

**MINUTES OF REGULAR MEETING
CIVIL SERVICE BOARD
CITY OF SACRAMENTO
March 6, 2007**

The meeting of the City of Sacramento Civil Service Board was called to order by Chairperson Pryor in the Hearing Room of Historic City Hall, 915 I Street, Second Floor, Sacramento, CA at 1:32 p.m.

MEMBERS PRESENT: Thompson
Robillard
Manders
Lopez
Pryor

MEMBERS ABSENT: None

MINUTES OF CIVIL SERVICE BOARD MEETING OF FEBRUARY 20, 2007

The Board received the minutes of the February 20, 2007 meeting. Board member Pryor asked if the Board had any comments. Ms. Lopez moved to accept the minutes. The motion was seconded by Mr. Thompson. The motion to approve went as follows:

Motion: Lopez
Second: Thompson

The motion carried with the following roll call vote:

Ayes: Thompson
Robillard
Manders
Lopez
Pryor

Noes: None

REPORTS OF SECRETARY TO THE BOARD

Acting Secretary Gerrie Giffin asked to pull Items 5a, b, c, and d, the Customer Service Series, off the Consent Calendar but still hear the discussion because the Union was not in agreement with all the revisions.

ELIGIBLE LISTS ESTABLISHED

This is an information-only item.

CUSTOMER SERVICE CLASSIFICATIONS (Items 5a, b, c, d) **REVISE CLASSIFICATIONS**

Board Member Pryor asked if the items needed to be heard individually or as a group. Marcia Mooney, Business Representative, Local 39, said they could be heard as a group. Ms. Mooney presented the Union's position. Ms. Mooney said the Union objected to changing the probationary period from 6 months to 12 months. She pointed out that this is basically a clerical class and the Union feels there is no good reason to hang someone out there that long. She said the Union doesn't think this does a service to the City or the employee. She said that there are more professional classifications that require extensive training and would have reason for a 12-month probation, but this series of classification does not warrant it. She also reported that the Union is in agreement with all other revisions to the Customer Service Classification series.

Mr. Brown reported that the customer service series is flexibly staffed and not all classifications within the series are entry-level. He said it takes about 12 weeks to go through the initial training, and then another step where they are assigned to different shifts. The work is seasonal as well as cyclical. Mr. Brown said the City recommends the revised 12-month probation and indicated that representatives from various departments of the City were present to testify to the need for the extended probationary period.

Representatives from several Departments within the City presented testimonials in favor of the 12-month probationary period and fielded questions from the Board.

Gina Knepp, General Services Department, overseeing the City Operator function pointed out that many of the calls during the day are informational but after 4:00 p.m., they incorporate the dispatch component. Some of the work is very complex. The 12-month probation is necessary to expose them to all the components of the job.

Shawn Hadnot, Labor Relations Officer, said the managers are not able to fully assess employees during a 6-month probation. He said the 12-month probation would allow time for several evaluations. Mr. Hadnot stated that the Union has agreed to 12-month probationary periods on other classifications. Marcia Mooney, Local 39, responded that the majority of

classifications that this Union represents have 6 months probation, not 12 months.

Jamille Moens, Program Manager, Utilities Department, said employees have to be fast starters. Ms. Moens pointed out that the City has a very complicated billing system and it takes longer for some to get it, but you don't want to keep them past the probationary period out of fear they won't get it. She would like more time to be able to assess, coach, and evaluate. Ms. Moens said the longer probation will serve the employee and the City better.

Wendy Klock-Johnson, Staff Services Administrator, Development Services Department, said that not all classes in this series are entry level. The Customer Service Supervisor and the Customer Service Specialist are higher functioning positions and require more training. Ms. Klock-Johnson testified as to the complexities of the customer service positions in Development Services Department and the 6-month probation was not an adequate amount of time to train in all aspects of the job.

Board Member Robillard suggested the Board take a 10-minute recess. Chairperson Pryor dismissed the Board at 2:25 p.m. for a brief recess. The Board reconvened at 2:39 p.m.

After comments by the Board, Ms. Lopez made a motion to approve the staff recommendation with the amendment that the Board's approval would expire in two years, and the City and the Union would come back before the Board for approval. The Board set July 1, 2009 as the expiration date for the approval of the revised specification for 12 months probation. Ms. Manders seconded the motion. The motion went as follows:

Motion: Lopez
Second: Manders

The motion carried with the following roll call vote:

Ayes: Robillard
Manders
Lopez
Pryor

Noes: Thompson

CONSENT CALENDAR

**PARK MAINTENANCE WORKER
PARK MAINTENANCE WORKER I/III/III
Revise Classifications**

Chairperson Pryor asked if there were any questions or comments from the Board. Mr. Thompson made a motion to accept the revised job specifications as submitted. Ms. Lopez seconded the motion. The motion went as follows:

Motion: Thompson
Second: Lopez

The motion carried with the following roll call vote:

Ayes: Thompson
Robillard
Manders
Lopez
Pryor

Noes: None

CITIZENS ADDRESSING THE BOARD ON MATTERS NOT ON THE AGENDA

None

CLOSED SESSION

**JOINTLY RECOMMENDED PROPOSED DECISION OF THE ARBITRATOR
CHARLES A. ASKIN IN THE MATTER OF THE APPEAL OF DENNIS VANCE**

The Board went into closed session at 2:46 p.m. The hearing room was cleared of anyone not directly related to the hearing. The Board received a copy of the Jointly Recommended Decision of the Arbitrator in the matter of the appeal of Dennis Vance.

Sheri Chapman, Sr. Deputy City Attorney, recommended Board approval of the jointly recommended decision of the Arbitrator. Marcia Mooney, Business Representative, Local 39, said the Union is in agreement with the jointly recommended decision of the Arbitrator and asked the Board to approve it.

Board member Pryor inquired as to the Board's role on a jointly recommend decision. Paul Gale, Deputy City Attorney and Counsel to the Board, advised the Board that even with a jointly recommended decision, the Board still has the authority to adopt, amend, modify, or reject the decision of the arbitrator.

Chairperson Pryor asked if the Board had any comments or questions. Mr. Thompson made a motion to accept the decision of the Arbitrator. Ms. Lopez seconded the motion. The motion went as follows:

Motion: Thompson
Second: Lopez

The motion carried with the following roll call vote:

Ayes: Thompson
Robillard
Manders
Lopez
Pryor

Noes: None

There being no further business, the meeting adjourned at 3:00 pm.

THOMAS PRYOR
Chairman

GERRIEE GIFFIN
Acting Secretary