

6/20/78

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JUNE 20, 1978

The regular meeting of the Civil Service Board was called to order by President Ronald Wright at 1:33 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Luis Campos, Juanita Damerell, Donna Giles, Wilfred Street, Ronald Wright.

Absent: None.

MINUTES OF REGULAR MEETING, JUNE 6, 1978: Approved as submitted.

MINUTES OF SPECIAL MEETING, JUNE 13, 1978: Approved as submitted.

HEARING TO APPEAL POSITION ALLOCATIONS AS A RESULT OF THE OPERATIONS AND MAINTENANCE CLASSIFICATION STUDY

a. Tony Freitas, General Repairman

Due to the absence of Mr. Wheeler (Mr. Freitas' representative) and Mr. Freitas, it was decided to continue this matter to the next Board meeting scheduled for June 27, 1978.

b. Richard M. Winn, General Repairman
Ralph Secor, General Repairman

Associate Personnel Analyst Ruben Nieto gave a chronological report on the Operations and Maintenance Classification Study regarding the background of these allocations, after which Mr. Secor and Mr. Winn presented a class specification designed by them relating to their positions. They gave a listing of the duties they are currently performing as a General Repairman and informed the Board that, in order to pass the probationary period in that classification in the Fire Department, fire extinguisher and breathing apparatus certification had to be acquired.

MOTION: After discussion, Mrs. Giles made the motion that the Board grant their appeal; that they not be reallocated to Building Maintenance Worker; and that the issue be referred to staff for a new job title and class specification.

SECOND: Mr. Street

CARRIED: Unanimous vote.

REPORTS OF DIRECTOR OF PERSONNEL

a. Leave of Absence Granted David Gillan, Library Page.

The Acting Director of Personnel, Mr. Don A. Fausset, as agent of the Board, granted Mr. David Gillan a medical leave of absence from May 23, 1978, through November 23, 1978.

ELIGIBLE REGISTER ESTABLISHED

<u>Exam.</u>	<u>Class Title</u>	<u>Effective</u>	<u>Expiration</u>
#1599	Car Pool Supervisor (Promotional)	6/15/78	6/14/79

AMENDMENT TO CLASSIFICATION PLAN

- a. Proposed Revision of Class Specification and Title Change
Dispatcher-Clerk - second reading

MOTION: Mrs. Damerell moved to approve the revised class specification and title change to "Dispatcher."

SECOND: Mrs. Giles

CARRIED: Unanimous vote.

- b. Proposed New Classification
Claims Representative - second reading

MOTION: Mr. Street moved to adopt the new class specification.

SECOND: Mrs. Damerell

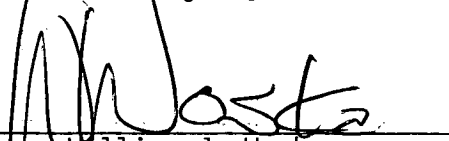
CARRIED: Unanimous vote.

INFORMATION RE PROPOSED LAYOFF PROCEDURE

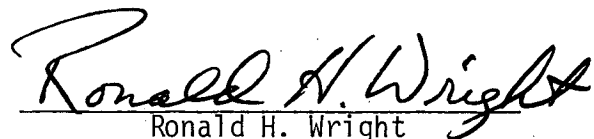
Mr. William J. Woska, Personnel Management Administrator, informed the Board that negotiations were being continued and that there was no new information to report to the Board other than what was last presented by the Director of Personnel.

After much discussion concerning the fact that the Board would like to be more involved in knowing the direction the City is taking in regards to recall and other rules which might be affected by City's negotiations, President Wright requested an executive session be scheduled for the Board's next special meeting on June 27, 1978.

The meeting adjourned at 2:25 p.m.



William J. Woska
Acting Secretary



Ronald H. Wright
President

by Caroline Nevarcy

DISPATCHER

NATURE OF WORK:

Under general supervision, employees operate communications equipment and perform support work related to communications activities. Incumbents receive and evaluate requests for services, and must use considerable independent judgment in the disposition of calls in accordance with established regulations and procedures.

EXAMPLES OF DUTIES:

Receives calls of an emergency nature, determines degree of emergency, and dispatches equipment.

Maintains status board indicating disposition of equipment.

Relays radio calls from or to other police or fire authorities as received by telephone or through monitoring other stations.

Provides cover and secondary response for primary units activated during emergency situations.

Operates teletypewriter or remote terminal to access, enter, modify, or cancel information on automated computer files.

Tests and inspects equipment as required.

Provides information to the public concerning accidents or incidents and refers calls to the proper location.

Prepares and maintains hand or typewritten reports and records, and performs other communication support duties as assigned.

Performs related work as required.

DESIRABLE QUALIFICATIONS:

Education:

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

Experience:

Two years of experience involving considerable public contact and independent judgment in the receipt and evaluation of requests for services.

KNOWLEDGES, ABILITIES AND SKILLS:

Knowledge of:

Street locations, parks, and the city limits.
Modern office methods, supplies, and equipment.

KNOWLEDGES, ABILITIES, AND SKILLS: (Continued)

Ability to:

- Learn to operate communications equipment efficiently and effectively.
- Comprehend and interpret rules, procedures, and documents.
- Analyze situations accurately and take effective action.
- Remain calm in emergencies.
- Speak clearly and concisely.
- Prepare reports and other correspondence.
- Operate a typewriter, a teletypewriter, and/or a remote terminal typewriter.
- Establish and maintain effective working relationships with employees and the general public.

Adopted: 1/1/67

Revised: 7/6/71; 6/20/78

Title Change: 6/20/78

Abolished:

Class Code: 03423 (Police); 05005 (Fire)

CLAIMS REPRESENTATIVENATURE OF WORK:

Under general supervision from the Assistant Director of Finance, processes insurance claims against the City of Sacramento and sets up and maintains related records and reports for the City's Risk Management and self-Insured program, including worker's compensation, liability and property claims.

DISTINGUISHING CHARACTERISTICS:

An employee in this class performs technical work requiring knowledge of property, liability and worker's compensation claims and is expected to perform independently within established guidelines.

This class differs from classes in the Administrative Assistant series in that the latter perform a broader scope of technical and professional work in the preparation of budgets, research and development of administrative and operating procedures and clerical systems, or in personnel.

The next lower class of Accounting Technician performs technical, subprofessional accounting work maintaining various accounting ledgers and related records. The duties do not include the extent of public contact and application of analytical skills and independence of action required of the subject class.

EXAMPLE OF DUTIES:

Reviews potential claims against the City, including accident, incident, and police reports, for completeness and clarity.

Using written guidelines, determines type of claim to be processed such as liability, property, crime or worker's compensation, and determines procedure to be followed.

Contacts all levels of City personnel, other public agencies, insurance adjustors, attorneys, and claimants by telephone to obtain and provide claims information such as description of incident or accident, culpability, costs, status, action taken, and established procedures and policies related to the risk management and worker's compensation program.

Independently composes letters and answers correspondence related to claims and departmental procedures and policies.

Initiates and prepares billing for vehicular and non-vehicular damage to City property caused by third parties from information provided by departments.

Sets up and maintains files of all City risk management and worker's compensation insurance claims, including control and cost records and procedures for claims processing and follow-up.

Extracts cost data from various sources such as ledger cards, printouts, and invoices, and completes monthly, quarterly, and annual cost and claims activity summaries used for budget and safety program planning.

Participates in meetings of the insurance Committee to review statistical data relevant to the risk management program in the formulation of policy and procedural changes.

Occasionally exercises technical supervision over routine clerical work related to claims processing.

DESIRABLE QUALIFICATIONS:

Experience:

Two years full-time, paid experience in evaluating and processing property, liability, and worker's compensation claims and third party recoveries. Familiarity with City of Sacramento or other public agency claims procedures is desirable.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

English grammar, vocabulary, and spelling and principles of organizing and writing reports and correspondence.

Basic statistical and accounting clerical principles.

Ability to:

Read, interpret, and apply laws and administrative policies and procedures in the evaluation of worker's compensation, property and liability insurance claims.

Deal tactfully and effectively with department heads, supervisors, employees, and the public.

Train employees in routine clerical tasks.

Skill in:

Collecting, arranging, computing, analyzing, evaluating, and interpreting a variety of data and making appropriate decisions.

Setting up and maintaining record keeping and filing systems.

Presenting ideas effectively in conferences and meetings.

Adopted: 6/20/78

Revised:

Title Change:

Abolished:

Class Code: 03651