

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      JANUARY 19, 1971

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street at 1:30 p.m.

Present: Members Aguilar, Alexander, LaForgia, Street.  
Absent: Member Woods.

NEW EXAMINATION SCHEDULED:

#1138 Personnel Assistant

Motion was made by Mr. Aguilar to waive the residency requirement for this open examination for Personnel Assistant. The motion was seconded by Mr. Alexander and carried by unanimous vote.

AMENDMENT TO CLASSIFICATION PLAN:

Assistant Electrical Engineer  
Associate Electrical Engineer

After review and discussion of the specifications presented to the Board by Personnel Analyst William Woska for the new classifications of Assistant Electrical Engineer and Associate Electrical Engineer, it was moved by Mr. Street to adopt the new classes at the rates of pay as follows:

<u>Classification</u>	<u>Range</u>	<u>Salary</u>
Assistant Electrical Engineer	B204	\$ 957 - \$1163
Associate Electrical Engineer	B240	1144 - 1390

The motion was seconded by Mr. Aguilar and carried by unanimous vote.

CHANGE IN PREVAILING HOURLY RATE:

Stage Electrician    \$5.25

In accordance with rates outlined under contract with International Alliance Theatrical Stage Employees Local 50, motion was made by Mr. Alexander that the new rate for Stage Electrician of \$5.25 be adopted, effective January 16, 1971. The motion was seconded by Mr. Aguilar and carried by unanimous vote.

REQUEST FOR HEARING TO APPEAL DISCIPLINARY ACTION:

Sophie Joseph, Senior Stenographer-Clerk

Communication from Miss Sophie Joseph dated January 15, 1971, addressed to Mr. Marion J. Woods, President, Sacramento City Civil Service Board, and letter to Miss Joseph from Mr. Elmer C. Cleveland, City Clerk, dated January 12, 1971, were reviewed. Miss Joseph was suspended without pay from her position as Senior

Stenographer-Clerk in the City Clerk's office, effective January 11, 1971, due to her refusal to accept work assignment of duties formerly performed by Wilma Kirkvliet, Senior Typist-Clerk, who has retired, along with required stenographic duties for a thirty-day period to be followed by termination if she did not return to work within that period.

The Board scheduled the hearing for February 9, 1971, at 2:00 p.m.

Mr. Kenneth Howard, Secretary of Sacramento Fire Fighters Local 522, was recognized by the Board. Mr. Howard had presented to Board members, except the Secretary, communications dated January 8 and 14, 1971, from himself as Secretary to the Fire Fighters Local 522. He requested a special hearing regarding the class of Communications Operators.

Mr. Howard was advised that, since the Secretary had not received a copy of his letters, the matter was not placed on the agenda. Thereupon, Mr. Howard delivered to the Secretary a photocopy of the January 14, 1971, letter. Mr. Howard was requested to submit to the Board a letter explaining the nature of the complaint.

There being no further business, the meeting was adjourned at 2:00 p.m.

*WFD*  
*William P. Decker*  
S E C R E T A R Y

*Set*  
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A C T I N G   P R E S I D E N T

ASSISTANT ELECTRICAL ENGINEER

Nature of Work:

This is professional electrical engineering work of average difficulty, performed in the field or office, involved in planning, designing, computing, inspecting, and making technical decisions on various engineering projects. Employees receive work assignments from a professional superior who defines the scope of the work to be performed and reviews the work in progress or upon completion. Unusual or complex technical problems are reviewed by a higher level engineer. However, employees exercise considerable independent judgment and initiative in performing daily work activities. An employee of this class supervises and directs beginning engineers and subordinate sub-professional employees in field or office work.

Illustrative Examples of Work:

Reviews and develops plans, specifications, cost estimates, and engineering calculations for street lighting systems, traffic control systems, and fire alarm systems.

Reviews contract electrical plans and specifications for buildings to ascertain adequacy and conformance to standards and requirements.

Designs and prepares plans, specifications, and cost estimates for interior lighting systems, floodlighting and sport lighting systems, pump station electrical systems, and emergency power systems.

Develops plans, specifications, and cost estimates for communication systems such as mobile radio and intercom systems.

Inspects installation of electrical equipment and components.

Supervises and directs a small group of subordinates in maintaining records of City owned electrical facilities.

Prepares correspondence and reports, and performs related work as required.

Knowledges, Abilities, and Skills:

Considerable knowledge of the basic principles, practices, and methods of electrical engineering work.

Knowledge of electrical engineering methods and techniques pertaining to municipal public works construction and maintenance.

Knowledge of various codes, safety orders, and regulations governing the design and installation of electrical and electronic equipment.

Knowledge of the common descriptions of real property.

Ability to determine compliance with electrical codes and ordinances through review of plans and specifications and personal inspections.

Ability to organize engineering data and to give advice on difficult engineering problems.

Ability to direct and instruct subordinate personnel in proper work methods and procedures.

Ability to apply approved engineering methods and standards to the design of electrical systems.

Ability to make complex engineering computations quickly and accurately, and to prepare technical reports.

Skill in the use of drafting instruments.

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Assistant Electrical Engineer  
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**Minimum Qualifications:**

**Education:**

Graduation from a four-year college or university with major course work in electrical engineering.

**Experience:**

One year of experience in public works electrical engineering.

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ASSOCIATE ELECTRICAL ENGINEER

Nature of Work:

This is supervisory and advanced professional electrical engineering work. Incumbents have responsibility for supervising and participating in the performance of engineering activities which include the design of projects, the direction of field surveys, and the inspection of construction projects. Assignments are usually broad in scope, requiring the use of considerable judgment in independently making technical decisions. Major technical problems are discussed with the Chief Electrical Engineer before final action is taken. The work is reviewed through discussions and inspections.

Illustrative Examples of Work:

Prepares and supervises the preparation of electrical plans, specifications, and estimates for new and remodeled traffic control systems, street lighting systems, and fire alarm systems.

Conducts studies of traffic signal, fire alarm, and street lighting equipment for suitability, cost, efficiency, and related factors.

Determines standard electrical specifications for municipal buildings and equipment.

Consults with contractors and other engineers regarding electrical construction and maintenance of city projects.

Reviews and approves electrical plans of contractors for adherence to standards and requirements.

Estimates material and labor costs for new installations.

Supervises subordinate engineers engaged in preparing electrical engineering specifications and drawings of various construction projects.

Prepares reports and makes recommendations, and performs related work as required.

Knowledges, Abilities, and Skills:

Considerable knowledge of the basic principles, practices, and methods of electrical engineering work.

Considerable knowledge of electrical engineering methods and techniques pertaining to municipal public works construction and maintenance.

Knowledge of various codes, safety orders, and regulations governing the design and installation of electrical and electronic equipment.

Ability to prepare and interpret electrical engineering plans and specifications.

Ability to perform technical research and to give reliable advice on difficult engineering problems.

Ability to direct and plan the work of other engineers on electrical engineering projects.

Ability to establish and maintain effective working relationships with other city officials, employees, contractors, and the public.

Skill in the use of drafting instruments.

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Associate Electrical Engineer  
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Minimum Qualifications:

Education:

Graduation from a four-year college or university with major course work in electrical engineering.

Experience:

Three years of experience in public works electrical engineering.

Necessary Special Qualifications:

Registration as a professional engineer in the State of California.

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