

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JANUARY 24, 1978

The regular meeting was called to order by President Alba Kuchman at 1:30 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Alba Kuchman, Wilfred Street, Ronald Wright.
Absent: Donna Giles.

MINUTES OF THE MEETING HELD DECEMBER 20, 1977: Approved as submitted.

MINUTES OF THE MEETING HELD JANUARY 4, 1978: Approved as corrected.

REPORTS OF DIRECTOR OF PERSONNEL

- a. Leave of Absence Extension Granted to Albert K. Pape, Industrial Painter Foreman

The Director of Personnel, as agent of the Board, granted Mr. Albert K. Pape an additional six months' leave of absence extension from January 1, 1978, through June 30, 1978, an aggregate of one-year's leave of absence. Mr. Pape's application for industrial disability retirement is currently pending and, should his application require further extension, an extension to cover the period required to resolve his industrial disability retirement application is to be granted.

- b. Status Report re Communication from Ronald Petersen, Provisional Administrative Trainee

Mr. William Woska, Personnel Management Administrator, stated that a meeting had been held with the Director of Finance on behalf of Ronald Petersen to attempt to determine whether Mr. Petersen's position should remain as Administrative Trainee or whether the duties and responsibilities should be adjusted so that the position would revert back to Senior Account Clerk. Mr. Woska also met with Mr. Phillip Cunningham, Stationary Engineers, Local 39, on behalf of Mr. Petersen. Mr. Woska stated that further consideration will be given as to whether the position should encompass the risk management function and be a separate class by itself. Mr. Woska reported that Mr. Petersen has been apprised by the union of the occurrences to date.

c. A staff report, which was requested by the Board at an executive session, on the matter concerning the appeal by International Association of Machinists and Aerospace Workers on behalf of Tony Freitas, General Repairman, was mailed to Board members on January 9, 1978. The Board wished to defer discussion until Mrs. Giles can be present.

d. Lt. Kevin Mulderrig was introduced to Board members as the new representative from the Police Department at Civil Service Board meetings.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Effective</u>	<u>Expiration</u>
#1434-C	Junior Typist Clerk	1/10/78	1/9/79
#1573	Personnel Assistant (Promotional)	1/16/78	1/15/79

EXAMINATION TO BE ANNOUNCED

#1583 Cashier

SUMMARY REPORT ON THE USE OF SELECTIVE CERTIFICATION BETWEEN DECEMBER 29, 1976,
AND DECEMBER 22, 1977

This report was received and filed.

SETTING OF HEARING DATE FOR APPEAL OF CHRISTOPHER SWETT, MAINTENANCE MAN II
APPLICANT

The hearing date for Mr. Swett was set for Tuesday, February 22, 1978,
following the regular Board meeting.

REQUESTS FOR VOLUNTARY DEMOTION

a. Alfredo Gutierrez, Maintenance Man Truck Driver to Maintenance Man I

MOTION: Mr. Street moved to approve the request of Mr. Gutierrez.
SECOND: Mr. Wright.
CARRIED: Ayes: Kuchman, Street, Wright.
Noes: None.
Absent: Giles.

b. Carol Smith, Property Assistant I to Senior Typist-Clerk

MOTION: Mr. Street moved to approve the request of Ms. Smith.
SECOND: Mr. Wright.
CARRIED: Ayes: Kuchman, Street, Wright.
Noes: None.
Absent: Giles.

CONSIDERATION BY CIVIL SERVICE BOARD OF WRITTEN TEST PASSING SCORE FOR FIRE PREVENTION
INSPECTOR I

The Personnel Management Services Division requested that the passing score
of the Fire Prevention Inspector I written test be lowered to allow all seven
candidates to proceed to the oral process of the examination. The Fire Prevention
Inspector I examination consists of a written test and an oral, each weighted 50%.
Seven persons competed; two persons passed at the 70% passing score, which is
provided in Civil Service Board Rule 7.4(c).

MOTION: Mr. Wright moved to lower the raw passing score to 112.50, or 56.25%.
SECOND: Mr. Street.
CARRIED: Ayes: Kuchman, Street, Wright.
Noes: None.
Absent: Giles.

AMENDMENT TO CLASSIFICATION PLANProposed Revision of Class Specification

Firefighter
 Fire Apparatus Operator
 Fire Prevention Inspector I and II
 Fire Captain

Mr. Woska reported that qualification standards for Firefighter were changed by the Board at its January 4, 1978, meeting. As a result, the specifications for Firefighter, Fire Apparatus Operator, Fire Prevention Inspector I and II, and Fire Captain were revised to correspond with the qualification standard changes made for the entry-level Firefighter. Mr. Woska pointed out that the new qualification standards apply to the Firefighters appointed from the new Firefighter eligible list; Firefighters appointed from the current Eligible Register #1416 would not be required to meet the qualification standards established by the Board on January 4, 1978.

As it was not known when outstanding certifications from the Firefighters Eligible Register #1416 would be completed, specifications for Fire Apparatus Operator, Fire Prevention Inspector I and II, and Fire Captain could not be completed under the caption, "Minimum Qualification". This paragraph will remain:

"Uniformed members of the Fire Department appointed prior to _____ 19 _____ shall be deemed to possess a Fire Science Certificate for purposes of this requirement."

until such time as the date is known. Mr. Woska stated that the Board would be informed of such date for Board action.

Mr. Amos Syas, representing Fire Fighters Local 522, indicated that, although he was not pursuing the matter at the present time, Local 522 was opposed to some of the wording in the specifications. He wished to go on record that Local 522 would voice its opposition at a future meeting. He stated that the objection was regarding the opening words under the caption, "Nature of Work," such as: "under supervision", "under direction of a superior officer", and "under general direction". Mr. Syas was requested to contact the Personnel Department to obtain definitions of these terms as used professionally.

Mr. Wright expressed his preference to keep "the ability to read and write the English language at a level necessary for efficient job performance" in all of the specifications. However, staff explained that this language is within the entry-level Firefighter specification and, therefore, not necessary for the promotional classes.

MOTION:: Mr. Wright moved, separately for each class specification, to approve the revised specification as presented.
 SECOND:: Mr. Street seconded each of the motions.
 CARRIED:: Ayes: Kuchman, Wright.
 Noes: Street.
 Absent: Giles.

EVALUATION REPORT OF ELIGIBLE REGISTER #1472, ENTRY-LEVEL CAREER EMPLOYMENT

This report was received and filed.

EXTENSION OF THE FOLLOWING ELIGIBLE LISTS LISTED WITHIN THE ENTRY-LEVEL CAREER EMPLOYMENT ELIGIBLE REGISTER #1472.

- Building Attendant)
- Custodian I)
- Equipment Serviceman I)
- Kennel Attendant) from 2/27/78 to 1/26/79
- Maintenance Man I)
- Refuse Collector)
- Traffic Control Maintenance Man I)
- Watchman)

The six eligible lists which were recommended to be abolished are: Parking Meter Coin Collector, Water and Sewer Serviceman I, Plant Operator I, Parts Runner, Tree Trimmer Trainee, and Zoo Attendant I. Representatives from the various City departments where the six classifications are utilized were present and supported the deletion of these classes from the Entry-Level Career Employment list. It was the consensus of the City representatives that an examination for like classes or separate examinations produced better-qualified employees.

Deputy City Attorney David Benjamin was requested to prepare a legal opinion concerning the legality of eliminating six of the classifications and continuing eight of the classifications within the eligible list for Entry-Level Career Employment. The question was whether the combined list would be considered as one eligible register or fourteen eligible registers.

- MOTION: Mr. Street moved to extend the Entry-Level Career Employment Eligible Register #1472 for 30 days.
- SECOND: Mr. Wright.
- CARRIED: Ayes: Kuchman, Street, Wright.
- Noes: None.
- Absent: Giles.

RECOMMENDED DECISION OF THE ADMINISTRATIVE LAW JUDGE IN THE MATTER OF THE APPEAL OF JAMES N. TRIPPLETT, REFUSE COLLECTOR (EXTRA BOARD)

The Administrative Law Judge's recommended decision was to deny the appeal of James Tripplett and to uphold Mr. Tripplett's termination from City service.

Mr. Tripplett appeared before the Board and requested that the recommended decision be set aside and that the disciplinary action be reconsidered.

- MOTION: After discussion, Mr. Wright moved that the Board meet in executive session.
- SECOND: Mr. Street.
- CARRIED: Unanimous vote.

Upon reconvening the open meeting, Mr. Tripplett was allowed to state only his specific reason for requesting that the recommended decision be set aside.

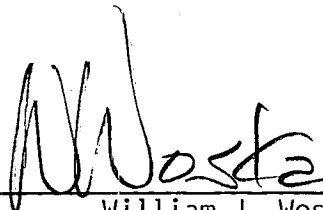
Mr. Tripplett stated that he had worked for the City for a long time and that the penalty of termination is too severe.

Larry Dow, Employee Relations Representative, indicated that Mr. Tripplett had been terminated after progressive action, from counselling to finally termination, and that during that time Mr. Tripplett had not corrected himself. Mr. Dow recommended that the proposed decision be sustained.

MOTION: Mr. Wright moved to consider this matter in executive session.
SECOND: Mr. Street.
CARRIED: Unanimous vote.

Upon reconvening the open meeting, President Kuchman reported that, in executive session, Mr. Wright moved that the Administrative Law Judge's recommended decision be upheld in its entirety; seconded by Mr. Street; and carried by unanimous vote.

The meeting adjourned at 4:35 p.m.



William J. Woska
Acting Secretary



Alba Kuchman
President

FIREFIGHTER

NATURE OF WORK:

Under supervision, performs general firefighting work in the protection of life and property by combating, extinguishing, and preventing fires. Specific orders and direction are given by superior officers. However, the work requires a thorough understanding of firefighting methods gained through training and experience. An employee may be assigned to operate and maintain firefighting equipment, machinery, or apparatus employing specialized skills learned on the job.

EXAMPLES OF DUTIES:

Responds to fires with a fire company, enters burning buildings with hose lines, operates nozzles and sprays a stream of water on the fire as directed.

Operates hand fire extinguishers, chemical hose, fog nozzles and similar equipment in extinguishing fires; raises, lowers, and climbs ladders; and ventilates burning buildings to carry off smoke and gases.

Rescues persons from danger and administers first aid as necessary.

Performs salvage operations such as throwing salvage covers, sweeping water, removing debris, and general clean-up at the fire scene.

Performs routine housekeeping duties at a fire station such as mowing grass and making beds, cleaning walls, washing windows, sweeping floors, and preparing meals.

Performs limited repair and maintenance work on fire equipment and apparatus.

Attends training sessions to learn firefighting methods, equipment operation, first aid, and street and hydrant locations.

Performs related duties as required.

DESIRABLE QUALIFICATIONS:

Education:

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

Incumbents must meet the following requirements prior to completion of the 12-month probationary period:

1. Possession of a high school diploma or G.E.D. equivalent.
2. Completion of 6 semester units of Fire Science courses leading to a Fire Science Certificate.

Experience:

None required.

KNOWLEDGES, ABILITIES, AND SKILLS:

Ability to:

Understand and follow oral instructions and to work long hours under stressful conditions.

To learn the City street system and physical layout of Sacramento.

To learn a wide variety of firefighting duties, methods, and procedures including the operation of firefighting apparatus, equipment, and tools.

To learn to perform physical and strenuous firefighting work requiring physical strength, coordination, endurance, balance, and flexibility.

NECESSARY SPECIAL QUALIFICATIONS:

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

Candidates must also meet the age, height, and weight standards established by the City Charter and the Civil Service Board.

Adopted: 1/1/67

Revised: 1/15/70, 1/24/78

Title Change:

Abolished:

Class Code: 05001

FIRE APPARATUS OPERATOR

NATURE OF WORK:

Under direction of a superior officer, performs specialized firefighting work involving the operation and maintenance of fire apparatus and a major piece of firefighting equipment. The work requires special skills acquired through experience and technical training.

EXAMPLES OF DUTIES:

Drives pumpers, aerial ladders, and aerial platform apparatus when responding to the scene of fires and when participating in drills.

Operates pumping equipment and other apparatus to insure that necessary water pressure is maintained at all times.

Operates aerial ladders, telescoping articulating aerial platform, and other apparatus when participating in drills or responding to fire alarms.

Inspects and maintains apparatus and equipment to insure proper working condition and makes minor repairs as necessary.

Prepares required reports relating to maintenance, inspection, movements, and usage of fire apparatus including equipment and hose records.

Attends instruction sessions in such subjects as firefighting methods, equipment operation, first aid, and street and hydrant locations.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Education:

Possession of a Fire Science Certificate.

Uniformed members of the Fire Department appointed prior to 19 shall be deemed to possess a Fire Science Certificate for purposes of this requirement.

Experience:

Three years of experience as a Firefighter with the City of Sacramento.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

Modern firefighting procedures.

The operation and maintenance of the various types of equipment and apparatus used by the Fire Department.

The locations of streets, hydrants, public buildings, and local hazards in the City of Sacramento.

Fire Department rules and regulations.

KNOWLEDGES, ABILITIES, AND SKILLS: (Continued)

Ability to:

Apply knowledge of modern firefighting procedures and equipment.
Analyze situations and develop an effective course of action.
Keep records and prepare required reports.
Establish and maintain effective relationships with employees and the general public.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Class II California Driver License.

Adopted: 9/16/75 (Fire Engineer Abolished)

Revised: 1/24/78

Title Change:

Abolished:

Class Code: 05010

FIRE CAPTAIN

NATURE OF WORK:

Under general direction to perform skilled and supervisory work in directing the activities of a fire company on an assigned shift. The employee is the first line supervisor in the Fire Department responsible for the discipline of subordinates assigned to a company and the maintenance of equipment and apparatus in accordance with departmental regulations. The employee may supervise the fire-fighting activities at the scene of a fire until relieved of command by a superior officer. This may involve entering a burning building with Firefighters in order to direct their work. The employee reports to superiors on administrative matters.

EXAMPLES OF DUTIES:

Responds to fire alarms received in an appointed district and directs the route to be taken to the fire.

Determines the best method of extinguishing a fire and saving lives until relieved of command by a superior officer.

Supervises laying hose, direction and pressure of water stream, placing ladders, ventilating buildings, rescuing persons, administering first aid, placing salvage covers, cleaning up premises after extinguishing the fire, and returning all fire equipment after the fire.

Supervises cleaning of living quarters, equipment and apparatus; conducts roll call, inspects personnel, transmits orders and information to subordinate employees; makes reports as necessary.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education:

Possession of a Fire Science Certificate.

Uniformed members of the Fire Department appointed prior to 19 shall be deemed to possess a Fire Science Certificate for purposes of this requirement.

Experience:

Three years of experience as a Firefighter with the City of Sacramento.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

The principles, practices, and procedures of modern firefighting and fire prevention.

KNOWLEDGES, ABILITIES, AND SKILLS: (Continued)

Knowledge of: (Continued)

The rules and regulations of the Fire Department, State laws, City ordinances, and national standards relating to fire prevention and fire safety.

The operation and maintenance of various types of apparatus and equipment used by a Fire Department.

The principles and practices involved in instructing and training members of a fire company.

The geography of Sacramento, location of water mains and fire hydrants, and location of major fire hazards in the City.

Ability to:

Supervise the effective use of fire equipment and apparatus.

Lead workers effectively, maintain discipline, promote harmony, exercise sound judgment, and cooperate with other officers.

Prepare clear and concise reports.

Adopted: 1/1/67

Revised: 1/8/74, 9/8/76, 1/24/78

Title Change:

Abolished:

Class Code: 05004

FIRE PREVENTION INSPECTOR I
FIRE PREVENTION INSPECTOR II

NATURE OF WORK:

Under supervision to perform technical inspectional and investigative work in obtaining compliance with laws, ordinances, and regulations pertaining to the prevention and control of fires.

DISTINGUISHING CHARACTERISTICS:

Fire Prevention Inspector I is the entry-level class in the Fire Prevention series and requires experience as a Firefighter. Employees perform the more routine duties of the Fire Prevention Bureau.

Fire Prevention Inspector II is the journeyman-level class. Employees perform specialized duties requiring previous Fire Prevention experience. Employees at this level work independently under direction of a superior and may supervise other Fire Prevention Inspectors.

EXAMPLES OF DUTIES:

Fire Prevention Inspector I:

Interprets and enforces provisions of fire prevention and fire safety laws. Performs periodic and follow-up inspections of buildings, structures, and installations requiring fire clearances.

Investigates complaints pertaining to violation of fire prevention laws and gives advice for correction of violations.

Provides information to the public concerning fire prevention practices and procedures.

Investigates causes of fires and presents evidence in court when required.

Maintains records and prepares reports and correspondence.

Performs related duties as required.

Fire Prevention Inspector II:

In addition to the above:

Performs the more difficult fire inspections.

Develops and conducts classes relative to fire prevention and fire investigation.

Develops fire evacuation plans.

Plan Checking:

Checks building plans for all new commercial, industrial, and multiple residential construction for code compliance.

Determines water flow for firefighting purposes and insures conformity with the Fire Hydrant Ordinance.

EXAMPLES OF DUTIES: (Continued)

Investigation:

Supervises the activities of Fire Prevention Inspectors in the performance of fire investigations.

Reviews all fire investigation reports to determine disposition of cases.

MINIMUM QUALIFICATIONS:

Fire Prevention Inspector I:

Education:

Possession of a Fire Science Certificate.

Uniformed members of the Fire Department appointed prior to 19 shall be deemed to possess a Fire Science Certificate for purposes of this requirement.

Experience:

Three years of experience as a Firefighter with the City of Sacramento.

Fire Prevention Inspector II:

Two years as a Fire Prevention Inspector I with the City of Sacramento Fire Department.

KNOWLEDGES, ABILITIES, AND SKILLS:

Fire Prevention Inspector I:

Knowledge of:

Federal, state, and local fire prevention codes and ordinances.

The methods and procedures used in performing fire prevention inspections.

Fire protection systems and equipment, including but not limited to, fire extinguishers, sprinkler systems, and fire detection and alarm systems.

The procedures and techniques of arson investigation.

Arrest, search, and seizure procedures.

Ability to:

Interpret and enforce federal, state, and local fire prevention codes and ordinances.

Identify fire and life hazards and recommend corrective measures.

Identify types and determine causes of fires.

Recognize, identify, and preserve evidence.

Effectively interview witnesses and suspects.

KNOWLEDGES, ABILITIES, AND SKILLS: (Continued)

Fire Prevention Inspector I: (Continued)

Ability to: (Continued)

Maintain records and prepare written reports and correspondence.
Organize material and make effective oral presentations.
Establish and maintain effective working relationships with the public and other employees.

Fire Prevention Inspector II:

In addition to the above:

Ability to supervise the work of other employees.

Adopted: 9/16/75

Revised: 7/20/76, 8/2/77, 1/24/78

Title Change: 9/16/75 Deputy Fire Marshal to Fire Prevention Inspector I

Abolished:

Class Code: 05008 Fire Prevention Inspector I
05009 Fire Prevention Inspector II