

**MINUTES OF REGULAR MEETING
CIVIL SERVICE BOARD
CITY OF SACRAMENTO
November 21, 2006**

The meeting of the City of Sacramento Civil Service Board was called to order by Chairman Fine in the Hearing Room of Historic City Hall, 915 I Street, Second Floor, Sacramento, CA at 1:30 p.m.

MEMBERS PRESENT: Suzuki
Pryor
Robillard
Fine

MEMBERS ABSENT: Thompson

MINUTES OF CIVIL SERVICE BOARD MEETING OF NOVEMBER 7, 2006

Chairman Fine asked if there were any comments or discussions on the minutes of the November 7, 2006 meeting. Board Member Suzuki moved the minutes be accepted. The motion was seconded by Board Member Pryor. The motion to approve went as follows:

Motion: Suzuki
Second: Pryor

The motion carried with the following roll call vote:

Ayes: Suzuki
Pryor
Robillard
Fine

Noes: None

Absent: Thompson

REPORTS OF SECRETARY TO THE BOARD

None

ELIGIBLE LISTS ESTABLISHED

This is an information-only item.

CONSENT CALENDAR

- 5a. Junior Analyst – Establish Classification
- 5b. Administrative Technician – Revise Classification
- 5c. Administrative Analyst – Revise Classification
- 5d. Program Analyst – Revise Classification

Monica Verzola, Personnel Analyst presented the classifications to be established and revised. Ms. Verzola reported that none of the classifications are represented by a union. Prompted by Mr. Fine's inquiry, she gave a brief history explaining the justification for creation of the Junior Analyst position. She reported that there was a classification study conducted in 2002 on the Administrative series. At that time, it was decided to reduce the levels of the Administrative series from seven to four levels. Ms. Verzola reported that as a result of this decision, there is now a gap between the para-professional and professional level administration classifications. Ms. Verzola explained that the Junior Analyst position is a flexibly staff classification, designed to be occupied for a year. Once the incumbent occupies the position for a year, the goal would be to promote the incumbent to an Analyst position. Additionally, she explained that an incumbent in a Junior Analyst position may be promoted to the Analyst position if they meet the minimum qualifications, which include at least one year of prior administrative experience. In closing, Ms. Verzola informed the Board that there were two minor typos in the materials they received. First, the Junior Analyst position will require three years of para-professional experience, not two years experience as read in report. Second, there is a formatting error in the Administrative Analyst report, but it has no substantive impact.

Board Member Suzuki made a motion to approve the proposed classifications as amended. Board Member Robillard seconded the motion. The motion went as follows:

Motion: Suzuki
Second: Robillard

The motion carried by the following roll call vote:

Ayes: Suzuki
Pryor
Robillard
Fine

Noes: None

Absent: Thompson

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

None

There being no further business, the meeting adjourned at 1:40pm.

JEFFREY FINE
Chairman

GERRIEE GIFFIN
Secretary