

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING FEBURARY 6, 1979

The regular meeting of the Civil Service Board was called to order by Acting President Wilfred Street at 1:30 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Luis Campos, Juanita Damerell, Wilfred Street, Ronald Wright.  
Absent: Donna Giles.

MINUTES OF JANUARY 4, 9, AND 16, 1979: Approved as submitted.

MINUTES OF JANUARY 17, 1979

The Board revised the January 17 minutes to include a notation that Rule 6.6 as proposed by Board Member Ronald Wright would be drafted by the secretary after listening to the tape recording of the meeting of the 17th and made a part of the minutes as an attachment.

The corrected minutes will be considered by the Board at the February 21 meeting.

RESIGNATION OF JUANITA DAMERELL AS CIVIL SERVICE BOARD REPRESENTATIVE TO THE RETIREMENT HEARING COMMISSION; ELECTION OF NEW REPRESENTATIVE

Mrs. Damerell had resigned from the Retirement Hearing Commission because of a change in her residence status. She indicated that the City Council had requested her to remain as a member of the Civil Service Board until a replacement is selected.

MOTION: Mr. Wright nominated Mr. Campos to the Retirement Hearing Commission.  
SECOND: Mrs. Damerell.  
CARRIED: Unanimous vote.

WITHDRAWAL OF CANDIDACY FOR REAPPOINTMENT TO CIVIL SERVICE BOARD BY MR. RONALD WRIGHT

Mr. Wright stated that he had withdrawn his candidacy for reappointment to the Civil Service Board. He reported that as of March 1, 1979, he will begin employment with Stationary Engineers Local 39.

CHANGE OF REGULAR MEETING DATE FROM FEBRUARY 20 TO FEBRUARY 21, 1979

As Monday, February 19, is Washington's Birthday holiday, the next regular meeting of the Board was changed to Wednesday, February 21, 1979.

REPORTS OF DIRECTOR OF PERSONNEL

a. Leaves of Absence Granted

1. Felix Garcia, Firefighter  
(medical leave: 1/2/79 - 4/3/79)

a. Leaves of Absence Granted (Continued)

2. Clarence D. Golke, Painter  
(medical leave: 1/28/79 - 4/27/79)
3. Edward Kelly, Jr., Street Cleaning Foreman  
(medical leave: 2/2/79 - 9/3/79)
4. David Spalding, Maintenance Worker I  
(medical leave: 1/4/79 - 4/5/79)
5. Mary Tillman, Supervising Clerk  
(medical leave: 1/21/79 - 3/30/79)

b. Requests for Hearing Granted and Scheduled Before Administrative Law Judge

<u>Employee</u>	<u>Hearing Date</u>
1. Eugene A. Piert, Watchman, Rec. & Parks	3/9/79
2. Howard E. Cole, Sanitation Worker I	3/22/79
3. Steve Hall, Police Officer	3/23/79
4. Ben Bruno, Police Lieutenant	5/31/79
5. Andrew J. Cruz, Police Officer	6/13;14,15/79

REQUEST FOR HEARING BEFORE CIVIL SERVICE BOARD TO APPEAL DISCIPLINARY ACTION

Raj Brar, Police Officer

Acting Secretary William Woska stated that Attorney David Simmons had verbally requested that this matter be continued to the next regular meeting.

MOTION: Mrs. Damerell moved to continue this matter to the next regular meeting.

SECOND: Mr. Campos.

CARRIED: Unanimous vote.

REQUEST FOR VOLUNTARY DEMOTION

Raul Lara, Fire Inspector I to Firefighter

MOTION: Mrs. Damerell moved to approve the request for voluntary demotion.

SECOND: Mr. Campos.

CARRIED: Unanimous vote.

COMMUNICATION RECEIVED FROM FIRE FIGHTER LOCAL 522 CONCERNING FIRE CAPTAIN EXAMINATION SCORE COMPUTATION

Mr. Dick Mayberry, Vice President of Local 522, protested the computation method of the scores on the recent Fire Captain examination. Local 522's request was that the Added Constant Conversion Method be used. Mr. Woska's memorandum dated January 19, 1979, described the various methods which may be used for computing scores for examinations.

Mr. Amos Syas, representing Local 522, expressed the union's position.

EXAMINATION SCORE COMPUTATION (Continued)

MOTION: Mr. Wright moved to direct staff to use the Added Constant Conversion Method to compute scores for the recent Fire Captain examination and for any future fire promotional examinations where it is necessary to adjust the passing score to below 70 percent.

SECOND: Mr. Campos.

CARRIED: Unanimous vote.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Effective Date</u>	<u>Certification Date</u>	<u>Expiration Date</u>
#1630	Dispatcher	1/23/79	2/7/79	1/22/80
#1636	Tree Maintenance Foreman II (Prom.)	1/11/79	1/26/79	1/10/80
#1639	Supervising Dispatcher (Prom.)	1/16/79	1/31/79	1/15/80

AMENDMENT TO CLASSIFICATION PLANProposed Addition of New Classifications and Specifications

## a. Recreation Program Coordinator - first reading

Mr. William Woska, Personnel Management Administrator, reported that a paraprofessional position is budget for the Recreation Division. The position of "Recreation Program Coordinator", responsible for coordinating and directing activities in a neighborhood or recreation complex, was proposed by staff. The new positions in this classification would report to the Recreation Supervisors.

As there is an immediate need to staff the Robertson Recreation Complex during the month of March, the Board was requested to take action at this meeting.

Question was raised as to the necessity for the education qualification as written in the proposed specification, and discussion followed.

MOTION: Mrs. Damerell moved to approve the proposed specification for Recreation Program Coordinator, as amended to delete the education requirement, and to approve the examination announcement #1649, revised similarly to reflect the deletion of the education requirement.

SECOND: Mr. Wright.

CARRIED: Unanimous vote.

- b. Utility Billing Representative I )
- c. Utility Billing Representative II ) - first reading
- d. Utility Billing Representative III )

Pursuant to Board direction at its October 24, 1978, hearing concerning the appeal of position allocations as a result of the Utility Billing Division Clerical Classification Study, Ms. Susan Davidson, Associate Personnel Analyst, recommended that a three-level Utility Billing Representative series be adopted. The first level would be entry or training level; the second would be journey level; and the third would be working supervisor level with responsibility for one or more specialized clerical functions. The first and second levels would be flexible staffing.

The Board reviewed Local 39's concern to include Field Representatives for the promotional examination for the Utility Billing Representative III level. Ms. Davidson indicated that Field Representatives who qualify would be eligible to apply for the Utility Billing Representative III examination.

MOTION: Mrs. Damerell moved to second reading the class specifications for Utility Billing Representative I; Utility Billing Representative II; and Utility Billing Representative III, with the following changes:

NATURE OF WORK:

Under direction, supervises subordinates assigned staff and performs specialized clerical and public contact work in the Utility Billing Division of the Finance Department.

EXPERIENCE:

Two years of experience as a career Utility Billing Division employee at the level of Utility Billing Representative II or similar or related classification.

SECOND: Mr. Campos.

CARRIED: Ayes: Campos, Damerell, Street.  
Abstained: Wright (because of his imminent employment with Local 39)  
Absent: Giles.

MOTION: Mrs. Damerell moved that qualifying Field Representatives be considered for Utility Billing Representative III examinations.

SECOND: Mr. Campos.

CARRIED: Ayes: Campos, Damerell, Street.  
Abstained: Wright.  
Absent: Giles.

Proposed Revision of Class Specifications and Title Changes

- e. Recreation Supervisor I to Recreation Supervisor )  
f. Recreation Supervisor II to Senior Recreation Supervisor ) 1st reading

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Mr. Ruben Nieto, Associate Personnel Analyst, presented updated class specifications and title changes. Both Local 39 and the department had reviewed and approved the proposed revisions.

MOTION: Mr. Wright moved this item to second reading at the next regular meeting.

SECOND: Mrs. Damerell.

CARRIED: Unanimous vote.

EXAMINATIONS TO BE ANNOUNCED.

#1625 Community Center Attendant I

#1632 Parking Control Foreman (Promotional)

#1644 Tree Trimmer II (Promotional)

MOTION: Mr. Wright moved to approve the above job announcements.

SECOND: Mrs. Damerell.

CARRIED: Unanimous vote.

#1645 Temporary Entry-Level Maintenance Jobs

Custodian I Park Maintenance Worker I

Watchman Sanitation Worker I

Kennel Attendant Building Attendant

Maintenance Worker I Traffic Control Maintenance Man I

MOTION: Mrs. Damerell moved to approve this job announcement with an added sentence to notify applicants that they may apply for any or all of the classifications.

SECOND: Mr. Wright.

CARRIED: Unanimous vote.

#1646 Custodial Foreman II (Open and Promotional)

MOTION: Mr. Wright moved to approve this job announcement.

SECOND: Mr. Campos.

CARRIED: Unanimous vote.

#1647 Senior Typist-Clerk (Promotional)

#1651 Senior Stenographer-Clerk

Ms. Susan Davidson, Associate Personnel Analyst, stated numerous complaints had been received concerning employees hired into these classifications who could not spell, punctuate, etc. Therefore, it was decided to conduct a written test (50%); performance (pass/fail); and oral interview (50%).

MOTION: Mr. Wright moved to approve these announcements with the inclusion of specific information as to the subjects to be contained in the written test and in the oral interview.

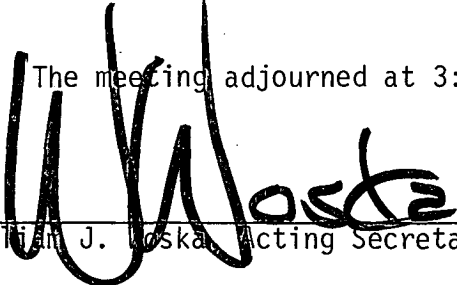
SECOND: Mrs. Damerell.

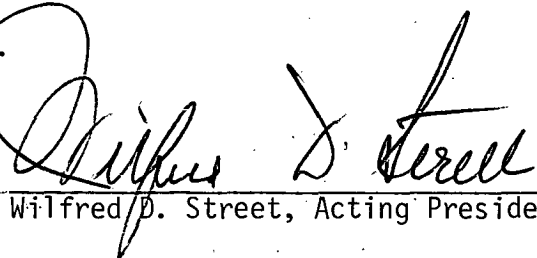
CARRIED: Unanimous vote.

- #1648 Junior Typist-Clerk (Police)
- #1650 Junior Stenographer-Clerk

MOTION: Mr. Wright moved to approve the above announcements.  
SECOND: Mrs. Damerell.  
CARRIED: Unanimous vote.

The meeting adjourned at 3:00 p.m.

  
William J. Koska, Acting Secretary

  
Wilfred D. Street, Acting President