

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING MARCH 7, 1972

The Civil Service Board met in regular session at 1:30 p.m. in the Council Chamber, with President Yew presiding.

Present: Members Alexander, Reynoso, Street, Woods, Yew.
Absent: None.

Motion was made by Mr. Street and seconded by Mr. Alexander to approve the minutes of the special meeting of February 8. Motion was then made by Mr. Alexander and seconded by Mr. Street to approve the minutes of the regular meeting of February 15. Both motions were carried by the following vote:

Ayes: Members Alexander, Street, Yew.
Noes: None.
Absent: Members Reynoso, Woods.

NEW EXAMINATIONS SCHEDULED

#1209 Maintenance Man III (Promotional)
#1210 Senior Legal Stenographer

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam. No.</u>	<u>Class Title</u>	<u>Date of Written Test</u>	<u>Personal Interview</u>	<u>Effective Date</u>
#1173	Dispatcher Clerk	12/20/71	2/8,9,10/72	2/16/72
#1176	Shop Foreman (Prom.)	1/15/72	2/9/72	2/15/72
#1177	Custodian II (Prom.)	N/A	1/26/72	2/ 2/72
#1181	Greenskeeper	1/10/72	2/10/72	2/14/72
#1185	Parking Meter Checker	12/29/71	2/15,16,17/72	2/23/72

REVISION OF CLASS SPECIFICATIONS

Administrative Trainee
Art Gallery Receptionist
Assistant to the Art Gallery Director
Parking Meter Checker
Personnel Analyst I
Personnel Analyst II
Safety and Training Officer
Sanitary Chemist I
Sanitary Chemist II

William Woska, Personnel Analyst, explained that the old specifications had been prepared by Cooperative Personnel Services in 1966, and, due to changes in duties and responsibilities since that time, the Board is requested to consider

the proposed revisions of the specifications for the above classifications. Each revised specification had been reviewed and approved by the respective department head concerned.

This matter is to be considered by the Board at its next regular meeting.

REQUEST FOR LEAVE OF ABSENCE EXTENSION

Joe Perrone, Maintenance Man III

Request was made by Joe Perrone, Maintenance Man III in the Recreation and Parks Department, for a four-month leave of absence, without pay, from June 13, 1972, through October 12, 1972. Mr. Perrone and his family wish to visit Mrs. Perrone's family in Europe during his leave.

It was moved by Mr. Street and seconded by Mr. Alexander to grant Mr. Perrone's request. The motion was carried by the following vote:

Ayes: Members Alexander, Reynoso, Street, Yew.
 Abstained: Member Woods. (Mr. Woods abstained due to his late arrival at the conclusion of the discussion of this matter.)
 Absent: None.

REQUEST TO TAKE PROMOTIONAL EXAMINATION FOR POLICE SERGEANT

Curtis Roth, Patrolman
 Charles R. Clark, Patrolman

Officer Curtis Roth, by his letter to the Board dated March 4, 1972, requested permission to take the promotional examination for Police Sergeant in spite of his twelve-day suspension from February 28 through March 10, 1972. Civil Service Rule 8.2(c) states that an applicant for a promotional examination "shall have maintained a record clear of suspension for a period of two years prior to the date of examination; provided, however, that the Board may, by special action, permit an employee to take such examination in cases of a suspension exceeding five days."

Disciplinary action had been taken by the Police Chief as the result of Officer Roth's off-duty employment, without approval, for a grocery market. Officer Roth's attorney, Mr. Allen Fields, informed the Board that Mr. Roth is planning to appeal the disciplinary action. It was therefore requested that, pursuant to Rule 8.2(c), the Board grant Mr. Roth the right to take the Police Sergeant examination either (1) without restriction, or (2) subject to whether or not Mr. Roth's suspension is upheld, in which case his name may be stricken from the eligible list.

Motion was made by Mr. Reynoso to allow Mr. Roth to take the Police Sergeant examination, subject to the Board's having discretion, if he, in fact, appeals, to take further action as it may deem proper. The motion was seconded by Mr. Street and carried by unanimous vote.

Officer Charles R. Clark's letter dated February 29, 1972, to Police Chief Kinney and Chief Kinney's letter dated March 1, 1972, requesting permission for Mr. Clark to take the Police Sergeant examination were presented to the Board.

Mr. Clark had taken a leave of absence from September 20, 1969, until June 23, 1970, for educational purposes. The actual net duty time served by Mr. Clark is 27 days short of the required three years specified in the examination announcement. It was the consensus of the Board that, since Mr. Clark had been on approved leave of absence for work-related education, he should be considered an employee of the City from the time of his appointment, including the period taken on leave of absence.

It was moved by Mr. Street to allow Mr. Clark to take the promotional examination for Police Sergeant and to consider Mr. Clark a City employee from July 29, 1968, his appointment date. The motion was seconded by Mr. Woods and carried by the following vote:

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

RESCHEDULED HEARING DATE TO APPEAL DISCIPLINARY ACTION

Robert L. Freeman, Patrolman

Request had been received by the Personnel Officer to reschedule the hearing for Mr. Freeman which was set for March 9. Mr. Allen Fields, representing Mr. Freeman, was in attendance.

It was moved by Mr. Woods, seconded by Mr. Reynoso, and carried by unanimous vote to reschedule the hearing date for Mr. Freeman from March 9 to Tuesday, March 28, 1972, at 1:30 p.m.

REPORT ON THE USE OF SELECTIVE CERTIFICATION FOR DISPATCHER CLERK

The Secretary reported to the Board that on February 29, 1972, three women were selectively certified to the Fire Chief to fill one of the two vacancies in the Fire Department. Three minorities were selectively certified to the Police Chief to fill one of the three vacant positions. No appointments had been made as yet. Following the appointments from the selective certifications, the remaining three positions (one in the Fire Department and two in the Police Department) will be filled by traditional certification method.

REQUEST FOR TRANSFER AND VOLUNTARY DEMOTION

Drucilla Morgan, Tabulating Machine Operator I to Account Clerk

On February 29, 1972, request was made by Drucilla Morgan for a voluntary demotion from Tabulating Machine Operator I in the Electronic Data Processing Department to the position of Account Clerk in the Water Division in the Engineering Department. Her transfer had the approval of the Data Processing Manager and the Manager of the Water and Sewer Division.

William Woska, Personnel Analyst, explained to the Board that the tabulating machine operation had been discontinued by the City of Sacramento due to the implementation of electronic data processing. Therefore, it was his recommendation that Mrs. Morgan be granted permanent status in the classification of Account Clerk and her salary be "y-rated" to correspond with her current salary of \$662 per month. Mr. Woska's recommendation had the concurrence of the Personnel Officer.

Motion was made by Mr. Street, seconded by Mr. Alexander, and unanimously carried to approve Mrs. Morgan's request for transfer and for voluntary demotion and that she be granted permanent status in the classification of Account Clerk at the "y-rated" salary of \$662 per month.

USE BY CITY OF SACRAMENTO OF THE ELIGIBLE LIST ESTABLISHED BY THE COUNTY OF SACRAMENTO FOR LIBRARY PAGE

The Secretary reported that it had been anticipated that the City's Library staff would be transferred to the County in mid-1972. It was therefore planned to fill vacant Library Page positions from the County's list. However, due to legal problems, the City Attorney had informed the Personnel Department that no transfers from the City to the County may be made at this time. Consequently, it became necessary to request permission of the Board to fill the City's Library Page positions from the County's newly established eligible list for Library Page.

Bruce Austin, Personnel Selection Supervisor, spoke in clarification of the staff memorandum which requested the Board to authorize the City to accept the results of a written examination for Library Page conducted in December 1971 by County of Sacramento. Mr. Austin explained that the written examination had been provided by Cooperative Personnel Services; that Mrs. Verna Banks of the City staff had assisted in proctoring the written examination; that the City had been consulted in setting the pass point; and that the County had developed information about the ethnic characteristics of the examination candidates so that selective certification may be utilized, if appropriate. Mr. Austin requested, further, if the use of the County's list is approved, latitude be also granted to rerank the candidates in accordance with the City's procedure required by City Charter and Civil Service Rules.

It was moved by Mr. Street, seconded by Mr. Reynoso, and unanimously carried to approve the use of the County's eligible list for Library Page by the City of Sacramento and the candidates be reranked according to the City's procedure.

REQUEST FOR HEARING TO REVIEW GRIEVANCE

Janice L. Dodson, Intermediate Typist-Clerk

By letter dated February 29, request was made by Robin W. Allen, Executive Director of the Sacramento City Employees Association, on behalf of Janice Dodson, to review Miss Dodson's grievance against the Police Department. An associate of Mr. Allen, Mr. Robert Latchaw, was in attendance.

Motion was made by Mr. Street, seconded by Mr. Reynoso, and unanimously carried to grant the hearing on Tuesday, April 4, 1972, at 1:30 p.m.

REQUEST FOR HEARING TO REVIEW GRIEVANCE
 Group Grievance, Street Maintenance Division

Robin W. Allen, Executive Director of Sacramento City Employees Association, by letter dated February 11, requested a hearing of the group grievance on behalf of the employees in the Street Maintenance Division. By further letter of March 6, 1972, Mr. Allen had requested continuance of this matter; however, Mr. Robert Latchaw, an associate of Mr. Allen, who was in attendance at the meeting, requested that a hearing be scheduled.

Thereupon, motion was made by Mr. Street, seconded by Mr. Reynoso, and carried by unanimous vote to hear this matter on Tuesday, April 11, 1972, at 7:00 p.m.

REQUEST FOR LEAVE OF ABSENCE
 Robert Jay Reynolds, Patrolman

Request for a one-year leave of absence, commencing March 8, 1972, and ending March 7, 1973, was received from Robert Jay Reynolds. The purpose for the leave was to further his education in the field of law enforcement. Police Chief Kinney had recommended approval of this request.

Motion was made by Mr. Alexander and seconded by Mr. Woods to grant Mr. Reynold's request. The motion was unanimously carried.

FOURTH TUESDAY OF EACH MONTH SET ASIDE FOR HEARINGS ONLY

Due to the many requests for hearings scheduled and pending, after discussion, it was moved by Mr. Reynoso that, beginning Tuesday, May 23, 1972, and thereafter, the fourth Tuesday of each month, and only that date, be reserved by the Civil Service Board for hearing appeals, commencing at 1:30 p.m. The motion was seconded by Mr. Street and carried by unanimous vote.

It was requested that all interested parties be so notified.

5/11/72
REQUEST FOR HEARING TO DETERMINE EMPLOYMENT STATUS OF JAMES E. SMITH,
IDENTIFICATION TECHNICIAN III

President Yew presented Mr. Smith's letter requesting a hearing to determine his employment status, dated March 7, and its enclosure to the Board. Mr. Smith had had a lengthy hearing before the Retirement Board, and its decision was that no disability existed. It was Mr. Smith's request that he therefore be reinstated to his job in the Police Department at the earliest possible date.

It was moved by Mr. Street to grant Mr. Smith a hearing on April 25, 1972, at 1:30 p.m., with the request that prior to this hearing date a meeting be held with Mr. Smith by Police Chief Kinney, Deputy City Attorney Richard Brown, and Personnel Officer William F. Danielson to attempt to resolve this matter. If a solution could not be reached, then the Board would proceed with the hearing as scheduled. The motion was seconded by Mr. Woods and carried by the following vote:

Ayes: Members Alexander, Street, Woods, Yew.
Abstained: Member Reynoso (due to possible conflict of interests).

REQUEST BY THE BOARD TO CONDUCT FEASIBILITY STUDY OF A POSSIBLE 40-HOUR WORK WEEK FOR FIREFIGHTER

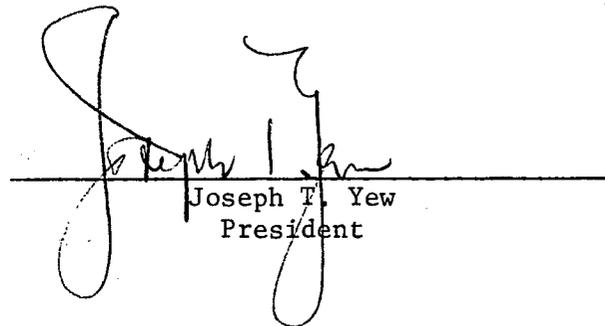
Mr. Street requested that a study be made of the possibility of firemen working a 40-hour work week, with three eight-hour shifts similar to the Police Department's work schedule, instead of 24-hours-on and 48-hours-off duty schedule shifts.

After discussion, it was moved by Mr. Street, seconded by Mr. Woods, and carried by unanimous vote to have the Personnel Department conduct an in-depth study of a possible 40-hour work week for firemen. It was requested that the preliminary report be given to the Board within sixty days. The motion was seconded by Mr. Woods and carried by unanimous vote.

The meeting was adjourned at 3:45 p.m.



William F. Danielson
Secretary



Joseph T. Yew
President

3/9/72 hearing for
7 reasons 46
changed 3/21

March 14, 1972 meeting

Cancelled by verbal
request.