

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
APRIL 7, 1981

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by President Campos in the Conference Room, Department of Personnel, 801 - 9th Street, Sacramento, California at 1:30 p.m.

Members present: Mrs. Vivian C. Nance
Ms. Gail A. Mabbutt
Mr. Luis J. Campos

Members absent: Mr. Jonathan E. Mayhew
Mr. Joseph L. Russell

MINUTES OF THE REGULAR MEETING OF MARCH 17, 1981

This item was tabled to the next regular meeting, due to the fact that Ms. Mabbutt was the only Board member who was present at that meeting.

REPORTS OF THE DIRECTOR OF PERSONNEL

In the absence of Mrs. Donna L. Giles, Director of Personnel, Mr. John Worcester, Personnel Management Administrator informed the Board of the following items:

1. The Classification Study: Mr. Worcester stated that staff would be bringing the old and new titles to the Board prior to the adoption of the Study by City Council, and also that existing eligible lists would be used in the interim.
2. Special Meeting: After some discussion, it was agreed that a Special Meeting would be scheduled for May 1, 1981, for the Board to receive input from any concerned exempt employees.
3. Police Sergeants Examination: Mr. Worcester informed the Board that the recommended decision of the Administrative Law Judge had been received and that it would be presented to the Board for action at the next regular meeting on April 21, 1981.

APPEAL FOR REEMPLOYMENT AFTER RESIGNATION

Gilbert W. Harris

Mr. Worcester informed the Board that a copy of the agenda and supporting documents had been mailed to Mr. Harris, and that two members of staff had tried to contact him by telephone.

Mr. Joseph L. Russell entered the meeting at 1:37 p.m.

The Board directed that this item be tabled to the end of the meeting in order to give Mr. Harris the opportunity to appear and present his appeal.

April 7, 1981

RECOMMENDED DECISION OF ADMINISTRATIVE LAW JUDGE

Appeal of Police Officer Frank Martinez

Mr. David Simmons, Attorney at Law representing Officer Martinez, addressed the Board and requested that this matter be held over to the next regular meeting. Mr. Sam Jackson, Deputy City Attorney voiced his objections to this requested delay, and asked that the Board act on the matter.

Motion was made to grant a continuance of the appeal of Police Officer Frank Martinez, and that the matter be scheduled for action at the next regular meeting of the Civil Service Board.

Motion: Ms. Mabbutt
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

EXTENSION OF ELIGIBLE LIST

Intermediate Clerk (Police)

In reply to questions from the Board, Mrs. Thelma Vanesian, Assistant Personnel Analyst, informed the Board that the request for extension was only for three months, and the adoption of the Andersen Study would not affect this list at this time.

Motion was made to extend the eligible list for Intermediate Clerk (Police) until 7/28/1981.

Motion: Mrs. Nance
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

AMENDMENT TO CIVIL SERVICE RULE 7.4 (PROBATIONARY PERIOD LENGTH) FOR DISPATCHER I - First Reading

Mr. Worcester explained the need for extending the probationary period for the classification of Dispatcher I, and Deputy Chief of Police Lee Dohm agreed explaining in some detail the length of time necessary to train some newly-hired Dispatchers, and informed the Board of the length of probationary time in other jurisdictions for this classification.

Motion was made to approve the amendment to Civil Service Rule 7.4 (Probationary Period Length) for Dispatcher I, and pass for second reading.

Motion: Mr. Russell
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

April 7, 1981

EXAMINATIONS TO BE ANNOUNCED

a. #1813 - Traffic Engineering Technician

Motion was made to approve examination #1813 Traffic Engineering Technician.

Motion: Mr. Russell
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

b. #1814 - Junior Typist-Clerk (Police)

Motion was made to approve examination #1814 Junior Typist-Clerk (Police).

Motion: Ms. Mabbutt
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

c. #1815 - Intermediate Clerk (Police)

Deputy Chief Dohm addressed the Board on this examination and voiced concern regarding the weighting of this examination being 100% on the oral interview. He emphasized the need for good writing and composition skills as well as good verbal communication skills, which would be tested during the oral interview.

Mrs. Vanesian addressed the Board and explained that a pre-exposed test would be given which should demonstrate the desired writing abilities.

There was some discussion on this issue, and the desirability of employees in this type of classification having bilingual skills was mentioned.

Motion was made to approve examination #1815 - Intermediate Clerk (Police).

Motion: Ms. Mabbutt
Second: Mr. Russell

Motion was approved by the following roll call vote:

Ayes: Mrs. Nance
Ms. Mabbutt
Mr. Campos

Noes: Mr. Russell

April 7, 1981

d. #1816 - Traffic Control Supervisor
(promotional only)

Motion was made to approve examination #1816 - Traffic Control Supervisor (promotional only).

Motion: Mr. Russell
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

e. #1817 - Instrument Technician

Ms. Susan Davidson, Associate Personnel Analyst, addressed the Board and explained the need for this examination, and also referred to Item 9(b) on the agenda - examination #1776 - Instrument Technician. Ms. Davidson informed the Board that this previous examination only had two names on the eligible list, and therefore it is necessary to retest.

Motion was made to approve examination #1817 - Instrument Technician.

Motion: Ms. Mabbutt
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

Gilbert W. Harris

The Board considered this tabled item at this time.

There was some discussion on this appeal, and the Board voiced concern regarding the notification of appellants by regular mail. Staff was directed to develop a form letter which could be sent by certified mail informing appellants of scheduling of their appeal at a Civil Service Board meeting.

Motion was made that this matter be continued to the next meeting, and that staff be directed to write a letter to determine if Mr. Harris will appeal or not at this next meeting.

Motion: Mr. Russell
Second: Mrs. Nance

Motion failed by the following roll call vote:

Ayes: Mrs. Nance
Mr. Russell
Noes: Ms. Mabbutt
Mr. Campos

April 7, 1981

There was some discussion on this issue.

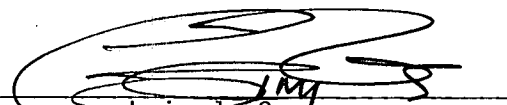
Motion was made that the matter be continued to the next meeting of the Civil Service Board and that staff continue to try to contact Mr. Harris and advise him of the next meeting date and request that he notify staff if he plans to attend.

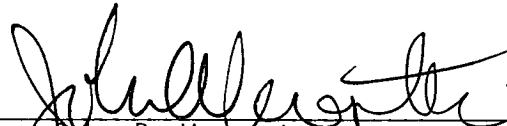
Motion: Mr. Russell
Second: Mrs. Nance

Motion was approved by the following roll call vote:

Ayes: Mrs. Nance
Ms. Mabbutt
Mr. Russell
Noes: Mr. Campos

There being no further business, President Campos declared the meeting adjourned at 2:40 p.m.


Luis J. Campos
President


John R. Worcester
Acting Secretary