

**MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
DECEMBER 20, 1983**

The regular meeting of the Civil Service Board, City of Sacramento was called to order by President Jonathan Mayhew in Conference Room 103, Department of Personnel, 801 - 9th Street, Sacramento, CA at 1:35 p.m.

MEMBERS PRESENT: Ms. Pamela Placencia
 Ms. Gail Mabbutt
 Mrs. Vivian Nance
 Mr. Joseph Russell
 Mr. Jonathan Mayhew

MINUTES OF THE REGULAR MEETING OF DECEMBER 6, 1983

A motion was made to approve the minutes of the December 6, 1983 meeting as read:

Motion: Ms. Mabbutt
Second: Ms. Placencia

The motion was approved by unanimous roll call vote.

REPORTS FROM DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel, informed the Board that a leave of absence extension had been approved for Cristina M. Phoenix, Police Officer (Personal), and the date change of the leave of absence for Terisita Gutierrez, Library Page (Personal/Medical) had also been approved.

CLASS SPECIFICATION REVISION - BUILDING MAINTENANCE WORKER AND SENIOR BUILDING MAINTENANCE WORKER

A motion was made that the class specification revision for Building Maintenance Worker and Senior Building Maintenance Worker be approved for first and second reading.

Motion: Mrs. Nance
Second: Mr. Russell

The motion was approved by unanimous roll call vote.

REVISED CLASS SPECIFICATION - DRAINAGE SUPERVISOR

This item was withdrawn.

REVISION TO TYPIST CLERK III AND STENOGRAPHER CLERK III CLASS SPECIFICATION

A motion was made that the revision to the Typist Clerk III and Stenographer Clerk II Class Specifications be approved for first reading.

Motion: Mrs. Nance
Second: Ms. Mabbutt

The motion was approved by unanimous roll call.

REVENUE DIVISION CLASSIFICATION STUDY - NEW AND REVISED CLASSIFICATIONS

Motion was made to approve for first reading the Revenue Division Classification Study - New and Revised Classifications.

Motion: Mrs. Nance
Second: Ms. Mabbutt

The motion was approved by unanimous roll call.

AMENDMENT TO FIREFIGHTER CLASS SPECIFICATION OF NON-SMOKING REQUIREMENT FOR CANDIDATES

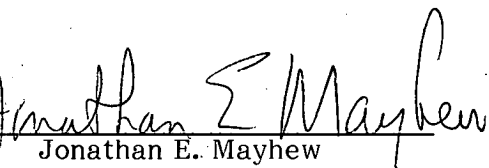
Motion was made to approve for first reading the firefighter specification amended deleting the non-smoking requirement.


Motion: Ms. Mabbutt
Second: Mrs. Nance

ADDITIONAL AGENDA ITEMS

Information item only.

There was no further business and the meeting was adjourned at 1:48 p.m.


Jonathan E. Mayhew
President


Donna L. Giles
Secretary