

GOLF COURSE FOREMAN

Nature of Work:

Under general direction, to plan, lay out, and supervise the grounds maintenance activities at a public golf course.

Examples of Duties:

Plans, lays out, and supervises golf course maintenance crews performing ground maintenance activities, including but not limited to: pruning, watering, and mowing golf course areas; applying fertilizers and fungicides to lawns, fairways, and greens; replacing grass areas; and maintaining watering systems, tools, mowers, and related equipment.

Instructs employees in the application of fertilizers and top dressing and the proper use of insecticides and fungicides.

Develops and maintains safe working practices and enforces safety regulations.

Prepares estimates on material and labor requirements.

Selects, trains, and evaluates employees.

Maintains records and prepares reports as necessary.

Performs related work as required.

Knowledges, Abilities, and Skills:

Knowledge of methods used in seeding, mowing, and replacing grasses used on golf courses.

Knowledge of soils, chemicals, and equipment used in golf course maintenance.

Ability to supervise the work of employees engaged in the maintenance of fairways, greens, cups, tees, traps, and other golf course facilities.

Ability to understand and enforce departmental rules and regulations.

Ability to maintain records and prepare reports as necessary.

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

Minimum Qualifications:

Education

Graduation from high school.

Experience

Three years of recent experience with the City of Sacramento performing golf course maintenance duties.

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      JUNE 1, 1971

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street at 1:30 p.m. with Vice President Yew presiding.

Present:    Members Alexander, Reynoso, Street, Yew.  
Absent:     Member Woods.

Minutes of the meetings of May 4 and 17, 1971, were presented to the Board.

NEW EXAMINATIONS SCHEDULED:

#1165    Parking Lot Foreman (Promotional only)  
#1166    Assistant Structural Engineer  
#1167    Parking Lot Attendant  
#1168    Patrolman

ELIGIBLE REGISTER ESTABLISHED:

<u>Exam. No.</u>	<u>Classification</u>	<u>Date of Written Test</u>	<u>Effective Date</u>
#1150	Parking Meter Foreman (Open & Promotional)	5/15/71	5/21/71

EMPLOYEES' STATUS IN POSITIONS REALLOCATED TO HIGHER CLASS:

Arthur Gonzales, Golf Course Foreman  
Howard Walters, Golf Course Foreman  
Merville E. Felden, Golf Course Foreman

The Civil Service Board formally granted permanent status to Arthur Gonzales, Howard Walters, and Merville E. Felden in the new classification of Golf Course Foreman. This action was taken by the Board after a previous hearing regarding the Golf Course Division reorganization study.

Motion was made by Mr. Street to approve the reallocations, seconded by Mr. Alexander, and carried by the following vote:

AYES:        Members Alexander, Street, Yew.  
ABSENT:     Members Reynoso and Woods.

REQUEST FOR LEAVE OF ABSENCE EXTENSION:

Fred Froming, Street Cleaning Foreman II

Request for extension of leave of absence for an additional ninety days from May 24 through August 23, 1971, was made by Fred Froming, Street Cleaning

Foreman II, due to illness. The request was approved by both Kent R. Link, Street Superintendent, and R. H. Boggs, Assistant to the City Manager.

Motion was made by Mr. Street to grant Mr. Froming the ninety-day extension in accordance with Section 15.1(a) and 15.2(c) of the Civil Service Rules and Regulations. The motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Alexander, Street, and Yew.  
 ABSENT: Members Reynoso and Woods.

AFFIRMATIVE ACTION: CIVIL SERVICE RULE CHANGES

The Secretary reported that, with the adoption of the Affirmative Action Policy Statement by the City Council at its meeting held May 20, 1971, recommendation is being proposed for three changes in the Civil Service Rules for consideration by the Board. The Personnel Officer, by his memorandum dated May 27, 1971, presented to the Board the following recommended changes:

(1) Reduction of the life of eligible lists from two years to one; (2) revisions of the conditions pertinent to reallocations; and (3) addition of a new section which would permit selective certification.

Detailed discussion was had, and it was the decision of the Board to request the Secretary to report back to the Board at its June 15 meeting as to the appropriate date for the hearing of the proposed changes.

ADDITION TO CIVIL SERVICE RULES AND REGULATIONS:

Rule 25. Employee Grievance Policy

A proposed new section to the Civil Service Rules and Regulations to be designated as Rule 25, Employee Grievance Policy, as prepared by John Liebert, Labor Relations Counsel, was presented to the Board. A copy of Rule 25 is made a part of these minutes. Mr. Liebert reported to the Board that the negotiated Grievance Procedure had been adopted by the City Council at its meeting of May 20, 1971, and recommended to the Board that the Grievance Procedure be implemented for employees other than those in the Fire Department Representation Unit.

After discussion was had, motion was made by Mr. Street to adopt the Grievance Procedure as presented by Mr. Liebert; seconded by Mr. Alexander, and the vote was as follows:

AYES: Members Alexander, Reynoso, Street, and Yew.  
 ABSENT: Member Woods.

HEARING ON RECOMMENDATIONS CONTAINED IN COMMUNICATION OPERATIONS STUDY:

At its prior meeting, the Board had set this date for the hearing on recommendations made in the study of communication activities within the City.

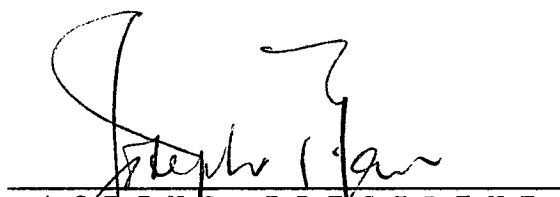
In attendance were Mr. Apolinar Aguilar, representing the Sacramento City Employees Association; Mrs. Patricia Strong, Mrs. Jean Cronin, and Mrs. Marge Powers, all Dispatcher Clerks (Radio) in the Police Department; Lt. Blake Koller, President of Sacramento Police Officers Association; Mr. Robert Ramirez, Communications Operator II in the Fire Department; and Captain Kirk Stubbs, President, Firefighters' Union Local 522.

Mr. William Woska gave a complete review and explanation of the Communication Operations Study as prepared by Mr. Greg Hatfield and himself. Series of questions were asked by the parties present. Mr. Ramirez presented to the Board his letter dated May 28, 1971, stating his objections to the consolidation of the Police Dispatcher Clerk (Radio) and the Fire Communications Operator classifications.

After lengthy discussion, it was moved by Mr. Reynoso to continue the hearing at the June 15 meeting. The motion was seconded by Mr. Street and unanimously carried.

There being no further business to come before the Board, the meeting was adjourned at 4:30 p.m.

  
SECRETARY

  
ACTING PRESIDENT

Rule 25  
Employee Grievance Policy

25.1 Applicability: This rule shall be applicable to all classified employees other than those in the Fire Department Representation Unit as defined in City Council Resolutions 153 and 284.\*

25.2 Purpose of Employee Grievance Policy

- (a) Employees' grievances shall be recognized and reviewed in accordance with this policy.
- (b) The purposes of this policy are:
1. To resolve grievances informally at the employee-immediate supervisor level if possible;
  2. To provide an orderly procedure for reviewing and promptly resolving grievances (as that term is hereinafter defined) on matters for which appeal or hearing is not provided, or expressly withheld, by other civil service rule, City Council resolution or ordinance, or charter provision;
  3. To determine and correct, if possible, the causes of grievances;
  4. To encourage communication between employees and those of higher authority.

25.3 Definitions Applicable

- (a) "Grievance" - A grievance exists when an employee in the classified service, in good faith, claims that he personally has been adversely affected in his employment by the violation or withholding of a right accorded him by rule or law, or by the inequitable and unreasonable consequences of such personnel rules or practices formulated by City management that do not relate to the determination, organization, level and standards of performance of the services to be provided by the City; and for which a specific hearing or appeal procedure is not otherwise provided, or is not specifically withheld, by civil service rule, ordinance, resolution, or charter provision.
- (b) "Immediate Supervisor" - The individual who assigns, reviews and directs the work of an employee.
- (c) "Department Head" - A manager who organizationally reports directly to the City Manager or Assistant City Manager.

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\* This Grievance Procedure is the result of "meeting and conferring" between the City and its recognized employee organizations, leading to a Memorandum of Understanding executed by these parties other than Fire Fighters Union Local 522. Pursuant to its Resolution 739, the City Council approved the terms of this Memorandum of Understanding, and recommended to the Civil Service Board that it implement the agreed-upon Grievance Procedure for classified employees other than those represented by Fire Fighters Union Local 522.

- (d) "Division Head" - A manager who organizationally reports directly to a Department Head or Assistant Department Head.

#### 25.4 Grievance Procedure

(a) Informal Grievance

Discussion with immediate supervisor:

The employee first shall discuss his grievance informally with his immediate supervisor. The employee shall do this promptly and in no event shall he delay more than ten (10) work days after the cause for his claim arose. Within five (5) work days, the immediate supervisor shall give his decision or response to the employee.

(b) Formal Grievance

Step 1:

If an informal grievance is not resolved to the employee's satisfaction, the employee may initiate a formal grievance.

Such a formal grievance must be initiated within five (5) work days after notification of the decision or response pursuant to the informal grievance under (a) above. A formal grievance may be initiated only by completing a grievance form setting forth the specific complaint, all the related facts, and the requested remedy, which is signed by the employee, and filed with the immediate supervisor's supervisor, who shall provide the grievance appeal form and instructions relating to its use to the employee and his duly authorized representative.

Upon filing of the grievance form, the immediate supervisor's supervisor shall investigate the grievance, confer with the immediate supervisor and the employee, and his duly authorized representative, if any, in an attempt to resolve the grievance; and give his decision in writing to the employee or his duly authorized representative and the employee's immediate supervisor, within five (5) work days of the proper and complete filing of the grievance form.

Step 2:

If the employee is not satisfied with the decision rendered in Step 1, he may appeal his grievance within five (5) work days after receiving notification of that decision to the appropriate division head, or his designated representative, or if there be no division head, then to the appropriate department head or his designated representative. If such division or department head is also the employee's immediate supervisor's supervisor, the employee shall bypass Step 2.

Within ten (10) work days, such division or department head or his designated representative shall investigate the grievance and provide the employee and his designated representative, if any, with a written statement of his decision which shall be signed by the division head, if there be one, the department head and the City Manager, or their designated representatives.

### Step 3:

If the employee is not satisfied with the decision rendered in Step 2, and to the extent that the subject matter of the grievance falls within its jurisdiction, he may appeal the decision to the City Civil Service Board. Such appeal must be filed in writing with the Secretary of the Civil Service Board within five (5) work days of delivery to the employee or his duly designated representative of the division or department head's decision in the matter and shall be signed by the employee. Within fifteen (15) work days, the City Civil Service Board shall commence the conducting of a hearing on the appeal subject to its regular rules for conducting hearings and shall determine the facts involved after giving the employee, his supervisors and City Management an opportunity to present evidence concerning the grievance. The Civil Service Board shall render in writing its findings and decisions, which shall be final and binding to the extent authorized by law.

### 25.5 General Provisions

- (a) Each party involved in a grievance shall act quickly so that the grievance may be resolved promptly. Every effort should be made to complete action within the time limits contained in this grievance procedure, but with the written consent of both parties the time limitations for any step or act may be extended for a specified number of additional work days. In the absence of such mutual written consent, failure by an employee to comply with the time limitations herein shall be deemed to constitute a final withdrawal and waiver of his claim; and failure by the herein designated representatives of the City to respond within the specified time limits shall entitle the employee to forthwith carry his grievance to the next designated step in the procedure.
- (b) An employee may be assisted in presenting a formal grievance by a representative who may be an agent of an employee organization of which the employee is a member, or an attorney. The employee shall authorize such representative to act on his behalf in writing on his grievance form.
- (c) An employee or his duly designated representative may present his grievance during working hours, providing such use of City time shall be kept to a reasonable minimum.
- (d) Subject to the condition that employees and their representatives shall submit only such claims that they, and each of them, reasonably and in good faith believe have merit and are subject to this grievance procedure, this grievance procedure may be used by an employee without fear of prejudice to himself. Reprisals shall not be taken against any employee for submitting a grievance. Supervisors and other management representatives shall not delay or suppress submission and orderly consideration of a grievance. Any employee or officer of the City who wilfully and deliberately violates the provisions of this paragraph may be subject to disciplinary action.

- (e) All communications pertaining to employee grievances shall be confidential, and shall not be discussed except with concerned personnel.
- (f) A recognized employee organization representative may initiate a formal grievance on a group basis when several of its employee members simultaneously allege identical claims. In such a case the representative need not reveal the names of the employees that have expressly requested and authorized the representative to so act on each of their behalves unless any level of review hereunder in its reasonable discretion determines that complete and satisfactory consideration of the grievance cannot be given without knowledge of the names of the aggrieved employees involved.
- (g) Nothing herein is intended or shall be construed to effect the jurisdiction, authority and discretion vested under any law in the City Council or the City's Boards, Commissions or Officers.
- (h) This rule shall become effective on July 1, 1971, and shall remain in full force and effect for one year from that date, or until such earlier date as a change in City Charter provisions supersedes any of the basic provisions hereof.

Adopted by Civil Service Board on 6/1/71

EFFECTIVE DATE: 7/1/71