

3-1-61

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING MARCH 1, 1961

The Civil Service Board met in regular session at 817 - 10th Street at 2:00 P.M.

PRESENT: Members Grebitus, Genshlea, C. Alexander and Street

ABSENT: Member James Alexander

Minutes of the last regular meetings held February 15 and February 22, 1961, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have been scheduled:

#662	Street Construction Laborer (Promotional)
#663	Librarian I
#664	Civil Engineer I
#665	Real Estate Associate (Promotional)
#666	Planning Associate

PROPOSED CLASSIFICATION PLAN

Copies of proposed Classification Plan

containing specifications for each class

of position in the city service were presented to the board members for consideration. Contents of the Classification Plan, including interpretation of the specifications, were explained briefly by the Secretary.

At the request of Kenneth Wright, Executive Secretary of the Sacramento City Employee's Association, action on adoption of the Classification Plan was postponed for thirty days.

POLICE SERGEANT ELIGIBLE
REGISTER #575
Extension of Expiration
Date

Communication from James V. Hicks, Chief of the Police Department, dated February 16, 1961, requesting that the expiration date

of Police Sergeant eligible register #575, be extended for one year to August 1, 1962, was considered.

3-1-61

POLICE SERGEANT ELIGIBLE
REGISTER # 575 (Cont'd)

Secretary advised that the original list contained thirteen names of which only two had been appointed thus far.

Motion was made by Mr. Street that the expiration date for this eligible list be extended for one year to August 1, 1962. Motion was seconded by Mr. Genshlea and unanimously adopted.

DEPUTY CITY CLERK EXAMINATION No. 660
Written Test Qualifying Score

Upon recommendation of the Secretary,
(in accordance with Section 7.4(c)

of the Rules and Regulations,) it was the order of the Board that the minimum qualifying score in the written test for Deputy City Clerk was set at 105 of a possible 185 items, qualifying four of the ten applicants competing in the examination.

REQUEST FOR SALARY ADJUSTMENTS
Utilities Serviceman
Utilities Serviceman Helper
Water & Sewer Foreman I & II

Representatives of Plumber's Union Local
#447 - William Francis, James Rotz, and
Attorney Joe Grodin - appeared before the

Civil Service Board to request salary adjustments for city employees in the classes of Utilities Serviceman Helper, Utilities Serviceman, and Water & Sewer Foreman I & II.

After general discussion of the adjustment request, the representatives were advised by the President of the Board to submit a formal written for presentation to the board members at the earliest possible date.

REQUEST FOR SALARY ADJUSTMENTS
Firefighters, Fire Engineer,
Fire Captain

Representatives of Sacramento Fire-
fighters Local #522, IAFF - John Steely,
Stanley Catlett, and George Ramirez -

appeared before the Board to present formal request for salary increases and

3-1-61

REQUEST FOR SALARY ADJUSTMENTS (Cont'd)

adjustments for employees in the classes of Firefighter, Fire Engineer, and Fire Captain. Copies of the written request dated February 20, 1961, were submitted to the board members and reviewed generally.

After general discussion the representatives were advised by the President of the board that the request would be taken under consideration.

REINSTATEMENT - REQUEST
James Marty

Communication from James Marty, former
Patrolman in the Police Department, dated

February 19, 1961, who resigned from city service February 23, 1960, requesting reinstatement to his former position, was considered.

After review of the City Attorney's opinion, wherein it was ruled that residence outside the city since resignation would not permit the board to consider a reinstatement request, motion was made by Mr. Alexander that the request of James Marty for reinstatement be denied. Motion was seconded by Mr. Genshlea and unanimously carried.

REQUEST FOR PROMOTIONAL
ELIGIBILITY
Street Construction Laborer
Examination #662

Communication signed by James K. Jackson,
Jack Gruber, and Anthony A. Cordova, city

employees in the class of Motor Sweeper Operator, requesting permission to compete in the promotional examination for Street Construction Laborer, was considered.

Secretary advised that the present maximum salary for Motor Sweeper Operator is \$525 per month, which is approximately \$15 per month above the minimum hourly rate for Street Construction Laborer. Secretary further advised that on May 1, 1961, the minimum hourly rate for Street Construction Laborer will advance to \$3.22 $\frac{1}{2}$ per hour and this rate will then exceed the maximum monthly rate for Motor Sweeper Operator.

3-1-61

REQUEST FOR PROMOTIONAL
ELIGIBILITY (Cont'd)

Motion was made by Mr. Alexander that employees in this class of Motor Sweeper Operator be permitted to take the Street Construction Laborer examination on a promotional basis. Motion seconded by Mr. Street and un-animously carried.

POLICY ON REQUESTS FOR
REINSTATEMENT PRIVILEGES
FOLLOWING RESIGNATION

Recommendation was made by the Secretary that the Civil Service Board adopt a clear and definite policy with respect to request to be granted reinstatement privileges following resignation.

After discussion of the need for such a policy in view of the considerable number of such reinstatement ^{requests} made by resigned employees, the following policy was adopted by unanimous action and the Secretary instructed to advise all employees resigning in the future of this policy.

"Consideration will be given by the Civil Service Board of the City of Sacramento to requests for reinstatement privileges under provisions of 10.1(c) of the Rules and Regulations (reinstatement privileges following resignation) only under the following conditions:

- (a) the applicant must take written request for such reinstatement within one (1) year from the date of resignation;
- (b) the applicant must have had a record of at least five (5) years of city service;
- (c) the applicant must have resigned in good standing; the evaluation of the employee's service in the department from which he resigned, by the department head, must indicate an above average level of performance; and the department head must have indicated that he would be willing to re-hire the applicant;
- (d) the applicant must have maintained a bona-fide city residence from the date of resignation to the date of request for reinstatement privileges; and
- (e) requests for reinstatement privileges following resignation by an applicant meeting the above conditions will be considered once and only once."