

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      JULY 19, 1977

The regular meeting of the Civil Service Board was called to order by President Ronald Wright at 1:30 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Alba Kuchman, Donna Giles, Wilfred Street, Ronald Wright,  
Jimmie Yee

Absent: None

MINUTES OF JULY 6, 1977 MEETING: Approved as corrected.

CONFLICT ON INTEREST CODE

City Attorney James Jackson informed Civil Service Board members of the changes to be made in the proposed Conflict of Interest Code for the Civil Service Board. Mrs. Kuchman moved to approve the Conflict of Interest Code, including the changes recommended by the City Attorney. Mr. Street seconded the motion, which carried by the following vote:

Ayes: Kuchman, Street, Wright, Yee, Giles  
Noes: None

REPORTS OF DIRECTOR OF PERSONNEL

As requested by the Civil Service Board at the last meeting, Board members were provided a report which showed the number of hearings before a Hearing Officer; number of hours the hearings took; and the cost of the hearings to date.

WITHDRAWAL OF APPEAL

Bernis Ferguson, Police Officer

David Simmons, attorney for Bernis Ferguson, explained to the Board members that Mr. Ferguson and the City had reached an agreement acceptable to both parties and, therefore, the appeal was withdrawn. The Board accepted the withdrawal.

REQUEST FOR REINSTATEMENT AFTER RESIGNATION

Mary F. Hurd, former Dispatcher Clerk

Mrs. Hurd requested reinstatement to her former classification of Dispatcher Clerk after having resigned on March 11, 1977. She had worked for the City for fifteen months as a relief employee and for seven years as a permanent employee. John P. Kearns, Chief of Police, recommended that Mrs. Hurd be reinstated.

It was staff recommendation that the request be approved.

Mrs. Kuchman moved that the request for reinstatement be approved. Mrs. Giles seconded the motion which carried by the following vote:

Ayes: Kuchman, Street, Wright, Yee, Giles  
Noes: None

REQUEST FOR REINSTATEMENT AFTER RESIGNATION

Peggy Cerny, former Intermediate Typist-Clerk

Mrs. Cerny requested reinstatement to her former classification of Intermediate Typist-Clerk after having resigned on July 5, 1977. She had worked for the City for four years and ten months as a permanent employee. John P. Kearns, Chief of Police, recommended that Mrs. Cerny be reinstated.

It was staff recommendation that the five year policy be waived and the request be approved.

Mr. Street moved that the request for reinstatement be approved. Mrs. Kuchman seconded the motion which carried by the following vote:

Ayes: Kuchman, Street, Wright, Yee, Giles  
Noes: None

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Effective</u>	<u>Expiration</u>
#1551	Building Inspector I	7/13/77	7/12/78
#1287-E	Senior Legal Stenographer	7/5/77	7/4/78

EXAMINATION ANNOUNCED

#1544 Nurseryman (Promotional)

Mr. Street moved to approve the examination announcement; Mr. Yee seconded the motion which carried by unanimous vote.

COMMUNICATION RE: POLICE OFFICER EXAMINATION RECEIVED FROM SHARON L. MCCLATCHY AND PAMELA LITTLE

Attorney David Simmons and his clients Miss Sharon McClatchy and Miss Pamela Little were present. Attorney Simmons indicated that his clients were present to ask the question - "when is 70% not 70%?" Miss McClatchy and Miss Little were candidates for the examination of Community Service Officer held in May, 1977. The examination announcement indicated that the passing score would be 70%. Their raw score was 84% and 82%, respectively. They received notification on July 9 that they did not pass the examination.

Mr. Simmons informed the Board members that he learned from Mr. William Woska, Personnel Management Administrator, that approximately 179 of the 543 candidates who passed the written test placed between the raw scores of 103 (70%) and 130. Mr. Simmons stated that it was his understanding that the passing score was raised because of the number of candidates who had passed the examination. Mr. Simmons said that the City should have anticipated a large number of people to pass the written test because of the study guide distributed to all of the candidates who passed the agility test.

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Mr. Woska, representing the City, informed the Board that the agility test was modified so that more women would pass. Last year two women qualified in the agility test; this year, 25 women qualified. Mr. Woska informed the Board that the examination was purchased from out of town and not scored by the City's staff. Mr. Woska informed the Board of the following:

EXHIBIT A

POLICE OFFICER EXAMINATION NO. 1321-H

HISTORY

1403 applications received.  
1354 applications accepted.  
742 took agility.  
626 passed agility.  
543 took written.  
350 passed written and invited to appear  
before Qualifications Appraisal Board  
between July 18 and July 29, 1977.

EXHIBIT B

POLICE OFFICER EXAMINATION NO. 1321-H

WRITTEN TEST

1. IPMA written test with study booklet distributed at least seven days prior to test.
2. 148 total items.
3. Two candidates correctly answered 147 (99.3%).  
Five candidates correctly answered 146 (98.6%).  
101 candidates received score of 140 or higher  
(94.5% to 99.3%).
4. Mean score 130.8 (88.4%).
5. City of Sacramento pass point 130.  
Authority - Civil Service Board Rule 7.4(c).

The test was an International Personnel Management Association (IPMA) validated written test.

EXHIBIT C

Civil Service Board Rule 7.4(c).

EXHIBIT D

Rules and Regulations from County of Sacramento,  
City of San Jose, and City of Oakland.

Mr. Woska reported that Mr. Tom Tyler, Director of Examinations, IPMA, indicated to him that the Police Officer examination is purchased by many agencies and that very few applicants fail it with a raw score of 70% or below. Mr. Tyler indicated that IPMA recommended a cut-off point of 130 correct answers.

Mr. Woska indicated that the Personnel Director has authority to adjust a raw score as was done in this Police Officer examination pursuant to Civil Service Board Rule 7.4(c). Staff urged the Civil Service Board to uphold the Personnel Director's decision in this case.

Copies of the job announcement were distributed to the Board.

Mr. Woska explained the procedure in setting the pass point:

1. The number of candidates who qualify at a raw score of 70%:
  - a. At 70% (which is 103 items out of 148 questions), 529 out of 543 candidates were successful.
2. The mean score, the number of females who qualify, and the number of minorities who qualify are then considered.
3. The difficulty of the test, the quality of the competition, and the needs of the service are considered.
4. After careful consideration of these factors, the passing score of 130 correct answers was used for this Police Officer examination.

At 130 correct items, seven women passed. There were many minorities.

Detailed questions were asked by the Board concerning the raw score and the adjusted passing score. Mr. Danielson informed the Board that he had reviewed with Mr. Woska the Police Officer examination results in setting the pass point. Mr. Danielson explained that, in setting a pass point, the primary assessment is the difficulty level of the test. He said that the setting of a pass point as an administrative convenience to reduce the number of applicants who would be successful is not done.

The Civil Service Board then took a short recess. Upon returning, Mr. Street moved to lower the pass point to the raw score of 70%. Mr. Yee seconded the motion which carried by the following vote:

Ayes: Street, Wright, Yee.  
Noes: Kuchman, Giles.

#### RANDOM SELECTION

#1554 Equipment Serviceman II

Mr. Wright assisted Mr. Ruben Nieto, Personnel Analyst, in the random selection procedure for Equipment Serviceman II. Of the 68 applicants meeting the desirable qualifications, 15 applicants were randomly selected.

The meeting adjourned at 3:15 p.m.

William F. Danielson  
William F. Danielson  
Secretary

Ronald H. Wright  
Ronald H. Wright  
President

Linda Clark