

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
FEBRUARY 20, 1980

The regular meeting of the Civil Service Board, City of Sacramento was called to order by President Street at 1:30 p.m., in the Conference Room, Personnel Department, 801 - 9th Street, Sacramento, California.

Members present: Mr. Wilfred D. Street
Mr. Jonathan E. Mayhew
Mrs. Vivian C. Nance
Mr. Luis J. Campos

Members absent: Mr. Joseph L. Russell

MINUTES OF THE REGULAR MEETING OF FEBRUARY 5, 1980

Motion was made to approve the minutes of the regular meeting of February 5, 1980 as read.

Motion: Mrs. Nance
Second: Mr. Campos

Motion was approved by unanimous roll call vote.

Mr. Russell entered the meeting at 1:35 p.m.

REPORTS OF THE DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel addressed the Board and informed them of the two staff members, Ms. Julie Mayesh and Mr. William Woska who are leaving the City's employment.

REQUEST FOR VOLUNTARY DEMOTION - EZRA BYRD

Mr. Byrd was in the audience and answered questions from the Board.

Motion was made to approve the request for voluntary demotion of Ezra Byrd.

Motion: Mr. Mayhew
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

EXAMINATIONS TO BE ANNOUNCED

#1678 - Cashier (City Employees only)

Ms. Susan Davidson, Associate Personnel Analyst addressed the Board and explained the procedure for allocating this examination for City employees only. Ms. Davidson outlined the types of City employees who could take the

test, and there was some discussion on promotional preference points.

Motion was made to approve the examination announcement #1678 - Cashier for City employees only.

Motion: Mrs. Nance
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

#1696 - Street Construction Laborer

Motion: Mr. Mayhew
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

#1746 - Senior Typist-Clerk

Ms. Susan Davidson informed the Board that this had previously be offered to City employees on a promotional basis, and cited why it was now an open examination.

Motion: Mrs. Nance
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

#1747 - Intermediate Clerk (Police)

Ms. Susan Davidson addressed the Board regarding this examination, and there was some discussion on the wording of this examination. Capt. Michael O'Kane, Sacramento Police Department addressed the Board regarding this position.

Motion was made to approve examination announcement #1747 - Intermediate Clerk (Police) with the following additions:

1. Under Education: the word "speak" to be included as follows:

Ability to read, write, speak, and understand the English language at a level necessary for efficient job performance.
2. The phrase "Persons with bilingual skills are encouraged to apply" to be included on the job announcement.

FEBURARY 20, 1980

Motion: Mr. Russell
Second: Mr. Campos

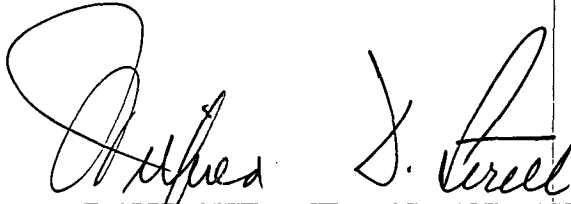
Motion was approved by unanimous roll call vote.

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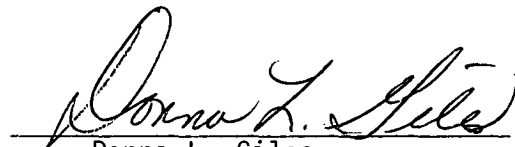
#1720 - EDP Programmer-Analyst
#1722-A - Equipment Mechanic I
#1729-A - Junior Stenographer-Clerk
#1732 - Data Control Clerk

There was some discussion on the Junior Stenographer-Clerk examination, and the needs and requirements for the types of skills used in this classification.

There being no further business, President Street declared the meeting adjourned at 2:10 p.m.



Wilfred D. Street
President



Donna L. Giles
Secretary