

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SEPTEMBER 1, 1981

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by Secretary to the Board, Donna L. Giles, in the Conference Room, Personnel Department, 801 - 9th Street, Sacramento, California, at 1:35 p.m.

Members present: Ms. Gail A. Mabbutt
Mr. Jonathan E. Mayhew
Mrs. Vivian C. Nance

Member absent: Mr. Joseph L. Russell

Mrs. Nance was nominated to chair the meeting in the absence of Mr. Russell, Vice-President. There were no objections.

MINUTES OF THE REGULAR MEETING OF SEPTEMBER 1, 1981

Motion was made to approve the minutes of the regular meeting of August 18, 1981.

Motion: Ms. Mabbutt
Second: Mr. Mayhew

Motion was approved by unanimous voice vote.

REPORTS OF DIRECTOR OF PERSONNEL

Approval of Leaves of Absence - Keith M. Jensen
John Noriega

Mrs. Giles informed the Board that the above-listed leave of absence requests had been approved.

CLASS SPECIFICATION REVISIONS - FIRST READING

Plant Operator Series

Ms. Susan Davidson, Personnel Analyst II, addressed the Board and informed the Board that this is the first reading and that the majority of the revisions are housekeeping in nature. Ms. Davidson informed the Board that there were a couple of major changes in the Plant Operator I specification under Experience and Education where a combination of six months education and experience will be required rather than six months of either. In addition, Ms. Davidson informed the Board that Plant Operator II was changed to more clearly specify the qualifications; Plant Operator III changed to show it is a shift lead operator rather than a shift supervisor; and Supervising Plant Operator was changed to more clearly outline the pattern of experience.

Mr. Willard Franz, Wastewater Treatment Plant Superintendent, and Mr. Robert Johnston, Acting Water and Sewer Division Manager were in the audience to answer questions from the Board concerning the operations of the treatment plants controlled by the City of Sacramento.

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Motion was made to approve the Plant Operator class specification revisions and pass for second reading.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous vote.

EXAMINATIONS TO BE ANNOUNCED

- a. #1834 - Property Assistant II (Promotional)
- b. #1835 - Property Assistant III (Promotional)
- c. #1840 - Sanitation Worker II (Promotional)

On Items a. and b., the Board was informed that both examinations were being given because a Property Assistant II would be promoting to the III level and, therefore, create a vacancy at the III level. The Board was further informed that there is a current list for the I level.

On Item c., the Board was informed that the City has 91 Sanitation Workers I who are eligible to take the test and that there are currently 12 vacancies. Also, the Board was informed that testing would require applicants to drive through an obstacle course and that driving skills and safety procedures are part of the examination.

Motion was made to approve the above-listed examination announcements.

Items a. and b.:
Motion: Mr. Mayhew
Second: Ms. Mabbutt

Item c.:
Motion: Ms. Mabbutt
Second: Mr. Mayhew

Motion was approved by unanimous voice vote.

ELIGIBLE LISTS ESTABLISHED

- a. #1838 - Librarian II (County Examination No. 1103-0-2)
- b. #1842 - Librarian III (County Examination No. 0901-0-19A)
- c. #1818 - Golf Course Marshal

On Items a. and b., the Board raised questions concerning the joint examination process between the City and County and affirmative action criteria. The Board also asked questions regarding the City's requirement of a Masters in Library Science, which the County does not require.

Mr. Robert Wall, Deputy Director of Library Administration, was in the audience to answer the Board's concerns and also to explain the background in obtaining qualified applicants for the Library classes.

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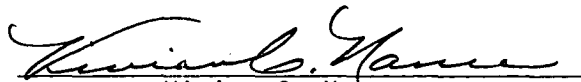
Motion was made to adopt the eligible lists for Librarian II - Examination No. 1838/County Examination No. 1103-0-2, and Librarian III - Examination No. 1842/County Examination No. 0901-0-19A.

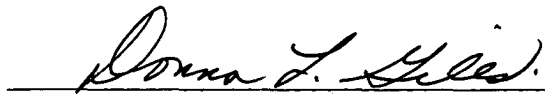
Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous voice vote.

Item c. was an informational item only.

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


Vivian C. Nance
Chairperson


Donna L. Giles
Secretary