

SPECIAL SERVICES SUPERVISOR

Nature of Work:

Under general direction, to plan, organize and direct the work of employees assigned to special services functions within the Recreation and Parks Department. Responsibility is exercised over playground and sports area maintenance crews, power mower crews and employees assigned to custodial services and weed control activities. The incumbent directs activities at the City Plant Nursery as well as other assigned activities throughout the department.

Examples of Duties:

Plans, lays out and supervises the work of subordinate foreman and other employees assigned to the Special Services Unit of the Parks Division.

Provides guidance and instruction to employees in the use of difficult and complicated equipment.

Prepares estimates on labor and material costs for work to be performed.

Inspects work in progress and upon completion.

Confers with superiors to assist in developing work policies and proposed construction and maintenance projects.

Prepares budget requests for equipment and supplies.

Meets with the public to coordinate the scheduling of maintenance personnel involved in setting up special activities.

Keeps records of work performed and work in progress.

Performs related work as required.

Knowledges, Abilities and Skills:

Knowledge of tools and equipment used in park and building maintenance work.

Knowledge of the occupational hazards of grounds and building maintenance work and appropriate safety precautions.

Knowledge of methods used for landscape installation, turf care and weed control work.

Ability to plan, organize and direct the work of a large number of employees.

Ability to comprehend and carry out departmental policies and written and oral instructions.

Ability to understand and resolve complex personnel and work requirement problems.

Ability to keep records and prepare time and activity reports.

Ability to establish and maintain effective relationships with employees and the general public.

Minimum Qualifications:

Education:

Graduation from a standard high school.

Experience:

Three years of experience in parks, recreation or building maintenance work, including at least one year in a supervisory capacity.

ASSISTANT LANDSCAPE ARCHITECT

Nature of Work:

An employee in this class works under the general direction of the Associate Landscape Architect and assists in planning, designing and inspecting all landscape construction and related architectural work for the City. The employee is expected to contribute creative ideas in the design of City landscapings as well as to follow through on details of various landscape projects as assigned. The employee will assist in preparing necessary studies and recommendations to accomplish departmental objectives in landscape and related design work. The employee is expected to maintain a reasonable relationship among aesthetic beautification and practicability and functional requirements.

Examples of Work:

Participates in the design and layout of parks, recreation areas and other public lands with respect to landscaping, selection of plant materials, sprinkler layouts, paving and drainage layouts, placement of park furnishings, etc.

Prepares studies and recommendations concerning landscaping needs or plans of the City.

Makes cost estimates and analyses.

Makes personal appearances before community groups to discuss landscaping problems, use of trees and shrubbery, and promote public understanding of various City landscaping projects.

Supervises and inspects field work in progress to assure proper interpretation of plans and compliance with specifications.

Performs other related work as required.

Knowledges, Skills and Abilities:

Knowledge of the principles, techniques and methods of landscape design.

Knowledge of adaptability requirements and use of plants, shrubs and trees, both native and cultivated, in different landscaping situations.

Ability to prepare detailed landscape plans, profiles, sketches, color renderings and specifications, and to estimate labor and material requirements and costs.

Ability to prepare detailed reports and present information in a complete and effective manner.

Ability to work effectively with other administrative officials, contractors, employees and the general public.

Minimum Qualifications:

Education:

Graduation from a four-year college or university with major course work in landscape architecture.

Experience:

Not required.

New Class Established
Civil Service Board
September 21, 1971

CIVIL SERVICE BOARD MEETING
CITY OF SACRAMENTO
REGULAR MEETING OCTOBER 7, 1971

The Civil Service Board met in regular session in the City Hall Council Chambers at 1:30 p.m., with Acting Chairman Joseph Yew presiding. The minutes of the previous meeting were approved as presented to the Board.

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

ELIGIBLE REGISTER ESTABLISHED

<u>Exam.No.</u>	<u>Classification</u>	<u>Date of Written Test</u>	<u>Effective Date</u>
1165	Parking Lot Foreman	6/24/71	9/30/71

ADOPTION OF REVISED CLASS SPECIFICATIONS
(Continued from 9/21/71)

Revised specifications for the classifications of Key Punch Operator I and Key Punch Operator II had been presented to the Board at its meeting on September 21 for consideration.

Motion was made by Mr. Alexander and seconded by Mr. Street to adopt the revised specifications as presented by the Personnel Office. The motion was carried by the following vote:

Ayes: Members Alexander, Reynoso, Street, Yew.
Noes: None
Absent: Member Woods.

PRESENTATION OF NATIONAL CIVIL SERVICE LEAGUE ETHNIC CENSUS SURVEY

The Ethnic Census Survey of the City of Sacramento as of August 16, 1971, prepared by the National Civil Service League under the supervision of Mr. Robert Branam, leader of the Pace Maker Team, was presented to the Board members. This survey was presented to the City Council at its meeting of September 30.

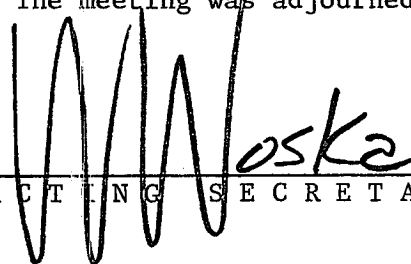
William Woska, Acting Secretary, reported that the 1969 ethnic census, which was used for comparison purposes with the 1971 NCSL survey, had been prepared by the City of Sacramento. He reported that in 1969 minority employees represented 17.3% of all career positions within City service; in 1971 this showed an increase to 21.2%. The 2% increase per year for the past two years was accomplished by 35% to 40% of all appointments being made to minority candidates.

The Acting Secretary also pointed out that, as the result of the recent significant rule changes by the addition of Rule 11.12, Selective Certification,

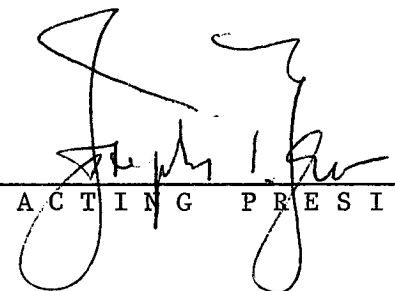
and the revision of Rule 6.3(d) on disqualification due to conviction of a crime, it can be anticipated that a greater increase will take place and that the City of Sacramento could hopefully look forward to having a fully integrated work force.

Mary Samis, representing the National Organization for Women, requested that "women" be shown as one of the categories in future surveys in order that statistics of hirings of women can be studied.

The meeting was adjourned at 2:10 p.m.



A C T I N G S E C R E T A R Y



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