

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING DECEMBER 7, 1976

The regular meeting of the Civil Service Board was called to order by President Jimmie R. Yee at 1:30 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.

MINUTES OF REGULAR MEETING HELD NOVEMBER 16, 1976: Approved as submitted.

REPORTS

Personnel Management Administrator and Acting Secretary William Woska informed the Board members that three positions (Zoo Attendant, Recreation Supervisor, and Buyer Trainee) were in the process of being filled by transitioning of employees who qualify under the Employee Development Program. He reported that approximately twelve employees were being considered for the three vacancies.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam.</u>	<u>Class Title</u>	<u>Effective</u>	<u>Expiration</u>
#1285-E	Senior Typist-Clerk	11/30/76	11/29/77
#1287-D	Senior Legal Stenographer	11/19/76	11/18/77
#1476	Building Inspector I (Electrical)	11/9/76	11/8/77
#1480	Associate Planner (Economic Analysis)	11/12/76	11/11/77
#1482	Plant Operator III (Promotional)	11/29/76	11/28/77
#1483	Plant Operator II (Promotional)	11/29/76	11/28/77

AMENDMENT TO CLASSIFICATION PLAN

Revision of Class Specifications - second reading

EDP Programmer Analyst
EDP Programmer I and II
EDP Programmer Trainee

Mr. Street moved to approve the revisions of the class specifications as proposed. Mrs. Hausey seconded the motion, which carried by unanimous vote.

REACTIVATION OF EXAMINATION FOR COMMUNITY SERVICE REPRESENTATIVE

At the November 3, 1976, meeting, the Board approved the reinstatement of Ms. Doris Jennings to her former classification of Community Service Representative. At the same time, the Board cancelled the Community Service Representative examination which had been announced.

Mr. William Woska informed the Board that Ms. Jennings had refused the certification for reappointment. It was therefore requested that the Community Service Representative examination be reactivated.

It was moved by Mr. Wright, seconded by Mr. Street, and carried by unanimous vote to reactivate the Community Service Representative examination.

REQUEST FOR HEARING TO APPEAL DISCIPLINARY ACTION

- a. Willie J. Davis, Refuse Collector
- b. Chester Buckner, Maintenance Man I, Park Services

Mrs. Kuchman moved to grant the requests for hearing by Mr. Davis and Mr. Buckner. Mr. Wright seconded the motion, which carried by unanimous vote.

Hearing dates are to be arranged with the State of California Office of Administrative Hearings.

REQUESTS FOR VOLUNTARY DEMOTION AS A RESULT OF SPECIAL TRANSFER PROGRAM

Mr. Miller and Mr. Draper requested voluntary demotion as a result of the special transfer program following the consolidation of the Waste Removal/Street Cleaning functions.

It was moved by Mr. Wright, seconded by Mr. Street, and carried by four-to-one vote (Mrs. Kuchman dissenting) to approve the following voluntary demotions:

Maurice Miller, Refuse Collector (Truck Driver) to Maintenance Man II, with permanent status, "y-rated" at \$1094 per month (Step "E" of salary range for Refuse Collector (Truck Driver)).

Joseph B. Draper, Maintenance Man Truck Driver to Parking Meter Checker, with permanent status, "y-rated" at \$1071 per month (Step "E" of salary range for Maintenance Man Truck Driver).

REQUEST FOR REINSTATEMENT FOLLOWING AUTOMATIC RESIGNATION AS A RESULT OF FAILURE TO RETURN FROM LEAVE OF ABSENCE

Eugene Jones, former Refuse Collector

Mr. Jones had requested for and had been granted a total of one year's leave of absence which expired on March 23, 1976. Mr. Jones was notified by letter of March 24, 1976, that if he did not return to work, it would be considered as an automatic resignation in accordance with Civil Service Board Rule 15.5, "Failure to Return from Leave of Absence". Because Mr. Jones failed to return to work, he was notified that, effective March 31, 1976, he was considered to have automatically resigned.

Attorney Melvyn CoBen, by letter of November 24, 1976, requested the Board on behalf of Mr. Jones that his client be assigned to a position commensurate to his reduced physical abilities. Mr. CoBen indicated in his letter that if such a position is not available within a reasonable period of time, the Retirement Board, then, may process Mr. Jones' disability retirement application.

It was the recommendation of the Refuse Collection Superintendent and the Personnel Department staff that the request for reinstatement be denied.

After discussion, it was moved by Mr. Street, seconded by Mr. Wright, and carried by unanimous vote to (1) grant Mr. Jones his request for reinstatement and that his name be placed on the reinstatement list for Refuse Collector, and (2) grant Mr. Jones a six months' leave of absence from December 7, 1976 through June 6, 1977 to allow time to attempt to effect a suitable transfer.

AMENDMENT TO CIVIL SERVICE BOARD RULES AND REGULATIONS

Proposed Amendment to Rules 7.4(j), Random Selection, and 7.4(k), Random Ranking - second reading

Inasmuch as the proposed rule changes were discussed at the November 16 meeting, this matter was considered by the Board for final action. The proposed Rule 7.4(j) authorizes the City of Sacramento employees as of the closing date of an examination announcement to be exempted from the random selection process. The proposed Rule 7.4(k) authorizes the City of Sacramento employees as of the closing date of an examination announcement to be randomly ranked on an eligible list prior to non-City applicants.

Motion was made by Mr. Wright, seconded by Mrs. Hausey, and carried by unanimous vote to approve the rule amendments as follows: (addition underscored)

"7.4(j) Random Selection. When provided for on the examination announcement, the Director of Personnel may utilize random selection in the event he determines the number of applicants for an examination exceeds the practicable ability of the personnel selection staff to process the applications in light of the City's staffing needs. Under the random selection procedure, the Director shall establish the number of applicants to be invited to the examination and by lot select such invitees. Applicants who are City of Sacramento employees on the closing date of the examination announcement shall be exempt from random selection. Applicants not initially selected will be given the opportunity to compete in such subsequent examinations as may be needed during the life of the eligible list."

"7.4(k) Random Ranking. When provided for on the examination announcement, the Personnel Director may utilize random ranking for ranking on the eligible list when in his determination no valid criteria exist for ranking applicants otherwise eligible for employment. Under the random ranking procedure, the rank and score on the eligible list shall be determined by lot for those applicants otherwise eligible for employment. Applicants who are City of Sacramento employees on the closing date of the examination announcement shall be randomly ranked on an eligible list prior to applicants not employed by the City on said date."

ENTRY-LEVEL CAREER EMPLOYMENT - RANDOM RANKING (continued from 11/16/76)

Approximately 4800 applications were received for the Entry-level Career Employment between October 11 and 29, 1976. Pursuant to the just-adopted Rule 7.4(j), CETA, limited-term, and other non-career City employees as of September 8,

1976, will be randomly ranked prior to non-City applicants.

It was moved by Mr. Wright, seconded by Mrs. Kuchman, and carried by unanimous vote to authorize the Secretary to the Board or his designee to represent the Civil Service Board at the random ranking process scheduled for Monday, December 13, 1976.

PROPOSED PERSONNEL ADMINISTRATION CHARTER AMENDMENTS

A copy of the proposed amendments to Articles VII and VIII of the City Charter were provided Board members by the City Council Charter Amendments Committee. Board members had been notified that the Charter Amendments Committee would meet on December 9, 1976, for the purpose of final review of the proposed Charter amendments prior to presentation to the full City Council. Board members were requested to comment on the proposed amendments.

Mr. Street was opposed to inclusion in the Charter the dollar amount to be paid to Board members for attendance at meetings.

Mrs. Kuchman indicated that it was her opinion that a seven-member Personnel Board, as proposed, is not necessary.

Mr. Wright indicated that he was prepared to attend the Council meeting to express his opposition.

After discussion, Mr. Wright moved that a letter be sent the Council Charter Amendments Committee reiterating the Board's opposition as expressed at the February 5 and 12, 1976, meetings of the Charter Amendments Committee. Mrs. Hausey seconded the motion, which carried by unanimous vote.

The meeting adjourned at 2:15 p.m. Mr. Wright remained to assist in the random selection procedure which followed.

RANDOM SELECTION (continued from 11/16/76)


#1434-A Junior Typist-Clerk (Police)

There were 410 applicants who met the desirable qualifications for Junior Typist-Clerk; 13 applicants currently employed by the City were excluded from the random selection process; and 100 numbers were randomly selected.

The random selection process was completed at approximately 2:45 p.m.



 William J. Woska
 Acting Secretary



 Jimmie R. Yee
 President

EDP PROGRAMMER ANALYST

NATURE OF WORK:

Under general direction to perform specialized computer programming and difficult systems analysis and design. Emphasis is placed on the analysis of systems and procedures and modifying and adapting processes for computer application.

DISTINGUISHING CHARACTERISTICS:

Work at this level requires systems analysis, design and programming of complex applications. Incumbents may work independently on assigned projects and may supervise other programmer classifications.

EXAMPLES OF DUTIES:

Develops data processing systems of average complexity through detailed analysis of user departments' requirements, and by designing the system to include the specifications for process flow, file contents, structures, and individual program definitions.

Creates block diagrams and/or decision tables for application in preparation of programming.

Prepares programs in appropriate computer language.

Prepares test data and tests and debugs each program.

Documents the program characteristics for programming and operational use.

Defines input, output, and processing characteristics according to established standards.

Coordinates efforts of the general systems design and programming activity with activities of I/O control, key-data entry operations and user staffs.

Prepares record layouts; describes order in which information is processed and maintained within the application system.

Prepares system flow charts to define informational flow within the user organization.

Assists in the on-the-job training of trainees and less experienced programmers.

May act as the project leader on limited projects.

Performs other related work as required.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Three years of experience in the use of COBOL coding language in increasingly difficult programming applications, one year of which should include analysis and design of complex systems.

Upon completion of one year as an EDP Programmer II with the City of Sacramento, and with the recommendation of the Department Head, positions may be reallocated to EDP Programmer Analyst.

DESIRABLE QUALIFICATIONS: (continued)Knowledges, Abilities, and Skills:

Thorough knowledge of the principles of electronic computer systems and various data processing equipment.

Thorough knowledge of the methods and procedures of program documentation.

Knowledge of municipal data processing applications.

Ability to think logically and in abstract symbolic terms.

Ability to understand graphic representations of data processing processes.

Ability to perform complete program processing, including analysis, design, programming, and implementation.

Ability to supervise and/or instruct other programmers.

Skill in the techniques of COBOL programming and coding for EDP systems.

Skill in applying the principles of EDP systems, analysis, and design.

Adopted: 9/17/69

Revised: 2/6/73; 12/7/76

Title Change:

Abolished:

EDP PROGRAMMER I
EDP PROGRAMMER II

NATURE OF WORK:

Under general supervision to perform skilled and specialized computer programming and participate in the performance of systems analysis and design of functional applications.

DISTINGUISHING CHARACTERISTICS:

Incumbents are expected to develop capabilities to perform the more difficult and complex programming assignments and to work independently in performing various assignments including planning, coding, testing, implementing, and maintaining application programs.

The work of an EDP Programmer II is more difficult and complex than that of an EDP Programmer I and requires greater background and training in the programming field. The EDP Programmer II works with greater independence on assigned projects and may provide lead direction to employees in the lower class.

EXAMPLES OF DUTIES:

- Completes detailed definitions of applications as the final step prior to programming.
- Creates block diagrams and/or decision tables for applications in preparation of programming.
- Prepares programs in appropriate computer language.
- Prepares test data, and tests and debugs each program.
- Documents the program characteristics for programming and operations use.
- Performs maintenance work on programs and documentation as required.
- Defines input, output, and processing characteristics according to established standards.
- May coordinate efforts of the general systems design and programming activity with activities of I/O control, key-data entry, operations and user staffs.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

EDP Programmer I:

One year of experience in the use of COBOL coding language for processing data processing applications for electronic computers.

DESIRABLE QUALIFICATIONS: (continued)

Experience: (continued)

EDP Programmer I: (continued)

Upon completion of one year as an EDP Programmer Trainee with the City of Sacramento, and with the recommendation of the Department Head, positions may be reallocated to EDP Programmer I.

EDP Programmer II:

Two years of experience in the use of COBOL coding language in increasingly difficult programming applications.

Upon completion of one year as an EDP Programmer I with the City of Sacramento and with the recommendation of the Department Head, positions may be reallocated to EDP Programmer II.

Knowledges, Abilities, and Skills:

Knowledge of principles of electronic computer systems and related data processing equipment.

Knowledge of methods and procedures of program documentation.

Knowledge of principles of EDP systems design.

Knowledge of municipal data processing applications.

Ability to think logically and in abstract symbolic terms.

Ability to understand graphic representations of data processing processes.

Ability to perform complete programming activities, including design, programming and implementation.

Skill in the techniques of COBOL programming and coding for electronic data processing systems.

Adopted: 9/17/70

Revised: 2/6/73; 12/7/76

Title Change:

Abolished:

EDP PROGRAMMER TRAINEE

NATURE OF WORK:

Under close supervision to perform basic computer programming duties.

DISTINGUISHING CHARACTERISTICS:

This is the training class for the Data Processing programming career field. Incumbents work under close supervision of a skilled programmer and are expected to acquire skills necessary for the performance of basic programming duties.

EXAMPLE OF DUTIES:

Assists in the preparation of flow charts.
Creates program logic diagrams of applications in preparation for programming and translates them into computer language.
Prepares test data and tests and debugs each program.
Documents programs in accordance with established standards and procedures.
Performs basic maintenance work on programs and related documentation and works with experienced EDP personnel in order to learn all phases of general programming.
Performs related work as required.

DESIRABLE QUALIFICATIONS:

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

None required.

Necessary Special Qualification:

Ability to successfully complete a computer aptitude test.

Knowledges, Abilities, and Skills:

Knowledge of general principles of electronic computer systems and the operation of related data processing equipment.

Knowledge of techniques of COBOL programming and coding for electronic data processing systems.

Ability to think logically and in abstract symbolic terms.

Ability to understand graphic representations of data processing logic processes

Ability to prepare clear and concise written documentation.

Ability to learn all phases of general programming.

Adopted: 1/67
Revised: 2/6/73; 12/7/76
Title Change:
Abolished: