

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING MAY 16, 1972

The regular meeting of the Civil Service Board was called to order by President Joseph Yew at 1:50 p.m. in the Council Chamber.

Present: Members Alexander, Reynoso, Woods, Yew.
Absent: Member Street.

The minutes of the meetings of April 18 and May 2, 1972, were approved as presented to the Board.

Words of congratulations were expressed by President Yew upon the reappointment of Mr. Marion Woods to the Civil Service Board by the City Council at its meeting of May 11, 1972.

NEW EXAMINATIONS SCHEDULED

#1219 Gardener
#1220 Assistant Civil Engineer
#1222 Firefighter
#1223 Building Inspector - Condemned Buildings (Promotional)
#1224 Field Representative

ELIGIBLE REGISTERS ESTABLISHED

| <u>Exam. No.</u> | <u>Class Title</u> | <u>Date of Written Test</u> | <u>Personal Interview</u> | <u>Effective Date</u> |
|------------------|-----------------------------|-----------------------------|---------------------------|-----------------------|
| #1178 | Refuse Collection Foreman | 2/28/72 | 4/19/72 | 4/24/72 |
| #1196 | Supervising Dispatcher | 2/29/72 | 4/12,13/72 | 4/17/72 |
| #1197 | Senior Dispatcher | 2/29/72 | 4/12,13/72 | 4/17/72 |
| #1198 | Key Punch Operator I | N/A | 4/4,5/72 | 5/5/72 |
| #1200 | Special Services Supervisor | 3/4/72 | 4/29/72 | 5/2/72 |
| #1201 | Key Punch Operator II | N/A | 4/4,5/72 | 4/10/72 |
| #1210 | Senior Legal Stenographer | N/A | 3/20/72 | 4/21/72 |

REPORT ON THE USE OF SELECTIVE CERTIFICATION

Acting Secretary D. W. Heins read Mr. Danielson's report dated May 16, 1972, on the recent selective certifications used to fill one position of Parking Lot Attendant and two Dispatcher Clerk positions. Following the policies set forth by the Civil Service Board and the guidelines of the federal court decisions, selective certification is used alternatively with the conventional certification. Mr. Danielson's report indicated the following appointments by selective certification:

| <u>Class Title</u> | <u>Division and Department</u> | <u>No. on List</u> | <u>Race</u> | <u>Name</u> |
|-----------------------|--|--------------------|-------------|-------------------------------------|
| Parking Lot Attendant | Traffic Engineering Div. Engineering Department | # 6 | B | James Hunter |
| Dispatcher Clerk | Technical Services Div. Police Department | #15 #20 | B S/S | Glenda Joyner Fred Gonzales, Jr. |

COMMUNICATIONS FROM SACRAMENTO CITY EMPLOYEES ASSOCIATION REGARDING
SCREENING OF CORRESPONDENCE BY PERSONNEL DEPARTMENT

Discussion was held concerning the communications dated April 25 and May 2 from Sacramento City Employees Association addressed to Marion J. Woods. Replies had been sent from the Personnel Department to both of the letters; however, Sacramento City Employees Association expressed its dissatisfaction in having its correspondence screened by the Personnel Officer and not having been placed on the Board's agenda.

The Civil Service Board previously had requested the Personnel Officer to act as liaison to determine the issues prior to presenting matters to the Board for consideration. However, it was the consensus of the Board that the Board itself should acknowledge receipt of such correspondence. President Yew agreed to do so, with carbon copies to Board members and the secretary.

REQUEST FOR LEAVE OF ABSENCE EXTENSION

Cecil P. Tiefenthaler, Parking Lot Attendant

Communication from Cecil P. Tiefenthaler dated April 20, 1972, requesting an additional nine months' extension of his leave of absence from April 24, 1972, through January 23, 1973, due to medical reasons, was considered. His leave of absence request had the approval of the Acting Traffic Engineer and the City Manager.

Mr. Woods moved to grant approval of Mr. Tiefenthaler's request. The motion was seconded by Mr. Alexander and carried by unanimous vote.

REQUEST FOR TRANSFER AND VOLUNTARY DEMOTION

Shirley Jackson, Tabulating Machine Operator I to Intermediate Typist-Clerk

Request was received from Shirley Jackson for a transfer and voluntary demotion from Tabulating Machine Operator I, Electronic Data Processing Department, to Intermediate Typist-Clerk in the Controller's Office. Mrs. Jackson holds permanent status in the classification of Tabulating Machine Operator I; however, due to the discontinuance of the tabulating machine operation within City service, she had been assigned duties other than that of her classification.

Her request for transfer and for voluntary demotion had the approval of the Data Processing Manager and the City Controller.

It was recommended that Mrs. Jackson be granted permanent status in the classification of Intermediate Typist-Clerk and her salary be "y-rated" to \$662 per month to correspond with the salary which she received in the classification in which she holds permanent status.

Motion was made by Mr. Woods, seconded by Mr. Reynoso, and carried by unanimous vote to grant approval of Mrs. Jackson's request for transfer and for voluntary demotion, effective May 16, 1972, and that she be granted permanent status in the classification of Intermediate Typist-Clerk as recommended.

EMPLOYEE STATUS FOLLOWING POSITION REALLOCATION

Verna Banks, Personnel Analyst I

Request was received from Personnel Officer William F. Danielson, dated April 27, 1972, for the reallocation of the position of Administrative Trainee, currently held by Verna Banks, to the classification of Personnel Analyst I in accordance with the provisions set forth in the specification for Administrative Trainee.

It was moved by Mr. Alexander, seconded by Mr. Woods, and carried by unanimous vote to grant permanent status to Mrs. Banks in the higher classification of Personnel Analyst I, effective May 16, 1972.

EMPLOYEE STATUS FOLLOWING POSITION REALLOCATION

Donna Wong, Intermediate Stenographer-Clerk

Request of City Attorney James Jackson for the reallocation of the Junior Stenographer Clerk position, currently held by Donna Wong, to the Intermediate level was considered. Miss Wong had successfully completed the required training period as a Junior Stenographer-Clerk to qualify for this reallocation.

Motion was made by Mr. Reynoso, seconded by Mr. Alexander, and carried by unanimous vote to grant Miss Wong permanent status, effective May 16, 1972, in the classification of Intermediate Stenographer-Clerk.

PROPOSED REVISIONS OF CLASS SPECIFICATIONS

Buyer Trainee
Sanitary Laboratory Technician
Accounting Technician
Accountant
Senior Accountant

Proposed revisions of the above classifications were presented to the Board for consideration at its next regular meeting. Acting Secretary D. W. Heins informed the Board that the revisions were primarily to clarify and to up-date the respective job descriptions.

COMMUNICATION DATED MAY 11 FROM SACRAMENTO FIRE FIGHTERS, LOCAL 522, REGARDING PROMOTIONAL ORAL BOARDS

By memorandum dated May 15, Personnel Officer William F. Danielson requested continuance of this matter to the meeting scheduled for May 23 due to his inability to be present at this meeting.

It was moved by Mr. Alexander to postpone the consideration of this matter until the meeting of May 23. The motion was seconded by Mr. Reynoso, with the reservation that William Bruce, Civil Service Representative of Local 522, be

allowed to speak before the Board after the vote. The motion and its modification were carried by unanimous vote.

Mr. Bruce indicated that Local 522 was dissatisfied with the selection of Fire Marshal William Powell, Chief Lonnie Johnson, and Personnel Analyst Donald Sandman for the promotional oral board for Deputy Fire Marshal. The union's contention was that this did not constitute an impartial board. To assure fair and impartial oral boards hereafter, it was their request that the Civil Service Board, if possible, review the oral panel members selected or to set up guidelines to be used for the selection of promotional oral board members.

Suggestion was then made by President Yew for Local 522 to provide a list of prospective qualified and willing persons to serve on oral boards and to present such list to the Personnel Officer.

Mr. Bruce was then invited to appear before the Board at its May 23 meeting, at which time Mr. Danielson would be present, to further present Local 522's position. ✓

COMMUNICATION DATED May 12, 1972, FROM MISS SOPHIE JOSEPH REQUESTING RESTORATION OF SICK LEAVE

Sophie Joseph, Senior Stenographer-Clerk in the City Clerk's office, by her letter dated May 12 and by her appearance before the Board, requested restoration of three months' sick leave and vacation time which was used as the result of her alleged back injury in 1962. The Board was informed that a hearing was held before the Workmen's Compensation Appeals Board, that Miss Joseph was awarded 3% permanent disability, and that no temporary disability was found in connection with her injury.

Acting Secretary Heins informed the Board that, in the absence of temporary disability, there would be no basis for restoring sick leave. He further informed the Board that, in his opinion, this matter should be administratively resolved.

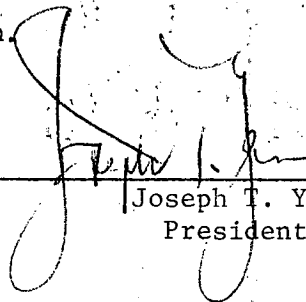
After discussion, it was moved by Mr. Woods to request, if possible prior to the Board's first meeting in June, the City Attorney's opinion as to whether or not the Civil Service Board would have the authority to consider Miss Joseph's request to restore used leaves and that a carbon copy of the opinion be provided Miss Joseph. The motion was seconded by Mr. Alexander and carried by unanimous vote.

In reference to other complaints contained in Miss Joseph's letter, it was suggested that Miss Joseph be apprised of the grievance procedure. Thereupon, Mr. Heins stated that he, as Employee Services Administrator, would contact her for further discussion.

The meeting was adjourned at 2:45 p.m.



Dunbar W. Heins
Acting Secretary



Joseph T. Yew
President