

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      MARCH 1, 1977

The regular meeting of the Civil Service Board was called to order by President Ronald Wright at 1:35 p.m. in the Personnel Department Conference Room #103, 801 Ninth Street.

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

Absent: None.

MINUTES OF MEETINGS OF 2/15/77 AND 2/16/77: Approved as submitted.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam.</u>	<u>Class Title</u>	<u>Effective</u>	<u>Expiration</u>
#1484	Community Service Representative	2/15/77	2/14/78
#1524	Audio-Visual Specialist	2/10/77	2/9/78

EXAMINATIONS TO BE ANNOUNCED

#1533 Fire Prevention Inspector I (Promotional)  
#1534 Fire Prevention Inspector II (Promotional) - continued from 1/18/77.

Mr. William Woska, Personnel Management Administrator, reviewed for the Board the prior consideration given to the Fire Prevention Inspector I and II promotional examination announcements, as follows:

The above promotional examination announcements were submitted to the Board at its meeting of January 18, 1977. The Fire Prevention Inspector I announcement, consistent with the class specification, required that the four specified fire science courses be completed before application. Local 522 representative, Amos Syas, at that meeting, objected to the requirement that the specified courses be completed prior to application; Local 522 requested that the previous requirement whereby the courses must be completed within two years after appointment be retained. Deputy Chief Rose of the Fire Department had supported Mr. Syas' request on January 18.

This matter was then deferred by the Board to the February 1 meeting of the Civil Service Board.

At the February 1 meeting, conforming to the Fire administration and Local 522 request at the previous meeting, the proposed revision of class specifications and a revised Fire Prevention Inspector I announcement were prepared and mailed with the agenda. The announcement was revised as follows:

- The word "minimum" qualifications changed to "desirable" qualifications.
- Educational requirement eliminated.
- Experience qualification modified to include the phrase, "preferably supplemented by college-level courses in Fire Science."

However, at the request of Fire Chief Powell, both the proposed revised specifications and the examination announcements were withdrawn from the February 1 agenda.

Subsequent meetings were held with the Fire administration staff. The promotional examination announcements for Fire Prevention Inspector I and II were again changed for consideration by the Board at this meeting. The Inspector I announcement was changed back to the initial announcement as presented on January 18; the Inspector II announcement was revised to include a written test weighted 50%, oral 50%.

Mr. Woska reviewed the Fire Prevention Inspector class history: On September 16, 1975, the Civil Service Board changed the class title of Deputy Fire Marshal and Fire Engineer to Fire Prevention Inspector I and Fire Apparatus Operator, respectively. At that time, the academic requirement for the Inspector I class was three years of experience as a Firefighter, with the fire science courses being desirable but not mandatory. The new class of Fire Prevention Inspector II was adopted on the same day.

In December 1975, Examination Announcement #1437 for Fire Prevention Inspector I was approved by the Board. Prior to the announcement being presented to the Board, it had been mutually agreed between the City and Local 522 that the specified fire science courses should be completed prior to application. It was agreed that completion of the specified courses would not be required for examination #1437, but would be mandatory for application for the next Fire Prevention Inspector I examination. The letter confirming this mutual agreement was read into the record by Mr. Woska.

The class specification for Fire Prevention Inspector I was amended accordingly on July 20, 1976. This is the current class specification upon which Examination Announcement #1533 is based.

Deputy Chief Rose, Fire Marshal Ray Charles, and Battalion Chief Tharp were present to support the Fire administration's position to retain the educational requirement.

Mr. Amos Syas and Mr. Ed Merrill were present, representing Sacramento Area Fire Fighters Union, Local 522.

Mr. Syas alleged the following concerning Examination Announcement #1533, Fire Prevention Inspector I:

1. It is discriminatory and unfair. No other department has mandatory completion of educational requirement to apply for a promotional examination.
2. The working conditions are being changed without meeting with the employee group.
3. The firefighters' rights under the Charter are being violated.
4. The Police Department has an incentive program but has no requirement that certain courses must be completed to apply for promotional examinations.

5. Applicants should be allowed to acquire the educational knowledge through any means.
6. If fire science courses are necessary, testing should include these areas.
7. If this is not resolved satisfactorily, Local 522 will go to court.

Mr. Ed Merrill, Local 522, indicated that the Civil Service Board, when considering the Fire Captain examination announcement, had eliminated the educational requirement for Fire Captain. He requested that the Board take similar action for the Fire Prevention Inspector I announcement.

Mr. Woska reported that the academic requirement is not unique to the City of Sacramento and related other fire districts which require similar educational requirements.

Mr. Syas said that the Fire Fighters Union feels that firefighters are being discriminated against. He said that the Police Incentive Program does not require completion of course work to take a promotional examination. Mr. Syas said that firefighters have a laboring job; however, firefighters specialize in everything.

After a lengthy discussion, Mr. Street moved to accept the promotional Examination Announcement #1533 for Fire Prevention Inspector I with the deletion of the educational requirement. Mr. Wright relinquished his chair to Vice-President Alba Kuchman and seconded the motion. The motion failed by the following vote:

AYES: Street, Wright.  
NOES: Giles, Kuchman, Yee.

Mr. Yee moved to approve the promotional Examination Announcement #1533 for Fire Prevention Inspector I. The motion failed for lack of a second.

Mrs. Giles expressed her concern in changing a class specification to conform to an examination announcement. She indicated that the normal and proper procedure would be to revise the class specification first, then the announcement. Mrs. Giles discussed the ramifications of striking from the class specification the desired educational requirement. This would mean that the testing can only cover the requirements which remain on the specification. Mrs. Giles proposed that the specified educational requirement be included under the "Knowledges, Abilities, and Skills" area of the specification.

Mrs. Giles moved to request that staff review the possibility of placing under "Knowledges, Abilities, and Skills" of the class specification of Fire Prevention Inspector I the educational requirement instead of under "Minimum Qualifications". The examination process then legally can encompass the knowledges pertaining to the specified fire science courses.

Mr. Street seconded the motion which carried by the following vote:

AYES: Kuchman, Giles, Street, Wright.  
NOES: Yee.

Mr. Street moved to extend the Eligible Register #1437 for Fire Prevention Inspector I until June 30, 1977. Mrs. Giles seconded the motion which carried by the following vote:

AYES: Giles, Kuchman, Street, Wright.  
NOES: Yee.

Mrs. Giles moved to amend Examination Announcement #1534, Fire Prevention Inspector II, by adding a special note under "Oral Interview" that if there should be three or fewer applicants qualifying, ranking may be accomplished by evaluation of applicants' education and experience, and all three or fewer candidates who qualify may have their names entered on the promotional list and be certified to the appointing authority.

Mrs. Kuchman seconded the motion which carried by the following vote:

AYES: Giles, Kuchman, Wright.  
NOES: Street, Yee.

Mrs. Kuchman moved to approve the promotional Examination Announcement #1534, Fire Prevention Inspector II, as amended. Mrs. Giles seconded the motion which carried by the following vote:

AYES: Giles, Kuchman, Wright.  
NOES: Street, Yee.

Mr. Syas requested that a tie score be broken by some other means than by time and date of application. It was the general consensus of the Board that Rule 7.4(e) should be reviewed for possible revision to either break a tie by Social Security number or by random selection.

#### REQUEST FOR REINSTATEMENT FOLLOWING RESIGNATION

George Corey, former Equipment Mechanic I

Mr. Corey requested reinstatement to his former class of Equipment Mechanic I after having resigned on September 13, 1976. It was the recommendation of Mr. Richard Brookins, Equipment Maintenance Superintendent, and City Engineer Ronald Parker that the request be granted. It was staff's recommendation that the Board grant approval.

Mr. Street moved to approve the reinstatement of Mr. Corey to his former classification of Equipment Mechanic I at Step "D". Mrs. Giles seconded the motion which carried by unanimous vote.

#### PROPOSED PERSONNEL ADMINISTRATION CHARTER AMENDMENT

At its previous meeting, the Civil Service Board requested that a letter be drafted, addressed to the City Council, which expressed the Board's position concerning the proposed amendments to Article VII and VIII of the City Charter. A draft letter was submitted.

It was moved by Mr. Street, seconded by Mrs. Giles, and carried by unanimous vote to approve the letter, as amended, a copy of which is attached and made a part of these minutes.

CHANGE IN FIRST MEETING DATE IN APRIL

The first Tuesday in April falls during Easter vacation, and because some Board members were not able to attend, it was moved by Mr. Yee, seconded by Mr. Street, and carried by unanimous vote to meet on Tuesday, March 29, 1977, instead. No meeting will be held on April 5.

The meeting adjourned at 4:30 p.m.

William F. Danielson

William F. Danielson  
Secretary

Ronald H. Wright

Ronald H. Wright  
President



## CITY OF SACRAMENTO

### DEPARTMENT OF PERSONNEL

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SACRAMENTO, CALIF. 95814  
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WILLIAM F. DANIELSON  
DIRECTOR OF PERSONNEL

March 1, 1977

Honorable City Council  
Sacramento, California

Honorable Members in Session:

Re: Proposed Charter Provisions:  
Article VII, Personnel Administration  
Article VIII, Personnel Board

It is the unanimous recommendation of the members of the Civil Service Board that the City Council suspend action on the possible inclusion of Articles VII and VIII in any ballot measure to be presented to the voters in 1977. The Board is unanimous in recommending that much more time is needed before any changes in personnel administration policy provisions are placed on the ballot. Additional time would allow the Civil Service Board and all other interested parties to have full opportunity to have constructive input into any such measure submitted to the people.

At this time, the Civil Service Board is unanimous in its objection to the proposal as presently stated. The Board understands and agrees with the necessity to make necessary changes in the existing Charter language to resolve and clarify especially those portions of the present Charter involving employee relations. The Board is unanimous in its objection to the proposed language of the Charter stated in Articles VII and VIII.

Respectfully submitted,

CIVIL SERVICE BOARD

*Ronald H. Wright*

Ronald H. Wright, President

*Alba Kuchman*

Alba Kuchman, Vice-President

*Donna L. Giles*

Donna L. Giles, Member

*Wilfred D. Street*

Wilfred D. Street, Member

*Jimmie R. Yee*

Jimmie R. Yee, Member

March 8, 1977