

MINUTES OF THE REGULAR MEETING  
OF THE CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
FEBRUARY 15, 1983

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by President Jonathan E. Mayhew, in the Council Chambers, City Hall, 915 - "I" Street, Sacramento, California, at 1:32 p.m.

Members present: Ms. Pamela C. Placencia  
Ms. Gail A. Mabbutt  
Mr. Joseph L. Russell  
Mrs. Vivian C. Nance  
Mr. Jonathan E. Mayhew

MINUTES OF THE REGULAR MEETING OF FEBRUARY 1, 1983

Motion was made to approve the minutes of the regular meeting of February 1, 1983, as read.

Motion: Mr. Russell  
Second: Ms. Placencia

Motion was approved by unanimous roll call vote.

REPORTS OF DIRECTOR OF PERSONNEL

In the absence of Mrs. Donna Giles, Mr. John Worcester, Personnel Services Manager addressed the Board, and informed that there were no reports, but requested that Item 10 "Request for Transfer" of Mary Lopez be withdrawn from the agenda at this time.

There were no objections.

REQUEST FOR VOLUNTARY DEMOTION

William A. Nelson, Property Assistant II  
- Property Assistant I

Ms. Thelma Vanesian, Personnel Analyst I, addressed the Board on this issue and informed that Mr. Nelson was not in the audience, but requested the Board's approval of this request.

Motion was made to approve the request of William A. Nelson for voluntary demotion from Property Assistant II to Property Assistant I.

Motion: Mrs. Nance  
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

RECOMMENDED DECISION OF ADMINISTRATIVE LAW JUDGE/Cont.

Police Officer Donald Gillick

The Board went into executive session on this issue at 1:38 p.m.  
The Board reconvened at 2:09.

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Motion was made on the appeal of Police Officer Donald Gillick as follows:

1. The two-week suspension be upheld, however, it is to be held in abeyance for one year depending upon the following conditions:
  - (a) That appellant successfully participate in an agreed upon alcohol abuse program for one year; and
  - (b) That appellant provide the Police Department with quarterly reports from the personnel of the alcohol abuse program which shall give favorable reports on appellant's attendance, participation, and accomplishments.
2. The demotion as imposed be modified so that Sergeant Gillick is demoted to Police Officer, Step E, for a period of one year from October 22, 1982, to return to the rank of Sergeant on October 23, 1983, Step E.
3. That Section IV of the Determination of Issues be modified to read...  
"While the penalty imposed in this matter may or may not constitute an abuse of discretion, the appellant made a strong case for the imposition of a less severe penalty in this matter."

Motion: Ms. Mabbutt  
Second: Ms. Placencia

Motion was approved by the following roll call vote:

Ayes: Ms. Placencia  
Ms. Mabbutt  
Mrs. Nance  
Mr. Mayhew

Abstain: Mr. Russell

APPEALS OF FIRE CAPTAINS EXAMINATION #1860

Ms. Verna Banks, Senior Personnel Analyst, addressed the Board, and referred to the material and copies of the appeals contained in the agenda packet. Ms. Banks explained that under Civil Service Board Rule 4.9 some of these appellants were not entitled to a hearing, as they were on the eligible list, but should the Board so wish, these appeals could be heard under Rule 1.3.

Mr. Wayne Harbolt, President of Sacramento Area Fire Fighters, Local 522, addressed the Board and referred to a letter which had been distributed to the Board just prior to the meeting, requesting that this be entered into the minutes. There were no objections.

To the Civil Service Board.

"Honorable Members in Session:

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Numerous protests have been submitted regarding the "simulator" portion of the most recent examination for the position of Captain in the Sacramento Fire Department. Specifically, reference is made to examination #1860. A partial listing of the alleged problems brought to our attention is as follows:

Objectives:

Candidates were not made aware of desired objectives prior to participation in the simulator portion of the examination. I.E., the announcement was for the position of Fire Captain which by job description, is a "single" company officer. However, response to the simulator seemed to be graded as though the candidates were taking an examination for the position of Battalion Chief, which is a significant expansion of the responsibility above that of a Fire Captain.

Procedure:

Some complaints have been registered as to rating appropos practices and procedures, which are not applicable to the Sacramento Fire Department. Procedures which may indeed be applicable in other cities and agencies. Reference letter of protest submitted January 19, 1983, signed by candidates Thomas Hopkins, James Graham, and P.J. Bennett.

Rating:

Candidates had no prior knowledge of the method of rating I.E., the point value of each question posed. It is not uncommon for a candidate who is aware of the value of a given question to pass over areas where they may be weak to move into areas where they have strength, the purpose of which is to improve their overall scoring.

Simulator Training/Testing:

Complaints were heard alleging that candidates who had successfully competed in prior examinations were given additional opportunity for training on the simulator, while those who had not been successful were denied equal opportunity for training on the device. The feeling was expressed that if a tool is to be used as a testing device, there should be ample opportunity to train on it. For purposes of comparison we submit the following:

Reading materials for the written portion of an examination are readily available in the fire stations to all candidates who desire to study for the written portion. The only real restriction is the candidate's own desire to apply themselves. Training in ladder evolutions, hose leads, pumper operations, etc. is an ongoing process occurring most every shift a candidate is on duty. Training on the simulator device however, is infrequent and somewhat restrictive. The Civil Service Board has always strived to achieve test validation in conjunction with the assurance of job relatedness. Assuming the position of the Board has not changed, it is the feeling of the majority

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of our members who have voiced complaints that for the above reasons, the simulator portion of examination #1860 be deleted for purposes of scoring for eligibility and a concerted effort be made to correct any lack of job relatedness of the simulator and further, opportunities be enhanced to train on the device if it is to be used in future examinations.

Given the nature of economics in today's climate, Local 522 is aware the examination process is going to become more and more competitive, thereby amplifying the problems, whether real or imagined. In the past, we have offered to work with the Personnel Department in an effort to allay many of the fears and suspicions our members have, prior to the taking of the examinations. This Union Administration has always felt that working jointly with the Administration of Personnel and the Fire Department would better serve our collective purposes. Just as Ford Motor Co. has joined with the U.A.W. to make "Quality is Job #1". We have again made the offer to assist and Personnel has indicated a willingness to do so. We would hope to have your endorsement of such an endeavor.

Sincerely,

(signed) Wayne Harbolt, President  
of and on behalf of I.A.F.F. Local 522"

Mr. Bill Carnazzo, Deputy City Attorney, addressed the Board, and reminded Board members of the two previous examinations (Police Sergeants, and Planners) where appeals had been made by applicants who had been ranked on the eligible list, and the Board's decisions in both cases to deny all these types of appeals by successful candidates.

There was some discussion on this type of appeal.

Motion was made to hear the appeals of Thomas Hopkins, James Graham, and P.J. Bennett under Civil Service Board Rule 1.3.

Motion: Ms. Mabbutt  
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

At this time Ms. Banks gave a brief overview of the entire examination process of exam. #1860, and introduced Deputy Chief Ken Feil and Battalion Chief Dennis Smith, who explained portions of the examination process, with the simulator exercise being explained in detail. Ms. Banks distributed rating charts to the Board members and explained how they were used in the test.

Mr. Harbolt addressed the Board and requested that the Board throw out the simulator portion of the examination, stating that the majority of the members of Local 522 would agree to this request.

Mrs. Nance left the meeting at 2:45 p.m.

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Mr. P.J. Bennett addressed the Board on behalf of Mr. Hopkins, Mr. Graham and himself, and requested that their combined appeal be discussed after the simulator issue had been resolved.

The Board referred to the individual appeals of Mr. Gary May and Mr. John Lane, and was informed that both individuals were on duty.

There was some discussion on the differences between exam #1860 and the previous Fire Captains' examination, and the orientation sessions with the simulator prior to the latest examination.

Mr. Jim Petrell and Mr. Gerald Moore addressed the Board and voiced their concerns regarding the examination.

After some discussion this matter was continued to a Special Meeting scheduled for Thursday, February 24, 1983 in Council Chambers, to commence at 9:00 a.m.

PROPOSED AMENDMENT TO CIVIL SERVICE RULE 6.9 - 2nd Reading

Motion was made to approve the second reading and adopt the proposed amendment to Civil Service Rule 6.9.

Motion: Ms. Mabbutt  
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

EXAMINATIONS ANNOUNCED

- a. #1898 - Custodian I
- b. #1928 - Tree Maintenance Worker II  
(Promotional)
- c. #1929 - Media Production Specialist

There were no questions.

ELIGIBLE LISTS ESTABLISHED

- a. #1909 - Typist Clerk I
- b. #1917 - Typist Clerk III
- c. #1918 - Police Clerk III
- d. #1919 - Code Enforcement Officer

There were no questions.

Mr. Mayhew referred to a letter which had been sent to the Board from the City of Stockton Civil Service Commission concerning possible formation of an association of Civil Service Commissioners in the East Bay and Central Valley as an information exchange vehicle.

MINUTES OF THE REGULAR MEETING  
OF THE CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
FEBRUARY 1, 1983

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by President Jonathan E. Mayhew, in Conference Room 103, Department of Personnel, 801 - 9th Street, Sacramento, California, at 1:33 p.m.

Members present:           Ms. Pamela C. Placencia  
                                  Ms. Gail A. Mabbutt  
                                  Mr. Joseph L. Russell  
                                  Mrs. Vivian C. Nance  
                                  Mr. Jonathan E. Mayhew

MINUTES OF THE REGULAR MEETING OF JANUARY 18, 1983

Motion was made to approve the minutes of the regular meeting of January 18, 1983, as read.

Motion:           Ms. Placencia  
Second:           Ms. Mabbutt

Motion was approved by unanimous roll call vote.

REPORTS OF DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel informed the Board that there were no reports, and requested that Item 10, Request for Voluntary Demotion be considered with Item 4, Request to Transfer to a Higher Classification. There were no objections.

REQUEST TO TRANSFER TO A HIGHER CLASSIFICATION

Janice Mirrione, Secretary - Office Supervisor

Ms. Mirrione was in the audience to answer any questions from Board Members.

Motion was made to approve the request of Janice Mirrione to transfer from Secretary to Office Supervisor.

Motion:           Mr. Russell  
Second:           Ms. Mabbutt

Motion was approved by unanimous roll call vote.

REQUEST FOR VOLUNTARY DEMOTION

Janet S. Fong, Typist Clerk III - Typist Clerk II

Ms. Fong was in the audience to answer any questions from Board Members.

Motion was made to approve the request of Janet Fong to transfer from Typist Clerk III to Typist Clerk II.

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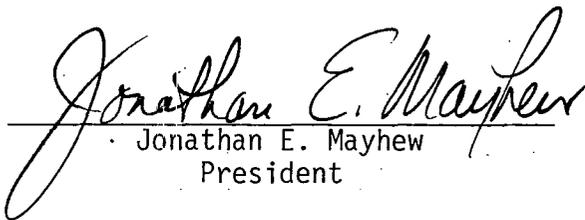
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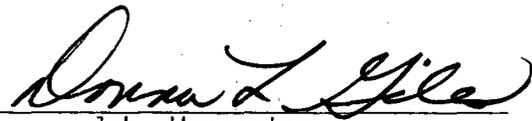
Motion was made to authorize President Mayhew to respond to this letter indicating City of Sacramento Civil Service Board's interest in the formation of an Association of Civil Service Commissioners.

Motion: Ms. Placencia  
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

There being no further business, President Mayhew declared the meeting adjourned at 3:30 p.m.

  
Jonathan E. Mayhew  
President

  
John Worcester  
Acting Secretary