

MINUTES OF THE REGULAR MEETING
 CIVIL SERVICE BOARD
 CITY OF SACRAMENTO
 DECEMBER 17, 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 1:35 p.m.

MEMBERS PRESENT: Mr. Jonathan Mayhew
 Ms. Catherine Harris
 Ms. Gail Mabbutt

MEMBERS ABSENT: Mr. Joseph Russell
 Mr. Bill White

MINUTES OF REGULAR MEETING OF DECEMBER 3, 1985

A motion was made to approve the minutes of the December 3, 1985 as amended.

Motion: Mr. Mayhew
 Second: Ms. Harris

The motion was approved by unanimous roll call vote.

Mr. Russell entered the meeting at 1:38 p.m.

REPORTS OF DIRECTOR OF PERSONNEL

Ms. Giles informed the Board that Item 10 has been withdrawn at the request of staff.

REQUEST FOR VOLUNTARY DEMOTION - KATHERINE H. WAITS, DISPATCHER III

Ms. Janelle Gray, Personnel Technician, addressed the Board on this issue. She asked the Board to approve Ms. Waits' request for a voluntary demotion from Dispatcher III to Dispatcher II. Ms. Waits was present.

A motion was made to approve the request of Katherine H. Waits for a voluntary demotion from Dispatcher III to Dispatcher II.

Motion: Mr. Mayhew
 Second: Ms. Harris

The motion was approved by unanimous roll call vote.

REVISION TO THE ADMINISTRATIVE TRAINEE CLASSIFICATION SPECIFICATION FIRST READING

John Worcester, Personnel Services Manager, addressed the Board on this issue. He explained that this is one of the upward mobility classifications being proposed by the Personnel Department.

A motion was made to approve the revision to the Administrative Trainee Classification Specification for first reading.

Motion: Ms. Harris
Second: Mr. Mayhew

The motion was approved by unanimous roll call vote.

NEW CLASSIFICATION - SENIOR ACCOUNTING TECHNICIAN
REVISED CLASSIFICATIONS - ACCOUNTING TECHNICIAN AND ACCOUNTANT - AUDITOR
I - FIRST READING

Ms. Bronda Silva, Personnel Analyst, addressed the Board on this issue.

A motion was made to approve the new classification of Senior Accounting Technician and the revised classifications of Accounting Technician and Accountant - Auditor I for first reading.

Motion: Mr. Russell
Second: Mr. Mayhew

The motion was approved by unanimous roll call vote.

PROPOSED REVISED CLASS SPECIFICATIONS AND TITLE PROPERTY SUPERVISOR FIRST
READING

Ms. Thelma Vanesian, Personnel Analyst, addressed on the Board on this issue.

Ms. Vanesian informed the Board that this revision was necessary to conform to other non-sworn supervisor titles within the Police Department.

A motion was made to approve the proposed revised class specifications and title Property Supervisor - First Reading.

Motion: Mr. Russell
Second: Ms. Harris

The motion was approved by unanimous roll call vote.

PROPOSED NEW CLASSIFICATION - SUPERVISING SURVEYOR - FIRST READING

Mr. Walter McClarin, Personnel Analyst, addressed the Board on this item.

A motion was made to approve the proposed new classification of Supervising Surveyor for first reading.

Motion: Mr. Mayhew
Second: Mr. Russell

The motion was approved by unanimous roll call vote.

MODIFICATION OF DISPATCHER III EXPERIENCE REQUIREMENT

Ms. Thelma Vanesian addressed the Board on this issue. Ms. Vanesian asked the Board to approve this modification temporarily as they did in the past.

Ms. Dee Gibson, Communication Supervisor, also addressed the Board. She informed the Board of the new training techniques used for Dispatchers and explained why this one-time modification is necessary to the Communications Center.

The Board asked questions of both Ms. Vanesian and Ms. Gibson.

A motion was made to approve the modification to the Dispatcher III experience requirement.

Motion: Mr. Mayhew
Second: Mr. Russell

The motion was approved by unanimous roll call vote.

REVISION/RETITLING OF CUSTODIAL SUPERVISOR I AND II, TO CUSTODIAL SUPERVISOR
REVISING/RETITLING OF CUSTODIAN I AND II TO CUSTODIAN
NEW CLASSIFICATION - SENIOR CUSTODIAN - FIRST READING

This item was withdrawn at staff's request.

ELIGIBLE LISTS ESTABLISHED

Information item only.

EXAMINATIONS ANNOUNCED

Information item only.

There was no further business, President Mabbutt declared the meeting adjourned at 2:15 p.m.

Gail Mabbutt

Gail Mabbutt
President

Donna L. Giles

Donna L. Giles
Secretary