

MINUTES OF REGULAR MEETING
CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SEPTEMBER 20, 1988

The meeting of the City of Sacramento Civil Service Board was called to order by President Joseph Russell in Conference Room 103, Department of Personnel, 801 - 9th Street, Sacramento, CA at 1:36 p.m.

MEMBERS PRESENT: Mr. Jonathan Mayhew
Ms. Catherine Harris
Mr. Bill White
Mr. Joseph Russell

MEMBERS ABSENT: Ms. Dora Huntzing

MINUTES OF REGULAR MEETING OF SEPTEMBER 6, 1988

A motion was made to approve the minutes of the September 6, 1988 Civil Service Board meeting.

Motion: Mr. Mayhew
Second: Mr. White

The motion was approved by unanimous roll call vote.

REPORTS OF DIRECTOR OF PERSONNEL

Ms. Donna Giles informed the Board that she had no reports.

ESTABLISH TWO NEW CLASS SERIES - CUSTOMER SERVICE TRAINEE, CUSTOMER SERVICE REPRESENTATIVE, AND SENIOR CUSTOMER SERVICE REPRESENTATIVE: TAX AND PERMITS REPRESENTATIVE, SENIOR TAX AND PERMITS REPRESENTATIVE, REVENUE SUPERVISOR - SECOND READING

Ms. Bronda Silva, Senior Personnel Analyst, addressed the Board on this item. Ms. Silva informed the Board that she has received no further comments regarding this item.

A motion was made to establish two new class series - Customer Service Trainee, Customer Service Representative, and Senior Customer Service Representative: Tax and Permits Representative, Senior Tax and Permits Representative, Revenue Supervisor - Second Reading:

Motion: Mr. White
Second: Ms. Harris

The motion was approved by unanimous roll call vote.

Ms. Donna Giles informed the Board that recognition should be given to Ms. Silva for the excellent job she did in establishing the two new class series within the Utility Services and Tax and Permits sections of the Revenue Division.

A motion was made that in recognition of past difficulties with the acceptance of class specifications for Revenue Representatives, the Board commends Bronda Silva for her artful drafting and skillful negotiations in establishing the two new class series of Customer Service Trainee, Customer Service Representative, and Senior Customer Service Representative; Tax and Permits Representative, Senior Tax and Permits Representative and Revenue Supervisor.

Motion: Mr. White
Second: Mr. Mayhew

The motion was approved by unanimous roll call vote.

REVISE AND RETITLE DEPARTMENTAL DATA ANALYST TO DEPARTMENTAL DATA ANALYST I:
ESTABLISH NEW CLASS ENTITLED DEPARTMENTAL DATA ANALYST II - FIRST READING

Ms. Bronda Silva, Senior Personnel Analyst, addressed the Board on this issue. Ms. Silva stated that staff is recommending revising the class specification for Departmental Data Analyst to accurately reflect the current responsibilities and retitling the class to Departmental Data Analyst I. Staff also recommends establishing a new class called Departmental Data Analyst II. The proposals will create a flexibly-staffed situation where incumbents who are performing substantially the full range of duties of the II level can be appointed to the higher class without further testing. Ms. Silva stated that Local 39 has reviewed the proposals and are in agreement.

A motion was made to adopt the revision and retitling of Department Data Analyst to Departmental Data Analyst I and establish a new class entitled Departmental Data Analyst II for first reading.

Motion: Mr. Mayhew
Second: Ms. Harris

The motion was approved by unanimous roll call vote.

PROPOSED NEW CLASSIFICATION, WASTE REDUCTION COORDINATOR - FIRST AND SECOND READINGS

Ms. Stephanie Clymer, Personnel Analyst, addressed the Board. Ms. Clymer stated that due to the closure of the City's landfill in 1990, the City will directly haul waste to the County landfill. The Waste Reduction Coordinator will be responsible for developing and coordinating the City's new resource recovery and waste reduction program.

A motion was made to adopt the proposed new classification of Waste Reduction Coordinator for first and second readings.

Motion: Mr. Mayhew
Second: Mr. White

The motion was approved by unanimous roll call vote.

PROPOSED ABOLISHMENT OF THE CLASSIFICATIONS, VEGETAL WASTE FACILITY SUPERVISOR AND VEGETAL WASTE FACILITY WORKER - FIRST READING

Ms. Stephanie Clymer, Personnel Analyst, addressed the Board. Ms. Clymer requested that the Board approve the recommendation to abolish the classifications of Vegetal Waste Facility Supervisor and Vegetal Waste Facility Worker because they are no longer needed in City service.

A motion was made to abolish the classification of Vegetal Waste Facility Supervisor and Vegetal Waste Facility Worker for first reading.

Motion: Mr. Mayhew
Second: Ms. Harris

The motion was approved by unanimous roll call vote.

ELIGIBLE LIST ESTABLISHED

Information item only.

CITIZENS ADDRESSING THE CIVIL SERVICE BOARD ON MATTERS NOT ON THE AGENDA

Information item only.

There was no further business, President Russell declared the meeting adjourned at 2:12 p.m.



Joseph Russell
President



Donna L. Giles
Secretary