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MINUTES OF CIVIL SERVICE BOARD,
CITY OF SACRAMENTO
SPECIAL MEETING JULY 14, 1970

The Civil Service Board met in executive session on July 14, 1970, at 2:00 p.m. in the Conference Room at 819 Tenth Street.

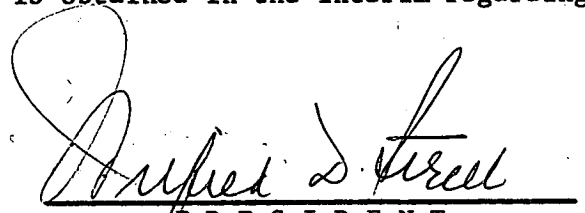
PRESENT: Members Aguilar, Alexander, Street, Woods, LaForgia

ABSENT: None

This executive session was held for the purpose of arriving at a decision in the case of Fireman Reed Gibson, hearing of which was held on July 8, 1970,

The executive session adjourned at 4:50 p.m. At that time the chairman announced that the decision was deadlocked and the matter would be continued to the next regular meeting while information is obtained in the interim regarding legal clarification of certain issues.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JULY 21, 1970

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street at 3:00 p.m.

PRESENT: Members Aguilar, Alexander, LaForgia, Street, Woods

ABSENT: None

NEW EXAMINATIONS SCHEDULED

Secretary advised that the following examinations had been scheduled:

#1104 Machinist (Open & Promotional)
#1105 Traffic Signal Technician
#1106 Equipment Body Mechanic
#1107 Mechanical Inspector

ACCOUNTANT EXAMINATION NO. 1090
Eligible Register
(Open & Promotional)

Written test scores and personal
interview ratings in Accountant
Examination No. 1090 (Open and

Promotional), written test for which was held July 2, 1970, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 76 of a possible 120 items, qualifying 4 of 11 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Edith Shane, Chief Accountant; Don Sperling, Assistant City Treasurer; and Michael Sappingfield, Personnel Analyst I.

The following eligible register was made effective July 17, 1970.

ACCOUNTANT EXAMINATION NO. 1090

(Promotional)

- | | |
|----------------------|--------|
| 1. Matthew R. Barton | 77.17% |
| 2. Edith L. Odom | 77.00 |

(Open)

- | | |
|---------------------------|--------|
| 1. Christopher S. Wallace | 79.37% |
| 2. Wallace F. Chin | 73.08 |

ELECTRICIAN EXAMINATION NO. 1092
Eligible Register

Written test scores and personal
interview ratings in Electrician

Examination No. 1092, written test for which was held June 23, 1970, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 78 of a possible 120 items, qualifying 15 of 37 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Joseph Bell, Electrical Inspector II; William Nettle, Electrician; and Mike Sappingfield, Personnel Analyst I.

The following eligible register was made effective July 16, 1970.

ELECTRICIAN EXAMINATION NO. 1092

#1.	James R. Albert	88.36%
#2.	John Winters	88.33
#3.	Jack E. Gerard	84.81
#4.	Earl D. Agee	84.43
#5.	Vinton B. Champe	84.19
#6.	Dwight L. Gilmore	82.67
#7.	George Vice	81.53
8.	Waldo C. Gayton	78.47
9.	Stephen J. Porter	77.67
10.	David C. Blevins	77.24
11.	Edwin V. Gomes	76.59
12.	Francis L. Stinson	76.09
13.	Ken Iwanaga	74.43
14.	Thomas W. Bayne	73.24

(# Indicates applicant received 10 points Veteran's Credit.)

AMENDMENT OF CLASSIFICATION PLAN

Property Clerk I
Property Clerk II

The Secretary advised that a hearing had been set for this date on the

adoption of specifications for the classes of Property Clerk I and Property Clerk II.

After discussion, motion was made by Mr. Aguilar that the specifications as prepared by the Personnel Officer for these new classifications be adopted and made a part of these minutes. Motion was seconded by Mr. Alexander and the vote was unanimous.

AMENDMENT OF CLASSIFICATION PLAN

Curator of Art
Exhibits Technician

The Secretary presented specifications for two new classes to be

established at the Crocker Art Gallery. The classification of Curator of Art is a newly created class to be filled the latter part of this year. The classification of Exhibits Technician will replace the present classification of Art Gallery Attendant.

It was the order of the Board that action on these specifications be held over to the next regular meeting as required by Section 4.5 of the rules and regulations.

REQUEST FOR LEAVE OF ABSENCE
Maurice Hodgkins, Sr.
Identification Technician I.

Communication from Maurice Hodgkins,
Sr., Identification Technician I
in the Police Department, dated

July 14, 1970, requesting a leave of absence for six (6) months because of illness,
was considered.

The Secretary advised that this request had been approved by Ray Dehner,
Chief of Police.

Motion was made by Mr. Alexander that the request be approved. Motion was
seconded by Mr. Woods and the vote was unanimous.

WAIVER OF RESIDENCE REQUIREMENT
Buyer-Trainee Examination No. 1114

The Secretary requested action of
the Board to waive residence re-

quirement for the examination to be scheduled for the classification of Buyer-
Trainee in the Purchasing Department. This request was made on the basis that
the position required a four year college degree and limiting recruitment to within
the city would restrict proper recruitment.

Mr. Woods questioned the necessity of opening the examination to other than
city residents and also the college degree requirement for this entrance class
position. He stated that, in view of the fact that the PACEMAKER project was about
to start their study of the City's recruitment and examining program, we should
defer action on this request until a later date.

After discussion, it was the order of the Board that the request be carried
over to a subsequent meeting with possible recommendation from the PACEMAKER staff.

REQUEST FOR HEARING TO APPEAL
DISCIPLINARY ACTION
Jan Aitken, Maintenance Man II
Joseph Harmon, Maintenance Man II
Leo Cervantes, Maintenance Man II

Communication from Martin Coor-
pender, Business Agent, Operating
Engineers Union No. 3, dated July
14, 1970, requesting a hearing

before the Civil Service Board to appeal the disciplinary action taken against

the three employees named above, in accordance with Section 17.8 of the rules and regulations, was considered. The letter advised that the Union was representing these employees under the terms of their membership in the Local. After discussion, it was the opinion of the Board that since this request was received too late for inclusion in the regular agenda of this meeting, and that an executive session on another appeal was also scheduled for today, that the Secretary be directed to contact Board members after today to set a hearing date for this appeal. The Chairman so directed.

CONTINUANCE OF EXECUTIVE SESSION
IN THE CASE OF REED GIBSON, FIREFIGHTER

Prior to adjourning to executive session, the Board discussed the legal issues in this case with John Liebert, Deputy City Attorney, and Clyde Blackmon, Attorney for the appellant. The Board requested legal advice as to the right of the new Board member, Frank LaForgia, to vote on issues involved in this case. Attorney Liebert advised that Mr. LaForgia had heard the majority of evidence at the hearing while attending in an unofficial capacity and that he could listen to the remainder of the evidence presented on the tape of the hearing. In this case, he could vote as an official member of the Board. Attorney Blackmon advised the Board that it was his opinion that the new Board member should be exposed to an actual hearing and not the taped proceedings. Attorney Blackmon further advised the Board that, in his opinion, Mr. Liebert was acting in a conflict of interest since he was acting as legal advisor to the Board and also as prosecutor of the case. He also stated that he did not feel that a new hearing was necessary since his written legal opinion, submitted today, was that a tie vote by the Board members would decide in favor of the appellant. Attorney Liebert submitted that his written opinion indicates that a tie vote would resolve in favor of the City.

The Chairman stated that he felt the issues presently in question should be discussed and determined in executive session. Mr. Alexander moved that the Board adjourn to executive session. Mr. Woods seconded the motion and the vote

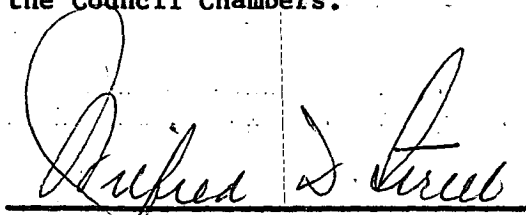
was unanimous.

After considerable discussion of the issues in question and various motions that did not carry, Mr. Alexander made a motion that a new hearing in this case be scheduled before the entire Civil Service Board. The motion was seconded by Mr. Woods and the vote was unanimous.

At the conclusion of the session, the Chairman announced that since no change had resulted in the voting, a complete new hearing had been ordered and that the date set was July 30, 1970, at 3:00 p.m. in the Council Chambers.

The meeting adjourned at 4:45 p.m.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING JULY 30, 1970

The Civil Service Board met in special session on July 30, 1970, at 3:30 p.m. in the Conference Room at 819 Tenth Street.

PRESENT: Members Aguilar, Alexander, LaForgia, Street, Woods

ABSENT: None

Chairman Street advised that this meeting was a continuance of the previous executive meeting held for the purpose of arriving at a decision in the case of the appeal of Reed Gibson, City Fireman, from disciplinary action imposed because of violation of Fire Department Rule #19-67. The Chairman advised that today's Board included the new fifth member, Frank LaForgia, who had previously listened to the tapes of testimony that he had not heard at the original hearing. The Chairman further advised that prior to adjourning to executive session, the Board members would be allowed to question Fire Chief Wilson, who was present, for further information relating to this case.

The Chairman advised that this part of the hearing would also be taped.

Chief Wilson was questioned at length by all Board members and also the attorney for the appellant, Mr. Clyde Blackmon, regarding various aspects of the case. There being no further questions, the Chairman advised that he was of the opinion that the Board now had sufficient knowledge and information regarding the case to make its decision.

Mr. Woods moved that the Board adjourn to executive session. The motion was seconded by Mr. Aguilar.

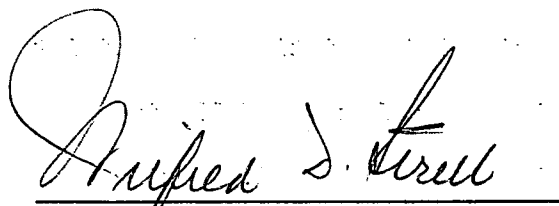
After extensive deliberation and consideration by all Board members of all testimony presented in the case, Mr. Alexander moved that the Board uphold the action of the Fire Chief on the basis that the department should have rules; that the rules are reasonable; and that Mr. Gibson knowingly violated the rule. The motion was seconded by Mr. LaForgia and carried by the following vote:

AYES: Members Alexander, LaForgia, Street

NOES: Members Aguilar, Woods

The meeting adjourned at 4:30 p.m.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 10, 1970

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street at 4:00 p.m.

PRESENT: Members Alexander, Aguilar, LaForgia, Street

ABSENT: Member Woods

LIBRARY ASSISTANT EXAMINATION NO. 1100
Eligible Register

Personal Interview ratings for Library
Assistant Examination No. 1100, held

8/10/70

July 15, 1970, were reviewed, written test not having been included as a part of the examination.

Qualifications Appraisal Board consisted of Naomi Zimmer, Personnel Technician, Sacramento County; Margaret Dinsmoor, Assistant City-County Librarian; and Michael Sappingfield, Personnel Analyst I, City Personnel Department.

The following eligible register was made effective July 17, 1970:

LIBRARY ASSISTANT EXAMINATION NO. 1100
(Promotional)

1. Constance Balding	96.25%
2. Linda Barnes	89.08
3. Edna Taylor	81.92
4. Arlene Harmon	81.67
5. Pamela Christopherson	81.67
6. Arlene Ford	76.67
7. Geraldine Betts	73.33
8. Ann Durfee	71.50
9. Joanne Whalen	71.25

CHANGE OF PREVAILING HOURLY RATES

In accordance with rates outlined in agreement between the International Association of Machinist Union Local #33, motion was made by Mr. Alexander that the following new rates and effective dates for the below listed classes be approved. Motion was seconded by Mr. Aguilar and the vote was unanimous.

<u>Class</u>	<u>New Hourly Rate</u>	<u>Effective Date</u>
Blacksmith-Welder	\$ 6.10	August 1, 1970
Burner-Welder	6.10	August 1, 1970
Machinist	6.10	August 1, 1970
Machinist Foreman	6.71	August 1, 1970
Machinist Helper	4.88	August 1, 1970

AMENDMENT OF CLASSIFICATION PLAN

Curator of Art
Exhibits Technician

Secretary advised that a hearing was set for this date on the adoption

of specifications for the classes of Curator of Art and Exhibits Technician.

After discussion, motion was made by Mr. Aguilar that the specifications as prepared by the Personnel Department and made a part of these minutes be adopted.

CURATOR OF ART

(EXEMPT)

Nature of Work:

This is specialized, professional work involving the care, presentation, and interpretation of works of art. Work assignments are received through administrative direction and consultation with the Director. The incumbent is expected to display considerable initiative in research and public relations. Requires the ability to plan and direct the activities of a department and to supervise a staff of subordinate personnel.

Illustrative Examples of Duties:

Plans and supervises the installation of the Gallery's collections; identifies, classifies, and makes descriptions of works of art; supervises the care and preservation of works of art.

Conducts research in connection with identifying and publicizing objects in the collections, makes recommendations for acquisitions.

Trains, supervises, and coordinates the activities of subordinate personnel.

Plans and organizes loan exhibitions; makes cost estimates; corresponds with lenders; designs and supervises installations; coordinates the installation of exhibitions with other museum personnel.

Prepares budget recommendations and plans expenditures for specialized program.

Receives visitors, explains exhibits, prepares and delivers lectures to the public.

Maintains an effective public relations program.

Performs other work as required.

Knowledges, Abilities, and Skills:

Knowledge and understanding of the purposes, organization, and practices in a modern museum.

Knowledge of the fields of art, art history, and thorough knowledge of Western Art.

Ability and skill in initiating, planning, coordinating, supervising, and evaluating the activities of an art gallery.

Knowledge of the techniques in presentation, selection, evaluation, preservation, and conservation of works of art.

Ability and skill in budget preparation, fiscal purchasing, and educational programs.

Ability to establish and maintain effective relationships with the general public and outside organizations and groups utilizing museum facilities.

Working knowledge of at least two foreign languages, preferably German and French.

Ability and facility in public speaking.

Minimum Qualifications:

Education:

Graduation from an accredited college or university with major course work in art, art history, or a related field.

Experience:

Three (3) years of professional experience in an art gallery or museum, including one year of experience in a supervisory capacity. (Education beyond the four-year degree may be substituted on a year-for-year basis for up to two years of the required experience.)

EXECUTIVE DIRECTOR -
HISTORIC LANDMARKS COMMISSION

Definition:

This is responsible administrative work carried out under general policies and guidelines adopted by the Sacramento Historic Landmarks Commission, which has for its purpose the preservation of those buildings and the designation of those landmarks which played an important part in the early development of the City of Sacramento, along with descriptions of their historical significance. Work is performed with considerable latitude for independent judgment, subject only to general review by the Commission for results attained.

Examples of Duties:

Providing information concerning the activities of the Historic Landmarks Commission to organizations, groups, and the general public;

Inspecting structures being renovated and submitting ideas relating to their refurbishment;

Consulting with and advising other agencies, such as the Redevelopment Agency, on plans for the restoration of "Old Sacramento."

Implementing various policies, and conducting special research projects, as may be directed by the Commission;

Having responsibility for the management and maintenance of the Sacramento City-County Museum;

Planning and directing the work of a small staff of employees;

Performing other related work as required.

Desirable Qualifications:

Knowledge of:

Principles of organization, administration, and management;

Modern office methods and procedures;

Principles of supervision and employee training.

and

Ability to:

Prepare effective correspondence and reports;

Conduct research work, and present proposals and reports in a clear and effective manner at meetings, conferences, and before the public;

Establish and maintain effective relationships with other governmental agencies, civic organizations, and the public;

Work closely and effectively with architects, engineers, planners, and other individuals involved with or interested in the services of the Historic Landmarks Commission.

Desirable Qualifications: (Continued)

Experience:

At least two (2) years of experience in administrative work involving the management of a historical agency, museum, or a similar organization or institution, including responsibility for exhibit preparation, public relations and research.

and

Education:

Equivalent to graduation from college with specialization in history or a related field, or an equivalent combination of education and experience.

City of Sacramento
New Class Established
8/7/69

Motion was seconded by Mr. LaForgia and the vote was unanimous.

REQUEST FOR LEAVE OF ABSENCE
Patty Sappingfield, Library Page
Virginia Poirier, Legal Stenographer

Communications from Patty Sappingfield,
Library Page, requesting a leave of
absence for six months because of

pregnancy, and Virginia Poirier, Legal Stenographer, requesting a leave of absence for one year to attend college, were considered.

Secretary advised that both requests had been approved by the respective department heads.

Motion was made by Mr. LaForgia that the request be approved. Motion was seconded by Mr. Aguilar and the vote was unanimous.

REQUEST FOR BOARD RECOMMENDATION
TO AMEND CITY CHARTER
Section 165

Secretary read a communication from
the Sacramento City Employees Assn.

requesting the Civil Service Board to recommend to the City Council that an amendment to Section 165 of the City Charter relating to employee residence requirements be placed on the ballot for the November election. After discussion by members of the Board and representatives of the Sacramento City Employees Assn., and the Firefighters Local #522, Mr. Alexander made a motion that this item be held over to the next regular meeting. Mr. Aguilar seconded the motion and the vote was unanimous.

REQUEST FOR EXTENSION OF TIME
TO MOVE INTO CITY LIMITS
R. L. McSpadden, Patrolman

Communication from R. L. McSpadden,
Patrolman, dated August 11, 1970,

requesting an extension of time to move his residence into the city limits due to inability to find a buyer for his present residence was read and considered.

Secretary advised that the year allowed for this purpose will expire on August 11, 1970.

Motion was made by Mr. Alexander that Mr. McSpadden be granted a three

months' extension of time from August 11, 1970; in order to comply with Charter provisions covering residence. The motion was seconded by Mr. LaForgia and the vote was unanimous.

REQUEST FOR BOARD APPROVAL
OF WRITTEN FINDINGS

Reed Gibson Appeal

John Liebert, Deputy City Attorney,

presented copies of the findings of the Civil Service Board in the recent case of the appeal of Reed Gibson, Fire-fighter, from disciplinary action. Attorney Liebert explained that these findings were prepared on a legal basis and required official approval by the Board.

Clyde Blackmon, attorney for the appellant, was present and presented the Board with copies of his interpretation of the findings of the Board as prepared on a legal basis.

Members of the Board questioned both attorneys, Liebert and Blackmon, regarding the various aspects of their individual interpretations. After considerable discussion, it was the opinion of the Board that more time was needed to individually read each copy of the findings as submitted. Mr. Aguilar made a motion that this item be carried over for consideration at the next Civil Service Board meeting scheduled for August 14, 1970. The motion was seconded by Mr. LaForgia and the vote was unanimous.

HEARING TO APPEAL DISCIPLINARY ACTION

Jan Aitken, Maintenance Man II - Truck Driver
Joseph W. Harmon, Maintenance Man II - T. D.
Leo Cervantes, Maintenance Man II - Truck Driver

The Chairman advised that the hearing was for the purpose of hearing an appeal from disci-

plinary action involving a one-day suspension without pay in the cases of the above three employees permanently employed in the Street Cleaning Division. He further advised that these employees, who were present at this meeting, were being represented by Martin Coopender, Business Agent for the Operating Engineers Local #3, of which these employees are members.

Secretary then read letters of charges and suspension against these employees, and the letters of appeal. The Chairman then requested Mr. Coopender to present his case for the appellants. Mr. Coopender stated, in effect, that he was of the opinion that in view of these employees' long service and good record with the City, the suspensions were too severe and penalized not only the employees but their families as well. He further requested that the employees be allowed to substitute a day of compensating time off in place of the one-day suspensions. The Board questioned Mr. Coopender and the employees concerned regarding all circumstances in the case.

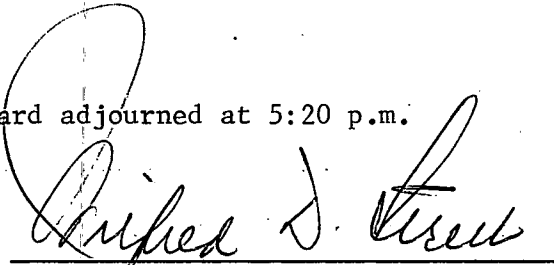
The Chairman then requested Mr. Kent Link, Superintendent of Street Cleaning and Street Maintenance, and who invoked the suspensions, to present his version of the circumstances leading up to the suspensions. Mr. Link advised the Board that, in addition to the three appellants, there were also two other employees who were involved in the case and had also received one-day suspensions, but who had not joined in the appeal. The Board then questioned Mr. Link at length regarding all aspects of the case.

The Board then adjourned to executive session for consideration of all testimony presented. After considerable deliberation by the Board, Mr. Alexander made a motion that the punitive action previously taken be modified to one day use of CTO in lieu of the one-day suspension in each case, and that this modification also include the other two employees involved providing they had compensating time off to their credit. The motion was seconded by Mr. LaForgia and the vote was unanimous. The Secretary was directed to so notify Mr. Link by letter with copies to Mr. Coopender and the employees involved.

There being no further business, the Board adjourned at 5:20 p.m.



 S E C R E T A R Y



 P R E S I D E N T