

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      APRIL 20, 1971

The Civil Service Board met in regular session in the Conference Room, 819 Tenth Street, at 1:00 p.m., with President Woods presiding.

Present: Members Alexander, Street, Woods, Yew.  
Absent: Member Reynoso.

ELECTION OF REPRESENTATIVE TO CITY EMPLOYEES RETIREMENT BOARD:

Mr. Joseph T. Yew was nominated by Mr. Street to be the Civil Service Board's representative to the Retirement Board. The nomination was seconded by Mr. Alexander, and Mr. Yew was unanimously elected.

ELIGIBLE REGISTERS ESTABLISHED:

<u>Exam. No.</u>	<u>Classification</u>	<u>Date of Written Test</u>	<u>Effective Date</u>
1126	Librarian I	10/9/70 thru 4/13/71	October 9, 1971
1127	Librarian II	10/9/70 thru 4/13/71	October 9, 1971
1139	Water and Sewer Foreman	3/9/71	April 15, 1971
1140	Water and Sewer Supervisor	4/13/71 (Personal Interviews)	April 15, 1971
1141	Plant Operator III	3/15/71	April 19, 1971
1143	Supervising Plant Operator	3/3/71	April 19, 1971

AMENDMENT TO CLASSIFICATION PLAN:

Assistant Structural Engineer - Associate Structural Engineer

After review and discussion of the specifications presented to the Board for the establishment of two new classifications, Assistant Structural Engineer and Associate Structural Engineer, motion was made by Mr. Street, seconded by Mr. Yew, and unanimously carried, to establish the following new classes at the rates of pay as follows:

<u>Class</u>	<u>Range</u>	<u>Salary</u>
Assistant Structural Engineer	B204	\$ 957 - \$1163
Associate Structural Engineer	B240	1144 - 1390

1971 SALARY SURVEY REPORT:

(Continued from April 13, 1971)

After discussion duly had of the 1971 Salary Survey Report, it was moved by Mr. Yew that the Civil Service Board recommend that the City Council grant whatever salary adjustments are negotiated between City management and employee organizations and that are consistent with the criteria set forth in Charter Section 52. The motion was seconded by Mr. Street and unanimously carried, with the stipulation that Mr. Liebert, Labor Relations Counsel, furnish the members of the Board a written statement concerning the legality of this decision.

AFFIRMATIVE ACTION PROGRAM OF THE CITY OF SACRAMENTO:(Continued from March 23, 1971)

Discussion was had of President Marion Woods' "Plan for Affirmative Action" dated March 23, 1971. It was moved by Mr. Street that the Civil Service Board recommend to the City Council the first four action steps of Mr. Woods' plan as follows:

- I. The City Council issue a Policy Statement of Affirmative Action calling for a positive effort to improve minority group employment in City Government.
- II. The City Manager determine how many years it will take to accomplish the objective of a fully integrated work force.
- III. The Personnel Officer should determine or estimate how many people will be appointed to career positions this year, and estimate the turnover rate for the year.
- IV. All department heads and Personnel Officer meet with Civil Service Board to discuss obstacles in implementing an Affirmative Action Plan and to recommend solutions.

The motion was seconded by Mr. Alexander, and the vote was unanimous. The Secretary was requested to write the City Manager of the Board's recommendation.

CHANGES IN MEDICAL STANDARDS FOR PATROLMAN:

Recommendation was made to the Board to modify the minimum height from 5' 8" to 5' 7" and to adopt the Metropolitan Life Insurance Company's height and weight tables for the class of Patrolman. The Secretary reported that this reduction in height would increase the number of potential applicants for the class of Patrolman by fifteen percent.

It was moved by Mr. Street to reduce the minimum height for the class of Patrolman to 5' 7" and to adopt the Metropolitan Life Insurance height and weight tables. The motion was seconded by Mr. Alexander, and the vote was unanimous.

REQUEST FOR EXTENSION OF LEAVE OF ABSENCE:

William Dixon, Plant Operator I

Communication from William S. Dixon dated April 13, 1971, requesting 90-day extension of leave of absence without pay due to medical reasons was considered. Mr. Dixon's physician's statement was also presented to the Board, and his request for leave of absence had the approval of the department head.

Motion was made by Mr. Street to approve Mr. Dixon's request for leave of absence for a period of ninety days from April 15 through July 14, 1971, in accordance with Sections 15.1 (a) and 15.2 of the rules and regulations. The motion was seconded by Mr. Alexander, and the vote was unanimous.

HEARING TO APPEAL DISCIPLINARY ACTION AND DISCHARGE:

Kenneth Hatke, Patrolman

Hearing to appeal discharge from City service of Kenneth Hatke, Patrolman, was held. Mr. Christopher Longaker represented Kenneth Hatke. Mr. John Liebert, Labor

Relations Counsel, represented the City.

President Woods informed the parties present that the proceedings would be taped.

Disciplinary letter dated February 10, 1971, from William J. Kinney, Chief of Police, to Kenneth Hatke terminating Mr. Hatke from City service commencing February 10, 1971, based on violation of Civil Service Rules 17.5 (1) and (v), was read. Mr. Hatke had been sentenced to the County Jail for 45 days for nine counts of contempt of Court for failure to make support payments for his children.

Mr. Longaker presented Mr. Hatke's case before the Board, followed by testimony of Kenneth Hatke regarding his employment with the City and his marital status. Detailed accounting of his monthly support payments were also given.

Testimony was heard from Mr. Longaker, as a witness, of his knowledge of Mr. Hatke's performance during Mr. Longaker's term as Deputy District Attorney.

Mr. Hatke was then cross-examined by Labor Relations Counsel, John Liebert.

Mr. Liebert then presented his case in behalf of the City. Mr. Liebert presented to the Board the "Order Adjudging Contempt" signed by Charles W. Johnson, Judge of the Superior Court, dated February 4, 1971, in the matter of Verna L. Hatke, Petitioner, and Kenneth L. Hatke, Respondent, marked Exhibit "A".

Assistant Police Chief J. Bruce Guthrie was then requested to state the procedure normally taken in cases where a Patrolman was charged with contempt of court.

Questions were directed to Mr. Hatke by the members of the Board.

Closing remarks were heard from Mr. Longaker in behalf of the appellant and from Mr. Liebert in behalf of the City. There being no further questions from the Board, the Board adjourned into executive session.

In executive session, it was moved by Mr. Street that disciplinary action be reduced to thirty days' suspension beginning the first day following release from County Jail, and that no pay be allowed during his forty-five day jail term. The motion was seconded by Mr. Alexander, and the vote was as follows:

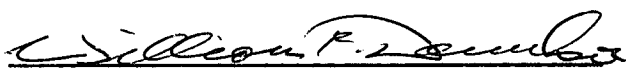
AYES: Members Alexander, Street, Woods, Yew.

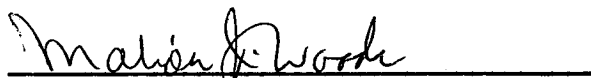
ABSENT: Member Reynoso.

NOES: None.

There being no further business to come before the Board, the meeting was adjourned at 5:10 p.m.

(At 4:00 p.m. the Secretary was required to leave the Board meeting. Mr. Earl Simons substituted as Acting Secretary for the hearing to appeal disciplinary action of Kenneth Hatke.)

  
 William F. Danielson  
 Secretary

  
 Marion J. Woods  
 President

ASSOCIATE STRUCTURAL ENGINEER

Nature of Work:

This is supervisory and advanced professional structural engineering work. Incumbents have responsibility for supervising other professional employees and for making decisions on the acceptance of designs for major structures. Employees participate in the review of plans with architects and other engineers, and act in the capacity of a consultant for code requirements and engineering and planning problems arising in the preliminary design of buildings and structures. Major technical problems are discussed with the Director of the Building Inspections Division before final action is taken.

Illustrative Examples of Work:

Reviews plans, calculations, and specifications of proposed buildings for compliance with the Uniform Building Code and various national engineering design standards and methods.

Makes independent engineering analyses on proposed buildings when required to check the structural safety of a questionable design.

Assists subordinate engineers in checking the more difficult and complex plans, in making code interpretations, and in obtaining corrections to plans submitted.

Reviews and approves plans and issues permits.

Evaluates test reports and inspections made by various testing laboratories.

Advises building inspectors on structural and miscellaneous problems arising in the field during the construction of a building project.

Consults with and advises architects, engineers, contractors, and owners regarding methods of design and construction.

Knowledges, Abilities, and Skills:

Thorough knowledge of the principles, practices, and methods of structural engineering work.

Thorough knowledge of the strength, properties, and uses of materials used in building construction.

Thorough knowledge of the Uniform Building Code and other ordinances governing building construction.

Ability to examine and correct building plans, calculations, and specifications in a rapid, uniform, and accurate manner.

Ability to supervise, train, and review the work of professional and technical employees.

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

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Associate Structural Engineer  
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Minimum Qualifications:

Education

Graduation from a four-year college or university with major course work in civil or structural engineering.

Experience

Three years of experience in structural engineering work.

Necessary Special Qualifications

Registration as a professional engineer in the State of California.

New Class Established  
Civil Service Board  
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ASSISTANT STRUCTURAL ENGINEER

Nature of Work:

This is professional structural engineering work of average difficulty, performed in the field or office, involved in checking designs and computations of major residential and commercial structures being erected within the City of Sacramento. Employees receive work assignments from a professional superior who defines the scope of the work to be performed and periodically reviews the work in progress or upon completion. Unusual or complex technical problems are reviewed by a higher level engineer. However, employees exercise considerable independent judgment and initiative in performing daily work activities.

Illustrative Examples of Work:

Reviews plans, calculations, and specifications of proposed buildings for compliance with the Uniform Building Code and various national engineering design standards and methods.

Inspects new or existing commercial establishments under construction or undergoing alteration to assure compliance with codes.

Consults with and advises architects, engineers, contractors, and owners regarding methods of design and construction.

Issues permits after reviewing and approving plans.

Advises building inspectors on structural and miscellaneous problems arising in the field during the construction of a building project.

Coordinates plan checking with other City departments.

Knowledges, Abilities, and Skills:

Considerable knowledge of the basic principles, practices, and methods of structural engineering work.

Knowledge of the strength, properties, and uses of materials used in building construction.

Knowledge of the Uniform Building Code and other ordinances governing building construction.

Ability to determine compliance with building codes and ordinances through review of plans and specifications and personal inspections.

Ability to make complex engineering computations quickly and accurately and to prepare technical reports.

Ability to direct and instruct subordinate personnel in proper work methods and procedures.

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

Minimum Qualifications:

Education

Graduation from a four-year college or university with major course work in civil or structural engineering.

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Minimum Qualifications: (Continued)

Experience

One year of structural engineering experience in the design of buildings and related structures.

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