

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
MARCH 2, 1982

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by President Joseph L. Russell in Conference Room 103, Department of Personnel, 801 - 9th Street, Sacramento, California at 1:32 p.m.

Members Present: Ms. Pamela C. Placencia
Mr. Jonathan E. Mayhew
Ms. Gail A. Mabbutt
Mr. Joseph L. Russell

Member Absent: Mrs. Vivian C. Nance

MINUTES OF THE REGULAR MEETING OF FEBRUARY 16, 1982

President Russell appointed Board Member Mabbutt as President Pro Tem., in order to be able to act on the approval of the minutes.

Motion was made to approve the minutes of the regular meeting of February 16, 1982 as read.

Motion: Ms. Placencia
Second: Mr. Russell

Motion was approved by the following roll call vote:

Ayes: Ms. Placencia
Mr. Russell

Abstain: Ms. Mabbutt
Mr. Mayhew

Mr. Russell resumed as President of the Board.

REPORTS OF THE DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel informed the Board that there were no reports.

REQUESTS FOR TRANSFER

- a. Mary Lou Thornhill, Police Clerk II -
Typist Clerk II
- b. Elizabeth Mae Goss, Typist Clerk II -
Police Clerk II

Ms. Thelma Vanesian, Personnel Analyst I, addressed the Board and referred to the correspondence regarding these requests for transfer. It was noted that there was no difference in salary.

March 2, 1982

Motion was made to approve the requests for transfer of Mary Lou Thornhill, Police Clerk II - Clerk Typist II, and Elizabeth Mae Goss, Clerk Typist II - Police Clerk II, concurrently.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

APPEAL OF DENIAL OF SUPPLEMENTAL EMPLOYMENT - Continued

Mary Lou Thornhill - Police Clerk II

Reference was made to correspondence from Ms. Thornhill, and the Board noted that as a result of the previous Board action approving Ms. Thornhill's request for transfer, the appeal was withdrawn.

RECOMMENDED DECISION OF ADMINISTRATIVE LAW JUDGE

Appeal of Sophie Joseph

Ms. Sophie Joseph, Stenographer Clerk III, and Mr. Dan Bonebrake, Senior Employee Relations Representative, addressed the Board, and Ms. Joseph requested that final decision on her appeal be postponed until a full Board was convened.

There was some discussion on this issue, and motion was made to deny the request for a continuance of this appeal.

Motion: Mr. Mayhew
Second: Ms. Placencia

Motion was denied by the following roll call vote:

Ayes: Mr. Mayhew
Ms. Placencia

Noes: Ms. Mabbutt
Mr. Russell

After discussion clarifying the meaning of the motion, the roll was called again to reflect the following votes:

Ayes: Mr. Mayhew
Ms. Placencia
Mr. Russell

Noes: Ms. Mabbutt

March 2, 1982

Ms. Joseph distributed a letter to the Board in which she challenged the proposed decision of the Administrative Law Judge. Ms. Joseph informed the Board of her areas of concern, including the fact that one of the City's witnesses did not return to the hearing in the afternoon, and discussed an altered doctor's certificate which had been introduced as evidence. Ms. Joseph also cited harrassment on the job, and the fact that she was not allowed to use her vacation time in lieu of leave-without-pay.

Mr. Bonebrake addressed the Board and stated that the appellant had walked off the job, that it was the policy of the City Clerk's Office not to allow vacation time to be used in lieu of leave-without-pay, and that during the hearing she informed the Administrative Law Judge she would not go back to the City Clerk's Office.

There was some lengthy discussion on the background of the disciplinary actions and it was noted that Ms. Joseph had refused to follow a directive that she see a City physician, which resulted in one of the disciplinary actions.

The Board went into executive session at 2:55 p.m.

The Board reconvened at 3:11 p.m.

Motion was made to uphold the recommendations of the Administrative Law Judge and deny the appeal of Sophie Joseph.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

Ms. Joseph then asked whether she was entitled to longevity pay. Mrs. Giles told her that this would be looked into, and that Mrs. Giles would advise her.

CLASSIFICATION STUDY - First Reading

- a. Junior Planner
- b. Assistant/Associate Planner

Mrs. Verna Banks, Senior Personnel Analyst, addressed the Board and referred to the supporting correspondence which outlined the recommended revisions to the class specifications for Assistant/Associate Planner and the establishment of a new classification of Junior Planner.

March 2, 1982

Mrs. Banks distributed revised copies of proposed class specifications to the Board which added a phrase under the "License or Certificate" section, as follows: "Possess and maintain an appropriate, valid California motor vehicle operator's license. Individuals who do not meet this requirement because of a disability may be reviewed for accommodation on a case-be-case basis."

This was amended by staff, and it was requested that the words "physical handicap" be used instead of "disability".

After some discussion, motion was made to approve the class specifications for Junior Planner and Assistant/Associate Planner for first reading as amended, and pass for second reading.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

PROPOSED CIVIL SERVICE BOARD RULE 7.4 CHANGE - First Reading

Mrs. Banks referred to the proposed rule change which would add the classification of Junior Planner to the list of other classifications requiring probationary periods in excess of six months.

Motion was made to approve proposed change to Civil Service Board Rule 7.4 for first reading, and pass to second reading.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

EXTENSION OF ELIGIBLE LISTS

- a. Junior Engineer (Civil)
- b. Assistant Engineer (Civil)

Ms. Susan Davidson, Personnel Analyst II addressed the Board and explained the rationale for requesting these extensions.

Motion was made to approve extension of eligible list for examination No. 1810 Junior Engineer (Civil) to 4/19/83.

Motion: Mr. Mayhew
Second: Ms. Placencia

Motion was approved by unanimous roll call vote.

March 2, 1982

Motion was made to approve extension of eligible list for examination No. 1808 Assistant Engineer (Civil) to 4/19/1983.

Motion: Ms. Mabbutt
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

SPECIFICATION REVISION - First and Second Reading

Historian - Architecture and Preservation

Ms. Banks reminded the Board that this matter had been brought to the Board at a previous meeting, and that it had been requested that staff review the section on "Experience and Education". Mrs. Banks informed the Board that this section had been revised, and the education requirements expanded to include a Bachelor's Degree or the equivalent.

Motion was made to approve for first and second reading, and adopt the revised class specification for Historian - Architecture and Preservation.

Motion: Mr. Mayhew
Second: Ms. Placencia

Motion was approved by unanimous roll call vote.

EXAMINATIONS TO BE ANNOUNCED

a. #1862 - Historian - Architecture & Preservation

Motion was made to approve examination #1862 - Historian - Architecture and Preservation.

Motion: Ms. Mabbutt
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

b. #1870 - Parks Supervisor (Promotional)

Motion was made to approve examination #1870 - Parks Supervisor (Promotional).

Motion: Mr. Mayhew
Second: Ms. Placencia

Motion was approved by unanimous roll call vote.

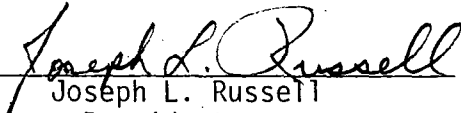
March 2, 1982

ELIGIBLE LIST ESTABLISHED

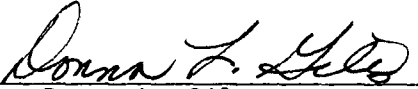
#1824-D - Equipment Mechanic II

Mrs. Giles informed the Board that there was a Personnel and Public Employees Committee meeting being held on March 3, 1982, at 3:30 p.m., at which the Affirmative Action Annual Report Review was being presented. It was suggested that some of the Civil Service Board members might like to attend and give input. Ms. Placencia and Ms. Mabbutt indicated that they would attend, and would present their views as independent Board Members, and not speak as representatives of the total Board's views.

There being no further business, President Russell declared the meeting adjourned.



Joseph L. Russell
President



Donna L. Giles
Secretary