

Under direction to repair, service, and maintain a variety of firefighting tools, safety equipment, and other related fire department apparatus.

EXAMPLES OF DUTIES:

Repairs and services firefighting safety equipment including MSA masks, and self-contained breathing apparatus.

Installs, maintains, and services fire extinguishers including ABC, BC, CO₂, and water extinguishers.

Repairs a variety of firefighting equipment including fire hose, hose couplings and nozzels, life belts, ladders, brackets, and numerous hand tools used in firefighting.

Maintains stock and control of inventory for supplies used in the fire houses including first aid equipment, laundry, blankets, and similar items.

Performs preventive maintenance inspection using hand tools and testing equipment on hose pressure, minor electrical problems, and safety equipment.

Performs minor repairs on the fire houses.

Performs related duties as required.

DESIRABLE QUALIFICATIONS:Experience:

Three years of experience in mechanical repair and maintenance work.

KNOWLEDGES, ABILITIES, AND SKILLS:Knowledge of:

Methods, procedures, and tools used in carpentry, plumbing, electrical, and minor leather craft work.

The types and sizes of welding rods, arc and gas welding procedures and safety precautions.

Hand and power tools used in the several crafts.

Ability to:

Learn to repair and service a variety of tools, equipment, and safety apparatus used in the Fire Department.

Use hand and power tools used in carpentry, electrical, leather, plumbing, and welding work.

Carry out work assignments with a minimum of supervision.

Understand and follow oral and written instructions

Read and write the English language at a level necessary for efficient job performance.

Skill in:

The operation of gas/arc welding equipment.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid California Class III Driver License at the time of appointment.

Attain within the six-month probationary period a State Fire Marshals Certificate to service fire extinguishers, and a Mine Safety Appliance Certificate to service breathing apparatus.

Adopted: 11/21/78

Revised:

Title Change:

Abolished:

Class Code: 12014

MACHINIST

NATURE OF WORK:

Performs journey-level work in manufacturing, fabricating and repairing machine equipment and parts. Performs a wide variety of manual, bench, hand tool and machine operations requiring a high degree of precision. Works from oral instructions, blueprints, sketches, or worn and broken parts.

DISTINGUISHING CHARACTERISTICS:

The class of Machinist performs journey-level machinist duties under general supervision.

The next higher class of Machinist Foreman is responsible for planning, laying out and supervising the work of subordinates.

The next lower class of Machinist Helper assists journey-level machinists by performing semi-skilled machine work under close supervision.

EXAMPLES OF DUTIES:

Sets up and operates metal lathes, drill presses, grinders, and other machine shop equipment in manufacturing, fabricating, and repairing equipment and parts.

Cuts and shapes metal to precise dimensions within close tolerances.

Sharpens and repairs tools; makes parts for pumps and turns out shafts and bearings; makes pistons from rough castings.

Repairs tapping machines, valves, automatic hammers; cuts teeth in gear blanks and does other mill work.

Cuts pipe; does acetylene and electric arc welding.

Performs skilled bench, hand tool, and machine work in repairing varied machine and equipment parts.

Installs equipment such as pumps, motors, pipe lines, gates, and screens; makes concrete forms and mixes and pours concrete.

Performs related work as required.

DESIRABLE QUALIFICATIONS:

Experience:

One year of full-time paid work experience as a journey-level machinist or completion of a recognized Machinist apprenticeship program.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

Standard practices, materials, tools and methods of the Machinist trade.
Occupational hazards and safety precautions of the trade.
Qualities, adaptabilities and uses of a variety of metals and alloys.

Ability to:

Interpret and work from plans, sketches, blueprints and worn or broken parts.
Do precision work within close tolerances and make mathematical calculations.
Read and write English at a level necessary for efficient job performance.

Skill in:

Setting up and operating machines such as lathes, drill presses and milling machines.
The use and care of drill presses, lathes, milling machines, micrometers, calipers, and other standard machine tools and equipment.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid class III California Driver License at time of appointment.

Adopted: 1/1/67

Revised: 9/5/72; 11/21/78

Title change:

Abolished:

Class Code: 06009

BUILDING MAINTENANCE WORKER
SENIOR BUILDING MAINTENANCE WORKER

NATURE OF WORK:

Under direction, performs work approaching the journey level in a variety of trades. The work includes the maintenance and repair of City facilities, equipment, and buildings.

DISTINGUISHING CHARACTERISTICS:

Building Maintenance Worker:

The Building Maintenance Worker is given independent responsibility for the completion of assignments approaching the journey level in a variety of trades. This class differs from other craft classes such as Carpenter, Electrician, and Painter, in that the latter perform journey level work in specialized disciplines.

Senior Building Maintenance Worker:

The Senior Building Maintenance Worker performs essentially the same work as the Building Maintenance Worker and, in addition, supervises several subordinate maintenance employees. The supervision includes the assignment and review of work, employee evaluations, discipline, and other similar responsibilities.

EXAMPLES OF DUTIES:

Assist crafts workers in remodeling, repairing, and constructing partitions, room additions, counters, tables, book cases, floors, roofs, and mechanical equipment.

Installs, maintains, and repairs carpeting, floor tile, linoleum, wood floors, ceramic tile, and other surfaces.

Operates mechanical saws, buffers, lathes, drills, paint guns, drill presses, arc and acetylene welding units, and other shop machinery and tools.

Fabricates using metal and wood materials to build and repair bracket, braces, and fasteners.

Keeps records on inventory and service and maintenance work performed.
Performs related duties as required.

DESIRABLE QUALIFICATIONS:

Experience:

Building Maintenance Worker:

Three years of experience in maintenance and/or construction work.

DESIRABLE QUALIFICATIONS: (Continued)

Experience: (Continued)

Senior Building Maintenance Worker:

Four years of experience in maintenance and/or construction work.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

Building Maintenance Worker:

Methods and procedures used in carpentry, plumbing, electrical, and other crafts work.

The building materials and supplies used in the various crafts including:

Carpentry: Grades and types of lumber, proper uses and sizing of wood, screws, nails, glues, and other fasteners and tools used.

Electrical: Tools, minor testing equipment, sizes and types of wires, fuses, and safety precautions.

Plumbing: Sizes, types, and composition of common pipes used in plumbing. Uses and safety precaution concerning plumbing tools.

Welding: Types, sizes, and uses of welding rods used in arc and and gas welding; safety precautions and procedures, methods and proper procedure used in welding.

Hand and power tools used in metal, carpentry, plumbing, and electrical work.

Senior Building Maintenance Worker:

All of the above, in addition, knowledge of supervisory techniques and methods.

Ability to:

Building Maintenance Worker:

Understand and follow oral and written instructions.

Carry out work assignments with a minimum of supervision.

Learn craft-related work and perform a variety of work in mechanical and building maintenance and repair.

BUILDING MAINTENANCE WORKER
SENIOR BUILDING MAINTENANCE WORKER

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November 1978

KNOWLEDGES, ABILITIES, AND SKILLS: (Continued)

Ability to: (Continued)

Building Maintenance Worker: (Continued)

Use a variety of hand and power tools.
Read, write, and speak the English language at a level necessary
for efficient job performance.

Senior Building Maintenance Worker:

All of the abilities above in addition to:

Supervise a number of maintenance crews.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid Class III California Driver License at the time
of appointment.

Adopted: 1/01/67 General Repairman; 11/21/78 Senior Building Maintenance Worker

Revised: 9/05/72, 1/04/78 General Repairman

Title Change: 1/04/78 Building Maintenance Worker from General Repairman

Abolished:

Class Code: 12011 Building Maintenance Worker
12014 Senior Building Maintenance Worker

CITY OF SACRAMENTO
CIVIL SERVICE BOARD

HEARING
BEFORE AN ADMINISTRATIVE LAW JUDGE OF THE
STATE OFFICE OF ADMINISTRATIVE HEARINGS

NOVEMBER 30, 1978

The hearing concerning the appeal of John D. Henderson, Sanitation Worker I, Waste Removal, was held on Thursday, November 30, 1978, before Mr. Charles H. Bobby, Administrative Law Judge, in the Personnel Department Conference Room, 801 Ninth Street.

No exhibits were introduced by the appellant.

The following exhibits were introduced by the City:

- Exhibit 1 Pleadings: (1) Letter to Civil Service Board from Wesley Keyson, Local 39 (appeal letter); (2) Disciplinary letter; (3) Intent letter; (4) Notice of Hearing and Proof of Service form.
- Exhibit 2 Report filed by Mr. Henderson's supervisor re reason for disciplinary action.
- Exhibit 3 Waste Removal Division Personnel Policies and Procedures (April 1975).
- Exhibit 4 August 11, 1978, report from Mr. Henderson's supervisor.

Witnesses who appeared on behalf of the appellant:

Houston Brengettsey, City employee.
Walter Dawson, City employee.
Willie Thomas, City employee.

Witnesses who appeared on behalf of the City:

Leon Purnsley, City employee.
Otto Braswell, City employee.
James Patrick, City employee.
Reginald Young, City employee.

The recommended decision and the order adopting the decision are attached.

BEFORE THE
CIVIL SERVICE BOARD
CITY OF SACRAMENTO
STATE OF CALIFORNIA

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CIVIL SERVICE BOARD
CITY OF SACRAMENTO
STATE OF CALIFORNIA

In the Matter of the Appeal)
of:)
) CSB NO. HO-78-13
JOHN D. HENDERSON)
Sanitation Worker I) OAH NO. N-12423
)

PROPOSED DECISION

The above-entitled matter came on for hearing before Charles H. Bobby, an Administrative Law Judge of the Office of Administrative Hearings, on November 30, 1978 in Sacramento, California.

Appellant John D. Henderson was present and was represented by Garland S. Rosauero, Business Representative, International Union of Operating Engineers, AFL-CIO.

Larry L. Dow, City Employee Relations Representative II, appeared for the employer.

Evidence was received, the hearing was closed and the matter was submitted. The Administrative Law Judge certifies this proposed decision and recommends its adoption.

FINDINGS OF FACT

I

Appellant John D. Henderson is a permanent civil service employee with the City of Sacramento Sanitation Department with the classification of Sanitation Worker I.

II

Appellant has been employed at the Sanitation Department since June 1, 1972.

III

Appellant, at all times material hereto, has been aware of Rule 3.2.2.2, which in part provides: "The route (crew) shall collect all refuse as identified in its route book on the pickup day ...", and Rule 3.2.2.4, which provides: "The route (crew)

day shall end when the route (crew) is released by the office staff unless there are kicks or streets left, then the Supervising Foreman or Foreman must release the route (crew). All daily misses shall be resolved the day they occur unless otherwise approved by the Supervisor or Foreman. The route (crew) shall rinse the trucks off every day."

IV

On August 10, 1978 Appellant's crew failed to complete its route. On August 11, Appellant was given a written reprimand for failure to complete the route and failure to notify any supervisor of this failure. Appellant's response was that he was not in charge of the crew.

V

Traditional custom and practice in the Department is that the Routeman (crew chief) is responsible for getting the work done, that is, completing the route.

VI

On August 15, 1978 Appellant's crew again failed to complete the collection of refuse on its assigned route. The crew returned to the yard, gassed and parked the truck, and Appellant's Routeman, James Patrick, notified the office that the route had not been completed. Appellant departed from the premises without being released by any supervisor.

VII

On August 16, 1978 Appellant was given written notice that his departure without notice or permission on August 15 while his route had not been completed constituted cause for disciplinary action of one day suspension under Rule 17.2.

VIII

Appellant contends that his departure on August 15 without the express release or permission from a supervisor was consistent with the everyday practice of employees of the Department. The evidence establishes this to be the customary practice when, as in the usual case, the route has been completed.

The rule which requires a release when the route has not been completed, however, applies under the circumstances of August 15.

Leaving without a release when the route is not completed is an entirely different thing from leaving without a release when the route has been completed.

DETERMINATION OF ISSUES

I

Appellant failed to comply with Rules 3.2.2.2 and 3.2.2.4 on August 15, 1978, when he departed from work without a release from a supervisor.

II

Appellant's conduct on August 15, 1978 constitutes cause for disciplinary action under Rule 17.2, subparagraphs:

- (d) Inexcusable neglect of duty.
- (o) Willful disobedience of a lawful rule.

III

Except as hereinabove found, Appellant has performed his duties responsibly and satisfactorily.

IV

The appointing authority's imposition of a one day suspension is authorized by law and is not an arbitrary act or abuse of discretion under the circumstances.

V

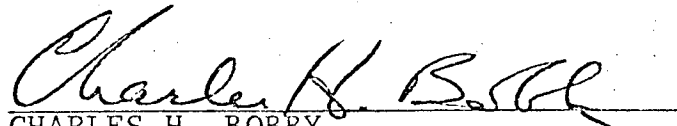
The appeal should be denied.

PROPOSED ORDER

The appeal is denied.

Dated:

January 2, 1979


CHARLES H. BOBBY
Administrative Law Judge
Office of Administrative Hearings



CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL

801 NINTH STREET, ROOM 201
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5270

WILLIAM F. DANIELSON
DIRECTOR OF PERSONNEL

January 16, 1979

Mr. Charles H. Bobby
Administrative Law Judge
State Office of Administrative Hearings
Department of General Services
915 Capitol Mall, Room 106
Sacramento, California 95814


Dear Mr. Bobby:

Re: Appeal of JOHN D. HENDERSON, Sanitation Worker I
Your File: N-12423

The City of Sacramento Civil Service Board considered your recommended decision in the above matter at its meeting of January 16, 1979. It was the order of the Civil Service Board that your recommendation be adopted as its decision in the matter of the appeal of John D. Henderson.

Very truly yours,

CITY OF SACRAMENTO
CIVIL SERVICE BOARD



Donna L. Giles
President

cc: Office of Administrative Hearings
Attn: Calendar Clerk
Garland S. Rosauero, Local 39
Larry L. Dow, Employee Relations Rep. II
Ronald Parker, City Engineer
Reginald Young, Refuse Collection Supt.
John D. Henderson, 2823 D St., 95816

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING DECEMBER 5, 1978

The regular meeting of the Civil Service Board was called to order by Vice President Donna Giles at 1:40 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Juanita Damerell, Donna Giles, Wilfred Street
Ronald Wright (who arrived at 1:50 p.m.)

Absent: Luis Campos.

MINUTES OF NOVEMBER 21, 1978, MEETING: Approved as submitted.

REPORTS OF DIRECTOR OF PERSONNEL

- a. Communication from Mr. Herbert W. Nobriga, Director, Office of Administrative Hearings, re termination of Agreement to provide Hearing Officer services.

Mr. William Danielson, Director of Personnel, reported that the communication dated November 22, 1978, from Mr. Nobriga, Director of Office of Administrative Hearings, indicated that the agreement with the City to provide hearing officer services will be terminated. Effective January 31, 1979, the Office of Administrative Hearings will no longer accept filings to hear the City's cases.

It was suggested by Vice President Giles that Mr. David Jansen, Director of General Services, be contacted to inquire whether the decision to terminate the hearing officer services could be reconsidered.

(President Ronald Wright presided over the meeting upon his arrival at 1:50 p.m.)

Board members expressed opposition to contracting with individual attorneys, unless it could be with a group of attorneys whose specific practice is to hear appeal cases. Mrs. Giles indicated that an alternative would be to contact state referees who may be contracted out. Board members preferred, if at all possible, to retain the services of the Office of Administrative Hearings.

- b. Approval of Medical Leave of Absence Extension
Jimmie Cruz, Intermediate Typist-Clerk

The Director of Personnel, as Agent of the Board, had approved a medical leave of absence extension for Mr. Cruz from November 14, 1978, through February 12, 1979. Mr. Cruz has been on medical leave of absence from August 14, 1978, through November 13, 1978.

- c. Uniform Guidelines on Employee Selection Procedures (1978)

Copies of the Uniform Guidelines on Employee Selection Procedures (1978) which were adopted on August 25, 1978, by four federal agencies --

Equal Employment Opportunity Commission, U. S. Civil Service Commission, Department of Labor, and Department of Justice -- were provided Board members for their information. A copy of the Department of Treasury interim regulation adopting the Uniform Guidelines on Employee Selection Procedures (1978) was also provided Board members.

REVIEW OF PERSONNEL SECTIONS OF CITY CHARTER

President Wright reported that a meeting of the Council Personnel and Public Employees Committee is scheduled for 9:00 a.m., January 19, 1979, in the City Hall Council Chambers. President Wright announced that a special meeting of the Civil Service Board will be called at the same time and place for the purpose of discussing with the Council Committee possible changes to the personnel sections of the Charter.

The Director of Personnel was requested to provide Board members a copy of the staff recommendations to the Council Committee for Charter personnel section changes as soon as they are available. A special Civil Service Board call is to be issued for a meeting on January 9, 1979, 1:30 p.m., to review the staff report to the Council Committee.

ELIGIBLE REGISTER ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Effective Date</u>	<u>Certifica- tion Date</u>	<u>Expiration Date</u>
#1612	Water and Sewer Foreman (Promotional)	11/27/78	12/12/78	11/26/79

EXTENSION OF ELIGIBLE REGISTERS APPROVED

<u>Exam.</u>	<u>Classification</u>	<u>From</u>	<u>To</u>
#1434	Junior Typist-Clerk	1/9/79	1/8/80
#1570	Computer Operator Supervisor	12/27/78	12/26/79
#1571	Data Control Clerk	12/20/78	12/19/79
#1572	Computer Operator	12/18/78	12/17/79

MOTION: Mr. Street moved to approve the above eligible extensions.

SECOND: Mrs. Giles.

CARRIED: Unanimous vote.

EXAMINATIONS TO BE ANNOUNCED

#1628 Arborist
 #1629 Tree Trimmer Foreman II (Promotional)
 #1639 Tree Maintenance Foreman II (Promotional)

MOTION: Mrs. Damerell moved to approve the above examination announcements.

SECOND: Mr. Street.

CARRIED: Unanimous vote.

AMENDMENT TO CIVIL SERVICE BOARD RULES AND REGULATIONS

Proposed Revision of Rule 10.7, "Reemployment after Resignation"
- first reading

A proposed revision of Rule 10.7 to conform with the recently adopted Rule 5 provision was submitted. The proposed revision would provide that an employee who resigns and who subsequently wishes to be hired back by the City must have resigned in good standing and must petition for reemployment within three years of resignation. The former employee will then be placed on the "Reemployment List". When an opening occurs, the former employee will be certified along with others who are certifiable on the regular eligible list and reinstatement list. The appointment is optional with the appointing authority. If the applicant for reemployment is not appointed, his/her name shall remain on the reemployment list until appointed or for one year.

STATUS OF PROPOSED LAYOFF RULE REVISION

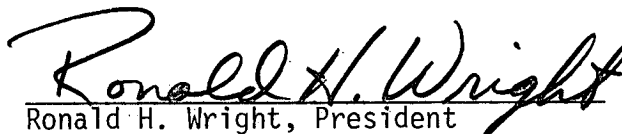
Deputy City Attorney David Benjamin reported that a draft of the layoff rule had been completed and is pending Personnel Department staff comments. A draft of the proposed layoff rule revision taking into account these comments will be prepared for submission to the Board in the near future.

BACKGROUND INFORMATION PERTAINING TO THE PROPOSED SELECTIVE CERTIFICATION RULE 6.6

Attorney David Benjamin presented his letter of December 4, 1978, to the Board which outlined legal equal protection terms and principles which are applicable to the selective certification rule. Deputy City Attorney Elizabeth Silver answered questions of the Board concerning the City Attorney's proposed selective certification rule revision. The general outline of the procedure to be followed at the special December 6, Civil Service Board meeting was also discussed.

The meeting adjourned at 4:00 p.m.


William F. Danielson, Secretary


Ronald H. Wright, President