

819 Tenth Street at 1:30 p.m.

PRESENT: Members Alexander, Genshlea, Street

ABSENT: Members Diepenbrock, Erickson

Minutes of the last regular meeting held August 20, 1968, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations had

been scheduled:

#1033 Principal Analyst - Programmer
#1034 Refuse Collection Foreman (Promotional)

IDENTIFICATION TECHNICIAN III
EXAMINATION NO. 1029 (Promotional):

Minimum Qualifying Score

Upon recommendation of the

Secretary, it was the order

of the Board that the minimum qualifying score in the written test for Identification Technician III Examination No. 1029 (Promotional) be set at 85 of a possible 150 items, qualifying four of five candidates appearing for the written test, in accordance with Section 7.4(c) of the rules and regulations.

PROPOSED ADDITION TO
RULE #7 - EXAMINATIONS:

Recommendation was made by

the Secretary that a new

provision be added to Rule #7 which would establish a limitation on the time for filing appeals as a result of a disqualification in a personal interview as below outlined:

7.4(1) Appeal from Qualification Appraisal Board. Within thirty (30) days after the notice of the result of his examination has been mailed to him, a competitor disqualified by a Qualification Appraisal Board may appeal to the Civil Service Board upon the grounds of irregularity, bias, or fraud in the conduct of the investigation or interview or of erroneous interpretation or application of the minimum qualifications prescribed for the class.

Prior to the time when the Board hears the appeal, the members of the Qualification Appraisal Board and all other interested persons shall be notified of the time and place of the hearing.

If the Board grants the appeal, it may give the competitor a rating of seventy per cent (70%) on education, experience and personal qualifications; except that, if the Board finds that the Qualification Appraisal Board acted fraudulently, it may give the competitor such rating as it may decide.

It was the order of the Board that the recommendation be taken under consideration and placed on the agenda for action at the next regular meeting of the Board, as provided in Section 3.6 of the rules and regulations.

EMPLOYEE STATUS IN POSITIONS
REALLOCATED TO HIGHER CLASSES:

Secretary advised that
employees below listed

occupied positions which have been reallocated to higher classes after review of duties and responsibilities assigned and approval of the department head, and recommended that permanent status be granted in the higher class:

<u>Name</u>	<u>Reallocated Class</u>
Connie Bland	Senior Typist-Clerk
Edward Flowers	Real Estate Associate
Carol Hironaka	Intermediate Typist-Clerk
Stephen O. Hudson	Engineering Technician
Leonard W. Johnson	Engineering Technician
Frank Lachnitt	Associate Engineer
Karen McKenzie	Intermediate Typist-Clerk
Georgeanne McLaughlin	Intermediate Typist-Clerk
Frances Moorhouse	Senior Account Clerk
Donald L. Sall	Engineering Technician

Motion was made by Mr. Street that permanent status be granted the above employees in the classes designated in accordance with Section 4.7(c) of the rules and regulations. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Alexander, Genshlea, Street

NOES: None

PROPOSED CHANGES IN
SICK LEAVE ORDINANCE:

Chairman James Alexander

advised that proposals for changes in the sick leave ordinance to provide for a sick leave "incentive" plan would be taken under consideration, having been postponed for further study at the meeting held June 12, 1968.

The revised sick leave ordinance, as presented to the Board for their consideration, is outlined below:

Section 1: No City employee shall receive salary or wages from said City when such employee does not regularly perform his duty or work, except when upon sick leave as herein provided, or except when granted other authorized leave with pay as provided for by ordinance, Charter provision, or rule of the Civil Service Board.

Section 2: All such employees shall accumulate sick leave credits at the rate of one (1) day per month of employment, which may be used in the event of illness or injury as defined by the Civil Service Board at the discretion of the employee, but not to exceed the maximum amount of the employee's accumulation.

Section 3: All full time employees in the active service of the City eligible to accumulate sick leave credits shall receive, on or before January 25 of each year, cash payment for twenty-five (25) per cent of the unused portion of sick leave credits accumulated during the preceding calendar year from January 1 through December 31, provided the employee shall have to his credit on December 31 immediately preceding the date for payment, a total of at least sixty (60) sick leave days accumulated. The employee shall be paid for such percentage of sick leave accumulation at the rate of pay which the employee was receiving on January 1 of the year in which payment is made. The amount of time for which an employee is paid shall be deducted from the employee's total accumulation.

Section 4: Upon termination of any employee eligible to accumulate sick leave credits for reason of retirement, resignation after qualification for a regular or deferred retirement allowance, or death, such employee (or his beneficiary as designated by the City of Sacramento Retirement System in the event of death) shall receive payment for thirty-three and one-third (33-1/3) per cent of the total sick leave credits accumulated by the employee on date of such retirement, resignation or death, to the nearest full day. No employee whose services are terminated by reason of

discharge for cause shall be eligible for payment of any portion of accumulated sick leave credits.

Section 5: In order to properly administer sick leave privileges and benefits, the Civil Service Board is hereby authorized to adopt rules and regulations for the use of sick leave, the amount and method of accumulating unused sick leave and the purpose for which said benefits may be used. Such definitions, interpretations, rules and regulations adopted by the Board shall be conclusive and shall apply to all City employees.

Section 6: Nothing herein contained shall be deemed in conflict with the provisions for disability relief, as provided in Section 172 of the Charter of the City of Sacramento, or the Workmen's Compensation Insurance and Safety Laws.

Section 7: A violation of the provisions of this ordinance shall be deemed willful neglect of duty as that term is used in Section 179 of the Charter.

Section 8: Ordinance No. 1944, Fourth Series, adopted January 1, 1956, is hereby repealed.

Section 9: This ordinance shall become effective January 1, 1969.

In the discussion of the proposed ordinance, Mr. Street, stated that, he did not favor recommending such an ordinance to the City Council because of costs involved and the lack of any assurance of any savings in time lost because of illness.

Mr. Genshlea spoke in favor of the proposed ordinance and stated that, in his opinion, the significant reduction in the sick leave usage could be expected by providing an incentive.

Mr. Roger Ekar, representing Operating Engineers Union Local #39, appeared before the Board and urged that favorable consideration be given to recommending the proposed ordinance to the City Council.

Motion was made by Mr. Genshlea that the revised sick leave ordinance, as prepared by the Secretary, be recommended to the City Council for adoption, with an effective date of January 1, 1969. Motion was seconded by Mr. Street

by the following vote:

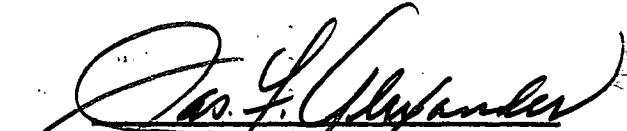
Members Alexander, Genshlea

Member Street

being no further business, the meeting adjourned at 2:30 p.m. to

at the call of the Chair.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING September 17, 1968

Civil Service Board met in regular session in the Conference Room at
Street at 1:30 p.m.

Present: Members Alexander, Diepenbrock, Erickson, Street

Absent: Member Genshlea

Minutes of the last regular meeting held September 3, 1968, were read and

SUPERVISOR I
NO. 1027:
Register

Written test scores and per-
sonal interview ratings in

Recreation Supervisor I Exam-

1027, written test for which was held August 24, 1968, were reviewed.

Secretary advised that the minimum qualifying score in the written test

84 of a possible 120 items, qualifying 7 of 17 candidates appearing

written test.

Evaluation Appraisal Board consisted of Lou Edgar, Recreation Superin-

tendent; William Woska, Personnel Analyst I; and Jack Duke, County Recreation Technician.

The following eligible register was made effective September 13, 1968:

RECREATION SUPERVISOR I EXAMINATION NO. 1027

#1.	Robertson Tucker	86.40%
2.	Joe Mims	81.17
3.	Gary Rominger	78.27
4.	Joy Burns	77.27
5.	Joanne Ornellas	75.00
6.	James Pooser	73.97

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

FIELD REPRESENTATIVE
EXAMINATION NO. 1028:
Eligible Register

Written test scores and
personal interview ratings
in Field Representative

Examination No. 1028, written test for which was held August 19, 1968; were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 78 of a possible 120 items, qualifying 13 of 85 candidates appearing for the written test.

Qualifications Appraisal Board consisted of William Woska, Personnel Analyst I; George Glavas, Administrative Assistant II; and Wilma Briggs, Deputy City Collector.

The following eligible register was made effective September 13, 1968:

FIELD REPRESENTATIVE EXAMINATION NO. 1028

#1.	Thomas Gibbs	86.59%
#2.	George Cantero	85.34
#3.	George Arnold	84.41
4.	David Toelle	82.13
#5.	Robert Bivens	81.98
6.	Hartzel Waymire	80.90
#7.	W. Douglas Wright	80.53
8.	John Broussard	79.11
9.	Alfred Dodson	77.49
10.	Charles McAnally	77.43
11.	Richard Plescia	71.55

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

IDENTIFICATION TECHNICIAN III
EXAMINATION NO. 1029 (PROMOTIONAL):
 Eligible Register

Written test score and personal interview ratings in

Identification Technician III

Examination No. 1029 (Promotional), written test for which was held August 20, 1968, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 85 of a possible 150 items (as previously approved by the Civil Service Board), qualifying 4 of 5 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Rodney McWilliam, Personnel Officer; Paul Hannigan, Police Captain; and Ronald Briglia, Sacramento County Criminalist.

The following eligible register was made effective September 16, 1968:

IDENTIFICATION TECHNICIAN III EXAMINATION NO. 1029

(Promotional)

1. Noel LaDue	83.58%
2. Russell Tucker	82.32
3. Tony Kouklis	73.07
4. John McKay	72.67

AMENDMENT TO RULE NO. 7 - EXAMINATIONS:

The Secretary advised that the addition to Rule #7, as presented to the Board at the meeting held September 3, 1968, providing for a thirty (30) day period in which to file appeals from disqualification in the personal interview, had been placed on the agenda for final action.

After discussion, motion was made by Mr. Diepenbrock that the following addition to the rules and regulations be adopted:

7.4(i) Appeal from Qualification Appraisal Board. Within thirty (30) days after the notice of the result of his examination has been mailed to him, a competitor disqualified by a Qualification Appraisal Board may appeal to the Civil Service Board upon the grounds of irregularity, bias or fraud.

in the conduct of the investigation or interview or of erroneous interpretation or application of the minimum qualifications prescribed for the class.

Prior to the time when the Board hears the appeal, the members of the Qualification Appraisal Board and all other interested persons shall be notified of the time and place of the hearing.

If the Board grants the appeal, it may give the competitor such rating as it may decide.

Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Street

NOES: None

CHANGE OF PREVAILING HOURLY RATE:
Electrical Workers Union

Secretary advised that under

the new Electricians' Union

contract, which became effective September 1, 1968, the percentage deduction from the employee's wages for vacation had been increased from 4% to 8%, with the result that electricians employed by the City would be required to take a reduction in their hourly rate of pay since the percentage for vacation allowance is deducted from the wages of those electricians employed by the City, and the increase in the basic hourly rate was not sufficient to offset the increased vacation allowance.

Mr. Al Caples, Secretary of the Building Trades Council, and Mr. C. A. Hunt, Business Representative of the Electrical Workers Union #340, appeared before the Board to explain that the 8% deduction as provided in the contract was, in effect, a 4% deduction for vacation allowance and a 4% deduction for a "thrift" plan, and requested that the City continue to make only the 4% deduction from the basic hourly contract rate for vacation.

The matter was discussed at length and the Secretary was instructed to contact the County of Sacramento and the Sacramento City Schools to determine methods of pay for electricians in those two agencies.

It was the order of the Board that the matter be laid over to the next regular meeting pending a written explanation from the Electrical Workers Union regarding the nature of the 8% vacation deduction.

SICK LEAVE INCENTIVE PLAN
RECOMMENDATION:

Members Erickson and Diepenbrock, who were absent from the September 3, 1968 meeting at which action was taken to recommend to the City Council that the sick leave ordinance be amended to provide a percentage payment to employees for unused accumulations, requested to go on record as being in favor of the recommendation as submitted to the City Council in the form of a revised sick leave ordinance.

SHOP FOREMAN EXAMINATION
(FIRE DEPARTMENT):

Mr. Tom Deise, Fire Chief, appeared before the Board and requested that permission be granted to hold a departmental promotional examination, as provided under Section 8.6 of the rules and regulations, to fill the position of Shop Foreman in his department, stating that experience in working on fire engines, pumps, and other fire equipment was essential for the Fire Department position.

Motion was made by Mr. Street that the request be approved, and the Secretary was instructed to prepare an announcement notice accordingly. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Street

NOES: None

There being no further business, the meeting adjourned at 2:30 p.m. to meet again at the call of the Chair.


SECRETARY


PRESIDENT