

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
FEBRUARY 3, 1981

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by President Campos in the Conference Room, Personnel Department, 801 - 9th Street, Sacramento, California, at 1:33 p.m.

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

Member absent: Mr. Jonathan E. Mayhew

MINUTES OF THE REGULAR MEETING OF JANUARY 6, 1981, AND THE SPECIAL MEETING OF JANUARY 13, 1981

Motion was made to approve the minutes of the Regular Meeting of January 6, 1981, and the Special Meeting of January 13, 1981, as read.

Motion: Mr. Russell
Second: Ms. Mabbutt

The motion was approved by the following roll call vote:

Ayes: Ms. Mabbutt
 Mr. Russell
 Mr. Campos

Abstain: Mrs. Nance.

REPORTS OF THE DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel, addressed the Board and reminded them that the next regularly scheduled meeting on February 17, 1981, falls on the day following a holiday, and requested if the Board preferred to re-schedule that meeting. The Board agreed to hold the meeting, as scheduled, on February 17, 1981.

ESTABLISHMENT OF NEW CLASSIFICATION - Second Reading

Art in Public Places Coordinator

Mr. John Worcester, Personnel Management Administrator, and Mr. William Moskin, Director of the Metropolitan Arts Commission addressed the Board on this proposed new classification, and answered questions from the Board including funding, how the work had been accomplished to date, expectations of continued funding, and the need for a full-time on-going position in this classification.

Mr. Jonathan E. Mayhew entered the meeting at 1:40 p.m.

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Mrs. Nance and Mr. Mayhew voiced concern about the funding for this classification in light of the potential funding problems the City may be facing in the near future, and Mrs. Nance questioned if the functions of this position could not be filled by limited-term positions.

Mr. Moskin explained the need for this position, and functions the coordinator would perform. He also explained the role of the Commission in approving any and all art work in the different disciplines for the City.

Mrs. Giles informed the Board that if this classification was not approved the position could possibly be filled by someone hired under a different classification which would be inappropriate. Mrs. Giles added that funding for this position was the jurisdiction of the Council who had mandated this action by Ordinance, and suggested that if the Board had any concerns regarding this, they could pass them on to the Council, possibly in a letter.

After some more discussion, motion was made to approve the second reading and adopt the new classification of Art in Public Places Coordinator.

Motion:	Mr. Russell
Second:	Ms. Mabbutt

Motion was approved by the following roll call vote:

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

EXAMINATIONS TO BE ANNOUNCED

a. #1802 - Engineering Aide I

There was some discussion on this examination and it was requested that the wording under the section Experience be changed to read as follows: "Six months experience in a civil engineering office or in a survey party"

Motion was made to approve examination #1802 - Engineering Aide I as amended.

Motion:	Mr. Mayhew
Second:	Mrs. Nance

Motion was approved by unanimous roll call vote.

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Mr. Mayhew left the meeting at 2:05 p.m.

b. #1803 - Water and Sewer Serviceman II (promotional only)

Motion was made to approve examination #1803 - Water and Sewer Serviceman II (promotional only)

Motion: Mrs. Nance
Second: Ms. Mabbutt

Motion was approved by the following roll call vote:

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

Absent: Mr. Mayhew

CLASS SPECIFICATION REVISION - First Reading

a. Identification Technician I, II, and III

Mr. Mayhew re-entered the meeting at 2:08 p.m.

Mrs. Thelma Vanesian, Assistant Personnel Analyst, addressed the Board and described the current and proposed changes to these classifications, and added that Local #39 and the Police Department had both approved the revised specifications.

There was some discussion on the flexible staffing concept between Identification Technician I and II, and the entry level requirements for the I level. It was also pointed out that the Identification Technician III specification is changed to reflect more supervisory duties, and other areas of responsibility, including photography, print processing, and metal detection.

Mr. Jim Kane, Superintendent of the I.D. Section in the Police Department was introduced to the Board, and he explained some of the additional duties in more detail.

Motion was made to approve the class specification revision for the classes of Identification Technician I, II, and III and pass for second reading.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

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Mrs. Vanesian requested that wording on the revised classification specification for Identification Technician I and II (Attach. C) be changed as follows:

Under Distinguishing Characteristics: Identification Technician II, line 3 should read, "advancement from the lower class of Identification Technician I, or,"

There were no objections.

b. Recreation Supervisor I and II (Flexible Staffing)

Mrs. Verna Banks, Senior Personnel Analyst, addressed the Board and explained the purpose of this proposed specification revision, and answered questions on the City's policy on flexible staffing.

Motion was made to approved the class specification revision for the classes of Recreation Supervisor I and II (Flexible Staffing), and pass for second reading.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

ELIGIBLE LISTS ESTABLISHED

a. #1757 - Police Lieutenant

The question was raised on the ethnic composition of the eligible list for Police Lieutenant; Mrs. Vanesian informed the Board of the number of minorities who were eligible, and the number of minorities who actually took the test. There was some discussion on this issue, and on the difference between the number of Police Sergeants eligible and the number who applied for the examination.

- b. #1773 - Police Systems Analyst
- c. #1780 - Equipment Serviceman II
- d. #1790 - Administrative Assistant III
- e. #1769 - Fire Captain

There were no questions on these eligible lists.

There was some discussion on the eligible list for the Police Sergeants' examination, and the impact of the appeal of this examination on the possible extension of this list.

There was some general discussion on the schedule of the major examinations for the Police Department, and Mrs. Giles offered to provide the Board with a projected schedule of these examinations.

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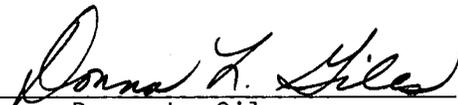
Mrs. Nance questioned the progress of the Affirmative Action Plan, and Mrs. Giles informed the Board of the next step of approval of the Council.

Mrs. Giles described the cost implications for the Affirmative Action Plan, and suggested the Board vigorously endorse the Plan to effect its implementation.

There being no further business, the meeting was declared adjourned at 2:38 p.m.



Luis J. Campos
President



Donna L. Giles
Secretary