

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 2, 1977

The regular meeting of the Civil Service Board was called to order by President Ronald Wright at 1:30 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Donna Giles, Alba Kuchman, Wilfred Street, Ronald Wright,
 Jimmie Yee.

Absent: None.

RECOMMENDED DECISION OF ADMINISTRATIVE LAW JUDGE RE APPEAL OF HAROLD C. ANDERSON, POLICE OFFICER

The recommended decision was received too late to be mailed with the agenda and was placed before the Board members at this meeting.

Deputy City Attorney Terence Brown informed the Board that he wished to point out an error on page 4 of the recommended decision where Department Regulation 34.14 is noted. Attorney Brown stated that the number should have been 32.32.

It was moved by Mr. Street, seconded by Mr. Yee, and carried by unanimous vote to delay action on the recommended decision until the next regular meeting.

REPORTS OF DIRECTOR OF PERSONNEL

a. Leaves of Absence Granted

Mr. Danielson reported that the following leaves were granted:

<u>Name</u>	<u>From</u>	<u>To</u>	
Dona Lee Rose Barker Cashier	8/13/77	2/13/78	Personal problems. Leave recommended by physician.
Adelita Guillan Library Assistant I	9/3/77	3/3/78	Maternity leave.
Teresa Hertzog Intermediate Typist-Clerk	7/25/77	4/24/78	Medical leave.
Gerald J. Neuberger Police Sergeant	10/1/77	9/30/78	One-year cruise on his sail boat.

b. SACRAMENTO-MOTHER LODGE IPMA CHAPTER MEETING

Mr. Danielson informed Board members of the Sacramento-Mother Lode IPMA Chapter meeting on Wednesday, 5:30 p.m., August 10, at Mansion Inn.

c. AMENDMENT TO CIVIL SERVICE BOARD RULES AND REGULATIONS

Mr. William Woska, Personnel Management Administrator, on July 29, mailed to Board members the sixth draft of the proposed Rule 5, Announcements, applicants and Examinations; Rule 6, Eligible Lists; and Rule 7, Certification and Appointments. Mr. Woska requested that a Civil Service Board work session be scheduled during the month of September to consider these rules.

A special meeting was set for 3:30 p.m., Wednesday, September 14, 1977.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Effective</u>	<u>Expiration</u>
#1531	General Repairman (promotional)	7/19/77	7/18/78
#1545	Property Assistant II (promotional)	7/18/77	7/17/78
#1552	Building Inspector (Plumbing)	7/14/77	7/13/78

AMENDMENT TO CLASSIFICATION PLAN

a. Proposed Revision of Class Specifications

1. Fire Prevention Inspector I

As requested by the Board, the class specification for Fire Prevention Inspector I was revised to include, under "Knowledges, Abilities and Skills", the area of knowledge covered in the Fire Science courses which were initially required to be completed before application but deleted by the Civil Service Board at a previous meeting.

It was decided that, inasmuch as the Board had discussed this revision at prior meetings, it would be appropriate for the Board to move this item to the second reading at this time.

Mrs. Giles moved to approve the revised specification. Mrs. Kuchman seconded the motion which carried by the following vote:

Ayes: Giles, Kuchman, Wright.

Noes: Street, Yee.

2. Key Data Operator I

The study conducted by the Personnel Management Services Division for the proposed revision of key stroke requirement for the entry-level Key Data Operator class from 7000 to 9000 key strokes per hour was submitted.

In accordance with Board procedure, this matter was held over to the next regular meeting.

EXAMINATIONS ANNOUNCED

Mr. Phillip Cunningham, Attorney and Business Representative for Stationary Engineers Local 39, requested that the Custodial Foreman II examination (#1556)

be announced as open and promotional. After discussion it was moved by Mrs. Giles and seconded by Mr. Street to modify the announcement for Custodial Foreman II to be open and promotional. The motion carried by the following vote:

Ayes: Giles, Street, Wright, Yee.
Noes: Kuchman.

It was moved by Mr. Street and seconded by Mrs. Giles to approve the announcements as follows:

#1526 Fire Prevention Inspector I (promotional)
#1556 Custodial Foreman II (open and promotional)
#1557 Senior Animal Control Officer (promotional)
#1558 Assistant Planner
#1561 Copy Machine Operator

The motion carried by the following vote:

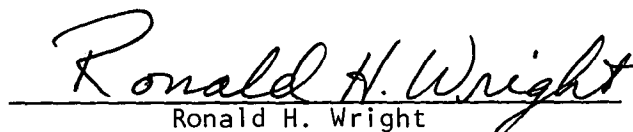
Ayes: Giles, Kuchman, Street, Wright.
Mr. Yee approved the announcements except for #1526, Fire Prevention Inspector I (promotional), as he preferred that the requirement of the Fire Science courses be included within the specification.
Noes: None.

The meeting adjourned at 2:30 p.m.

The Board then met in executive session with Deputy City Attorney Elizabeth Hassard Silver to discuss the litigation concerning the Gillies vs. Civil Service Board matter.



William F. Danielson
Secretary



Ronald H. Wright
President



FIRE PREVENTION INSPECTOR I
FIRE PREVENTION INSPECTOR II

NATURE OF WORK:

Under supervision to perform technical inspectional and investigative work in obtaining compliance with laws, ordinances, and regulations pertaining to the prevention and control of fires.

DISTINGUISHING CHARACTERISTICS:

Fire Prevention Inspector I is the entry-level class in the Fire Prevention Series and requires experience as a Firefighter. Employees perform the more routine duties of the Fire Prevention Bureau.

Fire Prevention Inspector II is the journeyman-level class. Employees perform specialized duties requiring previous Fire Prevention experience. Employees at this level work independently under direction of a superior and may supervise other Fire Prevention Inspectors.

EXAMPLES OF DUTIES:

Fire Prevention Inspector I:

Interprets and enforces provisions of fire prevention and fire safety laws.

Performs periodic and follow-up inspections of buildings, structures, and installations requiring fire clearances.

Investigates complaints pertaining to violation of fire prevention laws and gives advice for correction of violations.

Provides information to the public concerning fire prevention practices and procedures.

Investigates causes of fires and presents evidence in court when required.

Maintains records and prepares reports and correspondence.

Performs related duties as required.

Fire Prevention Inspector II:

In addition to the above:

Performs the more difficult fire inspections.

Develops and conducts classes relative to fire prevention and fire investigation.

Develops fire evacuation plans.

Plan Checking:

Checks building plans for all new commercial, industrial, and multiple residential construction for code compliance.

Determines water flow for firefighting purposes and insures conformity with the Fire Hydrant Ordinance.

EXAMPLES OF DUTIES: (Continued)

Investigation:

Supervises the activities of Fire Prevention Inspectors in the performance of fire investigations.

Reviews all fire investigation reports to determine disposition of cases.

DESIRABLE QUALIFICATIONS:

Experience and Education:

Fire Prevention Inspector I:

Three years of experience as a uniformed member of the City of Sacramento Fire Department, preferably supplemented by college-level courses in Fire Science.

Fire Prevention Inspector II:

Two years as a Fire Prevention Inspector I with the City of Sacramento Fire Department.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

Federal, state, and local fire prevention codes and ordinances.

The methods and procedures used in performing fire prevention inspections.

Fire protection systems and equipment, including but not limited to, fire extinguishers, sprinkler systems, and fire detection and alarm systems,

The procedures and techniques of arson investigation.

Arrest, search, and seizure procedures.

Ability to:

Interpret and enforce federal, state, and local fire prevention codes and ordinances.

Identify fire and life hazards and recommend corrective measures.

Identify types and determine causes of fires.

Recognize, identify, and preserve evidence.

Effectively interview witnesses and suspects.

Maintain records and to prepare written reports and correspondence.

Organize material and make effective oral presentations.

Establish and maintain effective working relationships with the public and other employees.

Fire Prevention Inspector II:

In addition to the above:

Ability to supervise the work of other employees.

FIRE PREVENTION INSPECTOR I
FIRE PREVENTION INSPECTOR II

August 1977

Adopted: 9/16/75

Revised: 7/20/76, 8/02/77

Title Change: 9/16/75 Deputy Fire Marshal to Fire Prevention Inspector I

Abolished:

Class Code: 05008 Fire Prevention Inspector I
05009 Fire Prevention Inspector II