

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      OCTOBER 5, 1976

The regular meeting of the Civil Service Board was called to order by President Jimmie R. Yee at 1:40 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Oreitha Eggleston-Hausey, Alba Kuchman, Wilfred Street,  
Ronald Wright, Jimmie Yee.

Absent: None.

FINDINGS AND CONCLUSIONS IN THE MATTER OF THE APPEAL OF ROBERT GILLIES AND NORMAN JONES, POLICE OFFICERS (9/14/76 HEARING)

Attorney John Virga, the attorney representing the above officers at the hearing on September 14, requested modification by substituting the word "frequently" to "sometime" on page 1, line 22, of the Findings and Conclusions. Deputy City Attorney Terence Brown concurred with the request and agreed to modify the Findings and Conclusions.

Mr. James V. de la Vergne, by letter of September 30, 1976, informed the Board of the substitution of counsel by Mr. Robert Gillies to the law firm of Martin & de la Vergne. Attorney de la Vergne requested the Board to postpone its consideration of the Findings and Conclusions and to allow him the opportunity to investigate the case to assure that Mr. Gillies had been adequately represented before the Board as well as at all other stages of the proceedings concerning his appeal.

Assistant City Attorney Ted Kobey informed the Board that Civil Service Board Rule 17.15 indicates that a hearing is not considered to be final until the Findings and Conclusions are adopted by the Board; that, should the Board grant Attorney de la Vergne's request, it would be considered as reopening of the hearing for Mr. Gillies.

Following discussion, Mr. Street moved that Attorney de la Vergne's request to reopen the hearing for Mr. Gillies be denied. Mrs. Hausey seconded the motion, which carried by the following vote:

Ayes:           Hausey, Kuchman, Street, Yee.  
Abstained: Wright.

Mrs. Hausey moved to adopt the Findings and Conclusions as amended. Mr. Street seconded the motion, which carried by the following vote:

Ayes:           Hausey, Street, Yee.  
Noes:           None.

(Mrs. Kuchman and Mr. Wright did not participate in the hearing proceedings and therefore did not vote on this matter.)

MINUTES OF SPECIAL MEETING, 9/14/76; REGULAR MEETING, 9/21/76

Approved as submitted.

REPORTS OF DIRECTOR OF PERSONNELProposed Amendment to Civil Service Board Rule 12.4, "Release of Probationer"

An informational memo dated September 28, 1976, submitted by Director of Personnel William Danielson indicated that the City Attorney had advised that the last clause of Rule 12.4 is in conflict with City Charter Section 49 and that the Superior Court sustained this opinion in the matter of Rathfon vs. Civil Service Board. The City Attorney further advised that if Rule 12.4 is not amended, department heads would be advised that the last clause is void.

Mrs. Kuchman indicated that a Charter revision may also be in order to remove conflict with Section 49.

Mr. Wright moved that this matter not be calendared until the pending matter before the court, Griffin vs. City of Sacramento, et al., is resolved. Mrs. Kuchman seconded the motion which carried by the following vote:

Ayes: Hausey, Kuchman, Wright, Yee.

Noes: Street.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Effective</u>	<u>Expiration</u>
#1463	Parking Lot Attendant	9/29/76	9/28/77
#1473	Park Foreman I (Promotional)	9/23/76	9/22/77
#1478	Survey Party Chief (Promotional)	9/21/76	9/20/77

NEW EXAMINATIONS ANNOUNCED

#1484 Community Service Representative  
 #1485 Dispatcher Clerk  
 #1487 Ticket Seller  
 #1488 Equipment Mechanic II  
 #1489 Senior Account Clerk  
 #1490 Draftsman  
 #1491 Traffic Control Maintenance Man III  
 #1492 Supervising Clerk

Mr. Wright moved that the above announcements be approved as amended to reflect the following:

#1484 and #1485: "Postmarks are no longer acceptable" to be added.  
 #1484: "Per month" to be added in the salary range information.  
 #1491: Traffic Control Maintenance Man I to be changed to II under seniority points information.

Mrs. Hausey seconded the motion which carried by unanimous vote.

EXTENSION OF EXAMINATION NOTICE

#1479 Building Inspector II (Promotional)

At the request of Senior Personnel Analyst Tony Vasquez to extend the final filing date for the above examination from September 24 to October 8, 1976, Mrs. Kuchman moved to approve the extension. The motion was seconded by Mrs. Hausey and carried by unanimous vote.

AMENDMENT TO CLASSIFICATION PLAN

Proposed New Classification -- second reading  
Audio-Visual Specialist

The Board, at its meeting of September 21, requested that staff consider and report back to the Board whether it would be appropriate to include TV experience in the job specification. Mr. William Woska, Personnel Management Administrator, informed the Board that it was staff's decision to retain the language, "wide variety of audio visual materials" without the inclusion of TV experience.

Mr. Wright moved to approve the class of Audio-Visual Specialist. Mr. Street seconded the motion which carried by unanimous vote.

REQUEST FOR REINSTATEMENT FOLLOWING RESIGNATIONa. Larry Rodriquez, former Maintenance Man I

(Reference: Minutes of 5/11/76 and 5/18/76) At the May 11 meeting, the Board requested that staff contact Attorney Eugene Treaster to inform him of the Board's jurisdiction in Mr. Rodriquez' case. This was done by Mr. William Woska, Personnel Management Administrator. Mr. Woska's memorandum for file dated May 17, 1976; his August 11 memo to Mr. Earl Simons, Safety Officer, concerning Mr. Rodriquez' status with the City following the findings and award to Mr. Rodriquez by the Workers' Compensation Appeals Board; and Mr. Simons' response of August 12 were submitted to the Board.

Attorney Treaster, on September 16, 1976, requested that Mr. Rodriquez be returned to work. Staff recommendation was that the reinstatement be approved. Mr. Solon Wisham, Director of Recreation and Parks, by letter of September 27, informed that his department would reappoint Mr. Rodriquez as a vacancy occurs.

Mr. Wright moved that the request for reinstatement be approved. Mrs. Kuchman seconded the motion which carried by unanimous vote.

b. Barbara J. Cary, former Supervising Dispatcher Clerk

(Reference: Minutes of 2/18/76; 3/2/76; 9/21/76)

At the September 21 meeting, Mrs. Cary requested to be reinstated to her former class of Supervising Dispatcher Clerk. The Board had postponed action on Mrs. Cary's request pending receipt from staff of possible alternative actions which may be taken whereby Mrs. Cary could be reemployed as a Dispatcher Clerk.

Mr. William Danielson, Director of Personnel, described the proposal that Mrs. Cary be reinstated on a non-permanent basis for a few hours to a position of Supervising Dispatcher Clerk and immediately be demoted voluntarily to Dispatcher Clerk. This procedure had the approval of the Police Chief's office and of Deputy City Attorney Elizabeth Hassard Silver. However, Mrs. Cary declined this opportunity to voluntarily demote to Dispatcher Clerk which she earlier had requested.

The Board discussed the matter with Mrs. Cary, after which Mr. Street moved to deny Mrs. Cary's request to be placed on the Supervising Dispatcher Clerk reinstatement list. Mrs. Hausey seconded the motion which carried by unanimous vote.

c. Karen B. Martinelli, former Library Assistant I

Ms. Martinelli, by letter of September 4, 1976, requested that her name be placed on the reinstatement list for Library Assistant I. Her work history was reported to the Board in a staff report. The City-County Librarian's recommendation and the staff recommendation were submitted.

After discussion with Ms. Martinelli, Mrs. Hausey moved to deny Ms. Martinelli's request for reinstatement. Mr. Street seconded the motion which carried by unanimous vote.

REQUEST FOR VOLUNTARY DEMOTION AS A RESULT OF SPECIAL TRANSFER PROGRAM

Colon Ward, Maintenance Man (Truck Driver) to Maintenance Man I

Mr. Wright moved to approve the request for voluntary demotion as a result of the special transfer program following the consolidation of the Street Cleaning and Waste Removal functions for Mr. Ward from Maintenance Man (Truck Driver) to Maintenance Man I at the "ly-rated" salary of \$1071 per month (Step "E" of the salary range for Maintenance Man (Truck Driver)).

The motion was seconded by Mrs. Hausey and carried by the following vote:

Ayes: Hausey, Street, Wright, Yee.

Noes: Kuchman.

REQUEST FOR VOLUNTARY DEMOTION

Francis D. Dupell, Parking Meter Checker to Parking Lot Attendant

Mr. Dupell, by letter dated September 23, requested voluntary demotion from Parking Meter Checker to Parking Lot Attendant because of possible suspension of his driver's license. Mr. Dupell explained that if a pending ruling re enrollment in the County's driving course in lieu of suspension of a driver's license is adopted, his license may not be suspended. He therefore requested that his request be postponed indefinitely contingent upon the outcome of the proposed ruling.

After discussion, this matter was deferred to the next regular meeting scheduled for October 19.

REQUEST FOR HEARING TO APPEAL DISQUALIFICATION BY QUALIFICATION APPRAISAL  
BOARD FOR ASSISTANT BOX OFFICE SUPERVISOR

Shirley A. Harvey, Applicant

Mrs. Harvey appealed the decision of the Qualification Appraisal Board for Assistant Box Office Supervisor on the grounds of irregularities in the conduct of the examination and of erroneous interpretation or application of the minimum qualifications prescribed for the class.

The Board discussed the request with Mrs. Harvey; with her attorney, Mr. Lawrence Girolami; and with the Personnel Management Services Division staff.

Mr. Wright moved that the request for hearing be granted. Mr. Street seconded the motion which carried by the following vote:

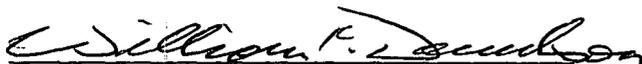
Ayes: Street, Wright, Yee.

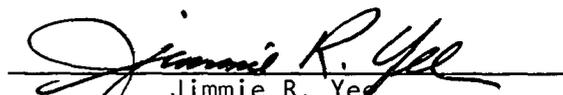
Noes: Hausey, Kuchman.

A concern raised by the Board was that out of 67 applications received, 59 had been rejected. Mrs. Kuchman requested that the job specification for Assistant Box Office Supervisor be reviewed for completeness and that, in the screening process, the minimum qualifications must be adhered to.

The setting of a hearing date was held over to the next regular meeting. The Board requested that advice be obtained from the Department of Law as to whether this kind of appeal may be referred to a Hearing Officer.

The meeting adjourned at 4:00 p.m.

  
William F. Danielson  
Secretary

  
Jimmie R. Yee  
President

By *Mary Amemiya*

AUDIO-VISUAL SPECIALIST

NATURE OF WORK:

Under direction to perform skilled work in the creation of instructional and informational media.

DISTINGUISHING CHARACTERISTICS:

The incumbent designs, creates and produces audio and visual material to be used primarily by the City Police Department in the training of personnel and also in community information activities. Considerable knowledge of various audio-visual equipment and techniques plus a high level of creative and artistic ability are required. The incumbent may supervise other personnel assigned to assist with specific projects.

EXAMPLES OF DUTIES:

Plans, organizes, directs, and performs technical and professional work in the preparation of slide-sound and video tape programs.

Prepares script material and production plans based on the most effective method of presentation.

Performs still photography, film and tape editing, sound recording and mixing.

Maintains audio-visual library and loan services.

Performs simple equipment maintenance and repair work.

Prepares appropriate reports and correspondence.

Performs related duties as required.

DESIRABLE QUALIFICATIONS:

Education:

Two years of specialized study in the field of audio-visual productions.

Experience:

Three years of work involving the preparation of a wide variety of audio-visual materials.

Substitutions

1. Additional experience may be substituted, on a year-for-year basis, for the required education.

2. Additional education may be substituted, on a year-for-year basis, for up to two years of the required experience.

Knowledge, Abilities, and Skills

Knowledge of techniques, materials and equipment used in the design, creation and production of a wide variety of slide shows, video tapes and multi-media shows.

Knowledges, Abilities, and Skills: (continued)

Ability to creatively convert narrative material to visual form in a variety of media.

Knowledge of and ability to operate a wide variety of audio-visual production equipment (35mm still cameras, sound mixing equipment, studio lighting, projection equipment, television camera, video tapes, recorders, etc.)

Adopted: 10/5/76

Revised:

Title Change:

Abolished: