

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING OCTOBER 24, 1972

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

Present: Members Alexander, Reynoso, Yew.

Absent: Members Street, Woods.

REVISED CLASS SPECIFICATION ADOPTED (Continued from October 3, 1972)

Water and Sewer Supervisor

The revised specification for Water and Sewer Supervisor had been presented to the Board at its meeting of October 3 for consideration.

It was moved by Mr. Reynoso to adopt the revisions as recommended by the Personnel Department. A copy of the new specification is made a part of these minutes. The motion was seconded by Mr. Alexander, and the vote was unanimous.

PROPOSED REVISION OF CLASS SPECIFICATION

Storekeeper

A copy of the proposed revision of the specification for Storekeeper was presented to the Board for consideration.

As required by Civil Service Board rules, action on this matter will be held over until the next regular meeting.

AMENDMENT TO CLASSIFICATION PLAN (Continued from October 3, 1972)

Information Clerk

The proposed addition of the class of Information Clerk to the Classification Plan was brought before the Board at its meeting of October 3, 1972.

It was moved by Mr. Alexander, seconded by Mr. Reynoso, and carried by unanimous vote to adopt the new class of Information Clerk with the recommended salary range of \$511 - 622 (Salary Schedule V, Range No. 4).

EXTENSION OF LIFE OF ELIGIBLE LISTS

Zoo Attendant I

Custodian I

Recommendation was made by the Personnel Director to extend the life of the Zoo Attendant I and Custodian I lists for an additional year. There are 148 names remaining on the Zoo Attendant I list; 23 on the Custodian I list.

Motion was made by Mr. Alexander, seconded by Mr. Reynoso, and carried by unanimous vote to extend the lists as follows:

<u>Examination No.</u>	<u>Class</u>	<u>To be extended to:</u>
1169	Zoo Attendant I	October 19, 1973
1110	Custodian I	December 3, 1973

CHANGE OF PREVAILING CONSTRUCTION HOURLY RATE

William Woska, Personnel Analyst, informed the Board that, in accordance with the International Brotherhood of Electrical Workers' contract, a 5.5% increase in hourly construction rate for the classes of Electrician and Electrician Foreman had been adopted by the Board on August 1, 1972. However, in late September, the I.B.E.W., through their further negotiations, redistributed 20 cents of the increased amount to fringe benefits. The City, therefore, must adjust its prevailing hourly rate accordingly, and the Board was requested to adopt the reduced rates.

It was moved by Mr. Alexander, seconded by Mr. Reynoso, and carried by unanimous vote to adopt the following reduced rates, effective immediately:

<u>Class</u>	<u>New Hourly Rate</u>
Electrician	\$8.285
Electrician Foreman	9.525

REQUEST FOR VOLUNTARY DEMOTION

Kathleen M. Gupton, Dispatcher Clerk to Senior Typist-Clerk.

Request for voluntary demotion from Dispatcher Clerk to Senior Typist-Clerk in the Bureau of Technical Services, Police Department, was received from Kathleen M. Gupton. Mrs. Gupton had successfully completed her probationary period and had attained permanent status in the class of Dispatcher Clerk.

Police Chief Kinney had indicated his approval of Mrs. Gupton's request.

It was moved by Mr. Reynoso, seconded by Mr. Alexander, and carried by unanimous vote to grant approval of Mrs. Gupton's request for voluntary demotion to the class of Senior Typist-Clerk with permanent status at the same step in the salary range as the class from which demoted.

REQUEST TO RESET HEARING APPEALING DISCIPLINARY ACTION

George Allen, Patrolman

The hearing for Patrolman George Allen to appeal disciplinary action was set for this meeting; however, the law firm of Fields, Klein & Smith, by letter of October 20, 1972, indicated that they no longer represent Officer Allen and requested that this matter be set for hearing at a later date to allow Officer Allen time to seek other counsel.

It was moved by Mr. Reynoso to notify Officer George Allen that the Board will take no further action until communication is received from him and/or his legal representative concerning the status of his appeal. The motion was seconded by Mr. Alexander and carried by unanimous vote.

HEARING RE EDUCATIONAL INCENTIVE PAY

John Pieratt, Patrolman

The hearing commenced at approximately 2:00 p.m.

Those present were: John Pieratt, appellant; Allen Fields, Attorney for the appellant; George Nielson, Sacramento County Coroner; William Gormley, President of the Sacramento Funeral Directors Association; John Liebert, Labor Relations Counsel; and Tom Haas, Counsel for the Civil Service Board.

Attorney Allen Fields was sworn in. Mr. Fields, representing John Pieratt, reported that Officer Pieratt had applied for his additional 2½% educational incentive pay in mid-June 1971 based on his allegation of attaining the equivalency of an A.A. degree. Mr. Fields presented the educational background achieved by Officer Pieratt at the San Francisco College of Mortuary Science, and that credited to him during or because of his military service. Mr. Field's contention was that Officer Pieratt should be credited the full 50 semester units earned by him at San Francisco College of Mortuary Science (S.F.C.M.S.), instead of the 30 semester units allowed by the City, as S.F.C.M.S. is an accredited college.

There was no disagreement on the 21 semester units earned by Officer Pieratt during his military training for which Officer Pieratt was given credit by the City.

Mr. Fields submitted as exhibits the following:

<u>Appellant Exhibit</u>	<u>Description</u>
#1	Request by Officer Pieratt for educational incentive pay dated June 10, 1971.
#2	Letter dated May 24, 1972, from Board of Funeral Directors and Embalmers indicating that S.F.C.M.S. was approved by the state and accredited by the Board.
#3	Certificate of Graduation as a graduate embalmer dated June 28, 1957, from S.F.C.M.S.
#4	Letter dated March 30, 1972, addressed to whom it may concern, from S.F.C.M.S., breaking down the curriculum into credit values and equivalent semester hours, which totals 50 semester units.
#5	Permanent record from S.F.C.M.S. showing completion of courses.
#6	Letter dated December 21, 1970, from S.F.C.M.S., addressed to whom it may concern, indicating curriculum and quarter units given by the college.

10-24-72

Appellant
Exhibit

Description

- #7 Letter dated January 7, 1971, from Sacramento State College, approving the 21 units of credit gained from military training educational training.
- #8 Sacramento State College's acceptance of the 21 units.
- #9 Letter from Sacramento State College informing applicant that college quota was full, returned admission application, and returned \$20 application fee.
- #10 Advanced certificate from Commission on Peace Officer Standards and Training dated January 25, 1971, with the list of requirements.

Lt. Jan Deveny, Sacramento Police Department, was sworn in. Lt. Deveny gave testimony on behalf of Officer Pieratt. Lt. Deveny, one of the members of the negotiating team which initiated the educational incentive pay plan in the fall of 1970, was of the opinion that Officer Pieratt should be credited the full 50 semester units earned at S.F.C.M.S.

George Nielson, Sacramento County Coroner, and William Gormley, President of the Sacramento Funeral Directors, were duly sworn in, and their testimonies were heard. The requirements and qualification for the Mortuary Science School were reviewed. Both Messrs. Nielson and Gormley expressed their opinion that the courses offered at S.F.C.M.S. were academic courses rather than vocational. The Board was informed that the Universities of Minnesota, Iowa, and Indiana offered Mortuary Science courses within their curriculum.


Labor Relations Counsel John Liebert was sworn in. Mr. Liebert explained the intent of the Memorandum of Understanding whereby the 2½% educational incentive pay would be granted to those who had an A.A. degree from an accredited college or university, or who have been credited by such educational institution with 60 semester units or 90 quarter units in courses of a scholastic nature.

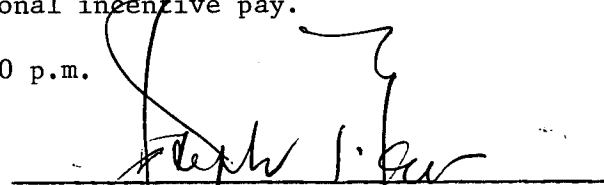
Mr. Liebert then reviewed with the Board the units earned by Officer Pieratt at both the San Francisco College of Mortuary Science and during or because of military service. An explanation was given by Mr. Liebert as to how the amount of 30 semester units' credit was arrived at -- principally because of the S.F.C.M.S. requirement that 30 additional units of college courses must be taken in order for an A.A. degree to be granted by them. Officer Pieratt had been urged by Mr. Liebert to apply for credit from Sacramento State University the units earned at S.F.C.M.S. The units accepted by Sacramento State University would then be credited to Officer Pieratt; however, this had not been done.

As there were no further questions, the Board adjourned into closed session to consider the testimonies heard.

The meeting was reconvened. It was the decision of the Board to deny the appeal of Officer Pieratt for the additional educational incentive pay.

The special meeting was adjourned at 4:00 p.m.


Dunbar W. Heins
Acting Secretary


Joseph T. Yew
President

WATER AND SEWER SUPERVISORNature of Work:

Under general direction, to plan, organize, and direct the work of foreman and employees engaged in the maintenance, repair, and installation of the water distribution system or the sanitary sewer and storm drainage system.

Examples of Duties:

Plans, coordinates, and directs the activities of employees assigned to maintain the water distribution system or the sanitary sewer and storm drainage system.

Investigates and prepares cost estimates for installation of large services and main extensions.

Performs special studies of water distribution and sewer collection deficiencies and recommends corrections to be made.

Coordinates operational activities with City departments, utility and construction companies, to facilitate and expedite objectives.

Reviews work orders and maps upon job completion to ascertain proper maintenance of records.

Requisitions supplies and materials.

Assists in budget preparation through the recommendation of equipment and material purchases.

Performs related work as required.

Knowledges, Abilities, and Skills:

Considerable knowledge of the materials, methods and technique commonly used in water or sewer line maintenance, repair, and installation activities.

Knowledge of the hazards and safety precautions of the work.

Ability to plan and direct the work of a large number of field employees performing skilled and semi-skilled activities.

Ability to understand and follow complex oral and written instructions and to resolve difficult personnel and work requirement problems.

Ability to organize and supervise the maintenance of maps and records and to prepare reports.

Ability to read and write the English language at a level necessary for efficient job performance.

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

Desirable Qualifications:

Three years of responsible supervisory experience over water and sewer line maintenance and repair activities.