

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING OCTOBER 3, 1972

The regular meeting of the Civil Service Board was called to order by Acting President James Alexander at 1:30 p.m. in the Personnel Department Conference Room.

Present: Members Alexander, Street, Woods.
Absent: Members Reynoso, Yew.

The minutes of the meeting of September 19 were approved as presented. The supplement to the minutes of the meeting of September 5 were also approved as presented.

ELIGIBLE REGISTER ESTABLISHED

<u>Exam No.</u>	<u>Class Title</u>	<u>Date of Written Test</u>	<u>Personal Interview</u>	<u>Effective</u>
#1220	Assistant Civil Engineer	9/6/72	9/22/72	9/25/72

REQUEST FOR PERMISSION TO CANCEL ELIGIBLE LIST FOR PATROLMAN
(Continued from September 19, 1972)

As requested by the Board, copies of the #1168 series of the Patrolman eligible lists were presented to the Board. A report was made by Personnel Selection Supervisor Bruce F. Austin on the status of the #1168 series of Patrolman lists, which indicated that there were 19 names remaining on the Patrolman list #1168-A. The request for cancellation of the #1168-A list was made in order that a new competition may be announced to serve the Police Department for the Basic Recruit Officers Course in January 1973.

After discussion, it was moved by Mr. Street and seconded by Mr. Woods as follows:

- (1) The Patrolman eligible list #1168-A be continued to its expiration date of July 7, 1973;
- (2) The remaining names on the eligible list #1168-A be merged on the basis of score with any subsequent examination for Patrolman; and
- (3) The #1168-A names to be removed from the merged list on July 7, 1973, when the two-year life of #1168-A list expires.

Mr. Woods noted that, unless the list in question is abolished, and a new list established, the City would not be in a position to pursue its efforts to further attempt to bring about ethnic balance in the Police Department, as there are no minorities remaining on the Patrolman list #1168-A.

The motion was carried by the following vote:

Ayes: Members Alexander, Street.
Noes: Member Woods.
Absent: Members Reynoso, Yew.

INFORMATION REPORT ON RECENT USE OF SELECTIVE CERTIFICATION

Following the policies set forth by the Civil Service Board and the guidelines of the federal court decisions, selective certification was used to fill one of the three vacancies in the Waste Water Treatment Plant for the class of Plant Utilityman. Likewise, one of the three vacancies for the position of Parking Meter Checker was filled by the use of selective certification.

REQUEST FOR INFORMATION ON THE STATUS OF FIRE CAPTAIN EXAMINATION

A question was raised by Board Member Marion Woods as to the status of the Fire Captain examination. The Personnel Director informed the Board that considerable delay occurred during the summer of 1972 as the result of the discussions and meetings held with representatives of Fire Fighters Union Local 522 concerning the selection procedure for Fire Department promotional oral boards. The Civil Service Board, at its meeting of August 1, 1972, approved the selection guidelines for Fire Department promotional oral boards.

The Personnel Director explained another problem which has arisen due to the language of Section 44 of the City Charter, which reads:

"..... The civil service board shall, by rule, establish regulations for promotional eligibility, except that in the police and fire departments, all higher uniform positions in the classified service shall be filled from eligible registers established as a result of promotional examination only, and no such member shall be eligible for promotion to a higher class until he has served at least three years in such department and that in subsequent promotions the member must have held the rank from which he is promoted for at least two years."

If a person was promoted to Deputy Fire Marshal or Fire Engineer, and he did not have two years of service in that capacity, he would be excluded from competition for Fire Captain; however, if he had not been promoted, then he would qualify. Application of the language of Charter Section 44 would result in disqualification from eligibility those applicants who have less than two years in their promotional positions of Deputy Fire Marshal or Fire Engineer.

Legal opinion has been requested of the City Attorney's office concerning the applicability of Charter Section 44 to the Fire Captain promotional examination. To date, the legal opinion has not been received.

INFORMATION REPORT ON SELECTIVE CERTIFICATION

Personnel Director William Danielson presented to the Board the recent exchange of correspondence between the City of Sacramento and the United States Civil Service Commission. In June 1972, the City of Sacramento was notified for the first time in writing that the City's civil defense funds had been cut off retroactively to October 1971 because of the use of selective certification to hire minorities and women in occupations where minorities or women are under-represented. The U. S. Civil Service Commission has interpreted the City's use of selective certification as not meeting their merit system standards. The fact that the City's civil defense

funds had been cut off was reported to the City Manager and City Council by letter dated June 18, 1972. The City Council overwhelmingly supported the use of selective certification at its meeting of June 22, 1972.

A letter dated August 2, 1972, from Mr. Asa Briley, Director, San Francisco Region, U. S. Civil Service Commission, was received by the Personnel Director notifying the City that it did not meet merit system standards. The Personnel Director's reply to Mr. Briley dated September 8, 1972, requested the Civil Service Commission either to waive its interpretation that the City of Sacramento's use of selective certification does not meet merit system standards or to change its interpretation regarding selective certification to permit any merit system agency to use this procedure. A reply from U. S. Civil Service Commission has not yet been received.

PROPOSED REVISION OF CLASS SPECIFICATION
Water and Sewer Supervisor

A copy of the revised specification for the class of Water and Sewer Supervisor was presented to the Board for consideration. The revisions represent modifications to update the description of the duties now performed by a Water and Sewer Supervisor as the result of reorganization of the division.

As required by the rules and regulations, action on this matter was deferred until the next regular meeting.

PROPOSED AMENDMENT TO CLASSIFICATION PLAN
Information Clerk

Copies of the proposed specification for the new class of Information Clerk was submitted to the Board for consideration.

Personnel Selection Supervisor Bruce F. Austin recommended that the Board adopt the new classification. Because of the recent move to the new location, the Personnel Department is in need of such a position. Other departments, however, could also use this classification where appropriate. It was recommended that the salary range be allocated to Salary Schedule V, Range 4 (approximately \$511-622 per month).

Action on this matter was also held off until the next regular meeting as required by the rules and regulations.

CORRESPONDENCE FROM ELBERT V. JOHNSON CONCERNING BENEFITS AND RIGHTS AS A REINSTATED EMPLOYEE

Mr. Woods inquired as to whether the Board was in receipt of Elbert Johnson's letter requesting a further hearing concerning benefits and rights which he contends is due him as a reinstated employee. The letter in question had been initially missent to the County Civil Service Commission and was just received by the Personnel Department from the County Counsel's office.

Copies of the minutes of Elbert Johnson's hearing held in early 1969 and of the minutes of subsequent meetings held in August and September 1972 were presented to the Board.

It was requested by the Board that this matter be again placed on the agenda for the next regular meeting.

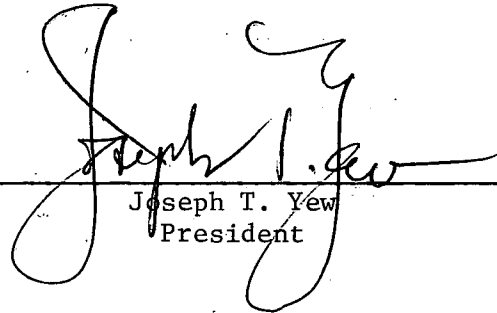
OCTOBER 17, 1972, MEETING CANCELLED

As the majority of the Board members would be attending the League of California Cities Annual Conference at Disneyland Hotel, Anaheim, California, from October 15 through 18, 1972, the meeting scheduled for October 17 was cancelled. The next regular meeting was set for Thursday, November 9, 1972, as Tuesday, November 7, is election day.

The meeting was adjourned at 3:30 p.m.



William F. Dantelson
Secretary



Joseph T. Yew
President