

MINUTES OF THE SPECIAL MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
OCTOBER 30, 1979

The special meeting of the Civil Service Board, City of Sacramento was called to order by President Street at 1:30 p.m. in the Conference Room, Water Treatment Plant, 101 Bercut Drive, Sacramento, California.

Members Present: Mr. Wilfred D. Street
Mr. Luis J. Campos
Mr. Jonathan E. Mayhew
Mrs. Vivian Nance

Member Absent: Mr. Joseph L. Russell

Discussion of the Appeal Procedure of Civil Service Board rules and regulations

Mrs. Donna L. Giles, Director of Personnel, addressed the Board and briefly informed the members of what happens to an appeal when it is received in the Personnel Department.

Mr. Joseph Russell entered the meeting at 1:38 p.m.

Three different types of appeals were identified:

1. Disciplinary appeals
2. Reallocation appeals
3. Examination procedure appeals by both City employees and applicants for position with the City.

There was some discussion on these appeals and the recommendation was made that only the items on an appeal letter from an applicant for a City position be discussed at a Civil Service Board meeting. There were objections to this recommendation, on the grounds that it limited an applicant who may not be familiar with the procedures.

During discussion on these appeal procedures the following members of the audience addressed the Board:

David Benjamin, City Attorney's Office.
Garland Rosauero, Local #39
Amos Syas, Local #522
David Simmons, SPOA

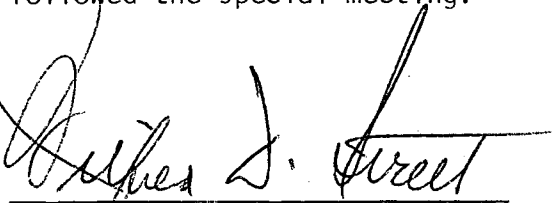
There was some discussion, and Board members questioned Mrs. Giles and Mr. William Woska, Personnel Management Administrator on the Personnel Department's policy and interpretation of the phrase "desirable qualifications" used on the present City of Sacramento job descriptions, an issue of a recent appeal.

It was recommended that staff prepare written procedures for appeals which could be distributed to appellants outlining the areas under which they can appeal, and the preferred methods of appealing. All the Board members concurred with this suggestion.

Mr. David Simmons, SPOA, introduced a letter regarding a request that certified shorthand reporters be hired for recording hearings of disciplinary actions before an Administrative Law Judge. This matter was tabled for discussion to the regular board meeting of November 20, 1979.

President Street declared the meeting adjourned by 2:45 p.m.

A short tour of the Water Treatment Plant by Board Members and staff followed the special meeting.



Wilfred D. Street
President



Donna L. Giles
Secretary