

MINUTES OF THE REGULAR MEETING  
CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
MAY 21, 1985

The regular meeting of the City of Sacramento Civil Service Board was called to order by President Gail Mabbutt in Conference Room 103, Department of Personnel, 801 - 9th Street, Sacramento, CA at 1:45 p.m.

MEMBERS PRESENT: Mr. Joseph Russell  
Ms. Catherine Harris  
Ms. Gail Mabbutt

MEMBERS ABSENT: Mr. Jonathan Mayhew  
Mr. Bill White

MINUTES OF REGULAR MEETING OF MAY 7, 1985

The minutes of the May 7, 1985 meeting were held over to the next regular meeting due to lack of members present who were at the May 7th meeting.

REPORTS OF DIRECTOR OF PERSONNEL

Ms. Donna Giles, Director of Personnel, informed the Board that a leave of absence had been approved for Carlis Jackson, Police Clerk II (Medical/Personal); and extensions of leaves of absences have been approved for Josephine Valdez, Cashier and Louie Patterson, Park Maintenance Worker I (Medical).

RECOMMENDED DECISION OF THE ADMINISTRATIVE LAW JUDGE - JOHN D. LANE,  
MAINTENANCE WORKER II

Mr. Garland Rosauro, representing Mr. Lane, informed the Director of Personnel that he could not be present at the meeting but that he would send a letter stating that he accepts the proposed decision of the Administrative Law Judge.

Mr. Sam Jackson, Deputy City Attorney, was not present.

Mr. Russell asked the Mrs. Giles if Mr. Lane had been notified of the meeting. Mrs. Giles replied that all correspondence has been returned address unknown. Mr. Lane did not appear for the hearing and no one has been able to locate him for two years.

A motion was made to adopt the findings of fact, the determination of issues and the proposed decision of the Administrative Law Judge.

Motion: Mr. Russell  
Second: Ms. Harris

The motion was approved by unanimous roll call vote.

APPEAL: ADMINISTRATIVE ASSISTANT I EXAMINATION 2040 - VETERANS  
PREFERENCE POINTS - MARY JO WILLIAMS

Verna Banks addressed the Board on this issue and asked them to deny Ms. Williams' appeal.

Ms. Williams addressed the Board and said that it was an oversight on her part and asked them to grant her appeal.

Mr. Carnazzo, Deputy City Attorney, advised the Board that they must first vote on whether or not to hear Ms. Williams' appeal under Rule 1.3. He also stated that Civil Service Rule 4.8 (c) - Veteran's Credit - is consistent with City Charter and grants 10 veteran points to candidates who qualify but does not specify a time limit for its submittal in the examination process.

A motion was made to hear the appeal of Mary Jo Williams of the Administrative Assistant I Examination 2040 - Veterans Preference Points under Rule 1.3.

Motion: Ms. Harris  
Second: Mr. Russell

The motion was approved by unanimous roll call vote.

A motion was made to grant the appeal of Mary Jo Williams of the Administrative Assistant I Examination 2040 - Veterans Preference Points.

Motion: Mr. Russell  
Second: Ms. Harris

The motion was approved by unanimous roll call vote.

REQUEST TO TRANSFER TO A HIGHER CLASS - SUSAN J. GRAY

Ms. Helen Harris addressed the Board on this issue. Ms. Gray was present.

Ms. Giles explained to the Board that the City had initially thought that the classification of Key Data Operators was being phased out and the Personnel Department has tried to place those who wanted to be placed in different classes. However, the Police Department has recently received a grant and needs Key Data Operators.

A motion was made to grant the request of Susan J. Gray to Transfer to a Higher Class.

Motion: Ms. Harris  
Second: Mr. Russell

The motion was approved by unanimous roll call vote.

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REQUEST TO TRANSFER TO A DIFFERENT CLASS IN WHICH STEP E IS THE SAME AS THE EMPLOYEE'S PRESENT CLASS

Ms. Helen Harris addressed the Board on this issue. Ms. Johnson was in attendance.

A motion was made to grant the request of Chery Johnson to transfer to a different class in which Step E is the same as the employee's present class.

Motion: Mr. Russell  
Second: Ms. Harris

The motion was approved by unanimous roll call vote.

REVISION OF DRIVER LICENSE REQUIREMENTS - SECOND READING

Ms. Janelle Gray addressed the Board on this issue.

A motion was made to approve the revision of the Driver License Requirements for second reading.

Motion: Ms. Harris  
Second: Mr. Russell

The motion was approved by unanimous roll call vote.

REVISION OF CLASSIFICATION OF BUILDING TECHNICIAN - SECOND READING

Ms. Bronda Silva addressed the Board on this issue. She stated that the Technicians advised her that they do contact owners of property regarding proposed address changes and therefore wanted this duty added to the class specification. The specification has been revised to reflect this change..

A motion was made to approve the revision of the Classification of Building Technician for second reading.

Motion: Mr. Russell  
Second: Ms. Harris

The motion was approved by unanimous roll call vote.

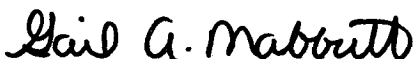
ELIGIBLE LISTS ESTABLISHED

Information item only.

Examinations Announced

Information item only.

There was no further business, President Mabbutt declared the regular meeting of the Civil Service Board adjourned at 2:15 p.m.



Gail A. Mabbutt  
President



Donna L. Giles  
Secretary