



Personnel and Public Employees Committee Report

915 I Street, 1st Floor, Sacramento, CA 95814

www.cityofsacramento.org

File ID: 2019-00441

May 14, 2019

Discussion Item 03

Title: Interviews for the Civil Service Board

Location: Citywide

Recommendation: 1) Conduct interviews of applicants to the Civil Service Board for **Seats A and D:** A member who is a citizen of the City and has no connection with city government; and 2) continue the item to the next meeting for discussion and nomination.

Contact: Wendy Klock-Johnson, MMC, Assistant City Clerk, (916) 808-7509, Office of the City Clerk; Luby Mitrovich, Administrative Assistant, (916) 808-1738, Department of Human Resources.

Presenter: None

Attachments:

- 1-Description/Analysis
- 2-Board Details and Roster
- 3-Applications

Description/Analysis

Issue Detail: Prior to forwarding nominations to the Mayor for appointment, the Personnel and Public Employees Committee conducts interviews of applicants for open board and commission positions.

Policy Considerations: None.

Economic Impacts: None.

Environmental Considerations: None.

Sustainability: None.

Commission/Committee Action: None.

Rationale for Recommendation: When a position on a City board or commission becomes available through term expiration or resignation, the Office of the City Clerk conducts a recruitment for interested parties. When the application period has closed, the Personnel and Public Employees Committee conducts interviews of the applicants and forwards nominations to the Mayor for appointment.

Financial Considerations: None.

Local Business Enterprise (LBE): None.

Background: There are four candidates applying to two positions.

VACANCY INFORMATION

| Seat Description | Term | Term Ending Date | Residency | Incumbent |
|--|---------|------------------|-----------|--|
| Seat A: A member who is a citizen of the City and has no connection with city government. | Full | 12/31/2023 | Required | Incumbent eligible but did not reapply |
| Seat D: A member who is a citizen of the City and has no connection with city government. | Partial | 12/31/2021 | Required | Incumbent resigned |


SUMMARY OF NEW APPLICANTS


| Applicant Name | Eligible Seat(s) | District | Interview Status |
|-----------------|------------------|----------|---------------------------|
| Gwynnae Byrd | A, D | 5 | Attendance not confirmed. |
| Jamey Mataka | A, D | 5 | Attendance not confirmed. |
| Joy Cabatic | A, D | 1 | Attendance not confirmed. |
| Nicholas Reitor | A, D | 5 | Attendance not confirmed. |





CIVIL SERVICE BOARD

BOARD DETAILS

 OVERVIEW

 **SIZE** 5 Seats

 **TERM LENGTH** 5 Years

 **TERM LIMIT** 2 Term

The board shall: (1) Adopt and maintain a classification plan of positions; (2) Formulate rules and regulations covering the examination of applicants for positions and promotion of employees into classified service; (3) Hear appeals from employees in classified service who may be suspended without pay, demoted, dismissed, or otherwise disciplined by the appointing authority; (4) Hear appeals from employees in classified service with reference to allocation or reallocation of their position by the director of personnel; and (5) Provide rules of interpretation and administration of ordinances affecting personnel.



DETAILS

MEMBERSHIP CATEGORIES

- Seat A - Member who is a citizen of the City and has no connection with city government.
- Seat B - Member who is a citizen of the City and has no connection with city government.
- Seat C - Member who is a citizen of the City and has no connection with city government.
- Seat D - Member who is a citizen of the City and has no connection with city government.
- Seat E - Member who is a citizen of the City and has no connection with city government.

MEETING INFORMATION

2nd Floor Hearing Room - Historic City Hall 915 I Street Sacramento, CA 95814

COMPENSATION (IF APPLICABLE)

\$50.00 per meeting

FORMATION INFORMATION

Formed July 1, 1921
[Sacramento City Charter Article VII, Section 80](#)

BOARD TYPE

Advisory

MANAGING AGENCY

City of Sacramento/Human Resources Department

WEBSITE

None

STATEMENT OF ECONOMIC INTEREST (SEI)

Required

SEI CONTACT

Sacramento City Clerk; (916) 808-7200; clerk@cityofsacramento.org

ADDITIONAL DETAILS

COMMENTS (INTERNAL)

City Residency is required.



BOARD ROSTER



BRANDON LEIBROCK

1st Term Apr 07, 2015 - Dec 31, 2019

Appointing Authority Nomination: P&PE Committee / Appointment: Mayor

Seat Seat C

SEI Form 700 On file Current

Ethics Training Next Due 06/11/2019

Position Member who is a citizen of the City and has no connection with city government



EDWIN PEREZ

1st Term Jan 01, 2018 - Dec 31, 2022

Appointing Authority Nominated by P&PE/Appointed by the Mayor

Seat Seat E

SEI Form 700 On file Current

Ethics Training Next Due 11/28/2020

Position Member who is a citizen of the City and has no connection with city government



CRISTIANA ROJAS-APPLETON

1st Term May 27, 2014 - Dec 31, 2018

Appointing Authority Nominated by P&PE/Appointed by the Mayor

Seat Seat A - Application Period Open Until Filled

SEI Form 700 On file Current

Ethics Training Next Due 06/30/2020

Position Member who is a citizen of the City and has no connection with city government



BRIAN WEATHERSBY

1st Term Jan 01, 2017 - Dec 31, 2021

Appointing Authority Nominated by P&PE/Appointed by the Mayor

Seat Seat B

SEI Form 700 On file Current

Ethics Training Next Due 06/12/2019

Position Member who is a citizen of the City and has no connection with city government



VACANCY

Appointing Authority Nominated by P&PE/Appointed by the Mayor

Seat Seat D - Application Period Open Until Filled

SEI Form 700 On file Current

Position Member who is a citizen of the City and has no connection with city government

Profile

Gwynnae

First Name

Byrd

Last Name

Indicate which council district you live or work in. *

Council District 5

[Redacted]

Email Address

[Redacted]

Primary Phone

City Advisory Body Information

Which Boards would you like to apply for?

Civil Service Board: Submitted

Question applies to Civil Service Board

Please check EACH seat for which you eligible to serve (pull down menu) *

Seat A - Member who is a citizen of the City and no connection with city government.

Applicant Interest Statement

Please state the reason(s) you would like to be a member of this board or commission and share any additional experience, community activities, or other qualifications that would be helpful in evaluating your application.

I am interested in using my legal skills to benefit my community in a volunteer capacity. I am still a member of the California Bar, but have not practiced law in over 12 years. When I did practice law, it was as a civil servant, in the legislative arena - helping draft legislation and write legal opinions for the California Legislature.

Qualification Confirmation

List all experience specific to the board or commission seat you are applying for.

I was a state civil servant for over 16 years, so I understand classification systems, examination processes, disciplinary and other employment issues. During that time, I drafted legislation for the Legislature, so understand how to draft rules and regulations.

Prior Service

List any current or prior service on a City of Sacramento Board or Commission

none

Education

09/82-06/86

Attended (mm/yy - mm/yy):

UC Berkeley

Institution Name:

BA social sciences

Degree Earned & Area of Study:

09/86-05/89

Attended (mm/yy - mm/yy):

Univ So Calif

Institution Name:

JD

Degree Earned & Area of Study:

Employment

9/90-9/06

From (mm/yy) - To (mm/yy):

Legislative Counsel & Cal State
Senate

Employer Name & Address:

Job Duties

Counsel to the State Legislature - drafted legislation and rendered opinions to the Leg.; later served as Principal Consultant to the Senate Majority Leader, and a joint committee of the Legislature. Job duties as Principal Consultant included drafting legislation, helping develop policy, advising on budget issues, producing public hearings, dealing with constituents, and generally advising Members of the Senate .

Business Ownership

09/06-present

From (mm/yy) - To (mm/yy):

Home Transitions

Business Name & Address:

Type of Business or Service Rendered:

professional home and office organizing; coaching; speaking

Acknowledgments

Application Information Acknowledgment

You agree that all of the information you have provided on this application is true and correct.

I Agree

Commissioner Training

You agree that if appointed a board or commission of the City of Sacramento you will complete all training required of commissioners.

I Agree

Question applies to multiple boards

Statement of Economic Interest Filing

You agree that you will complete the initial Statement of Economic Interest Form 700 within 30 days of reappointment and annually thereafter. You understand that failure to complete this filing is cause for removal.

I Agree

Referral

How did you hear about the opening? *

Other

colleague

If Other, please describe.

Accommodation Information

Demographics

Ethnicity *

None Selected

Gender *

[Redacted]

Sexual Orientation *

[Redacted]

[Redacted]

Date of Birth

Profile

Jamey

First Name

Mataalka

Last Name

Indicate which council district you live or work in. *

Council District 5

[Redacted]

Email Address

[Redacted]

Primary Phone

City Advisory Body Information

Which Boards would you like to apply for?

Civil Service Board: Eligible

Question applies to Civil Service Board

Please check EACH seat for which you eligible to serve (pull down menu) *

Seat A - Member who is a citizen of the City and no connection with city government.

Applicant Interest Statement

Please state the reason(s) you would like to be a member of this board or commission and share any additional experience, community activities, or other qualifications that would be helpful in evaluating your application.

Since 2002, I have called Sacramento home and each day I become fonder of this city. Finishing my studies as a Hornet and living and working in the downtown area has given me a sense of pride and ownership in this city. I would like to carry that sense further and contribute to the successful preservation and maintenance of its history. My studies in business management and work experience in finance has provided me with the necessary knowledge to be a contributing member of the board.

Qualification Confirmation

List all experience specific to the board or commission seat you are applying for.

I have previously served on the board and a citizen with no affiliation to city government.

Prior Service

List any current or prior service on a City of Sacramento Board or Commission

Civil Service Board

Education

2002-2005

Attended (mm/yy - mm/yy):

CSUS

Institution Name:

BS

Degree Earned & Area of Study:

Employment

2016 - Open

From (mm/yy) - To (mm/yy):

State of California, HSRA

Employer Name & Address:

Job Duties

As the Assistant Chief Financial Officer, my position is responsible for the overall management of the Accounting, Budget, Reporting and Business and Economics branches. In addition, I provide expertise and recommendations on fiscal policy matters to the executive management team.

2011 - 2016

From (mm/yy) - To (mm/yy):

State of California, DOF

Employer Name & Address:

Job Duties:

As the Principal Program Budget Analyst over the Medi-Cal assignment I was responsible for a team of 3 analysts to manage the fiscal matters of two assigned departments from the state level.

Business Ownership

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Question applies to multiple boards

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I Agree

Accommodation Information

Demographics

Gender *

[REDACTED]

Sexual Orientation *

[REDACTED]

Ethnicity *

[REDACTED]

How did you hear about the opening? *

City of Sacramento Website

Profile

Joy

First Name

Cabatic

Last Name

Indicate which council district you live or work in. * Council District 1
Email Address
Primary Phone

City Advisory Body Information**Which Boards would you like to apply for?**

Civil Service Board: Eligible

Question applies to Civil Service Board

Please check EACH seat for which you eligible to serve (pull down menu) * Seat A - Member who is a citizen of the City and no connection with city government.

Applicant Interest Statement

Please state the reason(s) you would like to be a member of this board or commission and share any additional experience, community activities, or other qualifications that would be helpful in evaluating your application.

I currently work for the State of California with 17 years of experience with 10 of those years in a supervisory or managerial role, leading small teams to a team of 160; so I know the struggles managers and staff face working in civil service. I value my integrity and have always considered myself a fair person. I am also a trained Skelly Officer, for my agency, which has taught me the importance of being fair and objective. Because of my years as a manager, I am well aware of our personnel and EEO policies. The reason I'm applying is that I would like to further my experience as a civil servant at the local level. In addition, giving back to the community is important and this would be an opportunity for me to do so.

Qualification Confirmation

List all experience specific to the board or commission seat you are applying for.

Experience in developing policies and procedures Experience in mediating between employees to resolve issues Experience in holding a Skelly Hearing, serving as an objective party in an adverse action case Experience in understanding an implementing personnel and EEO policies as needed

Prior Service

List any current or prior service on a City of Sacramento Board or Commission

n/a

Education

08/1998-12/2002

Attended (mm/yy - mm/yy):

Sacramento State University

Institution Name:

Bachelor's, Business, Finance and Risk Management

Degree Earned & Area of Study:

1/14-5/14

Attended (mm/yy - mm/yy):

Sacramento State University

Institution Name:

Leadership for Government-Continuing Education

Degree Earned & Area of Study:

Employment

12/16-present

From (mm/yy) - To (mm/yy):

California Department of Tax and Fee Administration

Employer Name & Address:

Job Duties

Plan, direct, organizes and evaluates the work performed by 80 staff in the Return Processing Branch (branch). Ensures that the branch is in compliance with policies and procedures. Assist staff in creating internal procedures to help provide guidance. Determine staffing needs based on program time charges. Conduct meetings with supervisors to discuss issues and solutions, resource allocation, changes due to legislation..etc. Participate in meetings with external agencies to discuss programs administered on their behalf. Ensure timely submission of Performance Appraisals and Probation reports. Determine training needs.

04/15-11/16

From (mm/yy) - To (mm/yy):

Board of Equalization

Employer Name & Address:

Job Duties:

Collaborate with our Business Points of Contact and Technology Services Division on projects and legislation implementation, such as the EFT transition and implementation of AB 1295. Address issues as they arise and provide information at quarterly system/ticket meetings to keep management informed of agency wide efforts. Ensure clearance coordinators meet deadlines for clearing documents. Work with clearance staff to streamline processes and implement required changes, such as the updated 3-day Board Member review process. Work closely with the budget coordinator on assignments, such as reviewing and preparing costing and BCPs. Collaborate with the training team, Tax Policy Division (TPD) training, training coordinators, and management to ensure training needs for staff in our divisions are identified. Conduct monthly meetings with staff to identify and provide solutions to workload issues. Volunteered to prepare and coordinate the information for our Workforce Planning efforts. Work with staff for the Business Tax and Fee Division (BTFD) re-branding efforts. Worked with TPD training for dissemination of the annual training plan. Previously managed reports staff and system coordinators. Representative for the BTFD Management Review Team and will be conducting training classes with TPD staff (Franklin Covey and Headquarters supervisor classes). Act as the branch administrator in her absence.

Business Ownership

11/18-present

From (mm/yy) - To (mm/yy):

Pampered Chef- Home

Business Name & Address:

Type of Business or Service Rendered:

Consultant selling kitchenware

Acknowledgments

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I Agree

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I Agree

Question applies to multiple boards

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I Agree

Accommodation Information

Demographics

Gender *

[REDACTED]

Sexual Orientation *

[REDACTED]

Ethnicity *

[REDACTED]

How did you hear about the opening? *

Social Media

Profile

Nicholas

First Name

Reitor

Last Name

Indicate which council district you live or work in. *

Council District 5

[Redacted]

Email Address

[Redacted]

Primary Phone

City Advisory Body Information

Which Boards would you like to apply for?

Civil Service Board: Eligible

Question applies to Civil Service Board

Please check EACH seat for which you eligible to serve (pull down menu) *

Seat A: Member who is a citizen of the City and no connection with city government.

Applicant Interest Statement

Please state the reason(s) you would like to be a member of this board or commission and share any additional experience, community activities, or other qualifications that would be helpful in evaluating your application.

I would like to serve the City of Sacramento, City employees and City job applicants, in connection with civil rights, including but not limited to disability rights, gender and ethnicity rights, human resources best practices, etc. I currently am employed for the State of California in the Human Resources field.

Qualification Confirmation

List all experience specific to the board or commission seat you are applying for.

I am currently an Associate Personnel Analyst, Health and Safety Analyst, for a State of California department. Prior to that, I was a Classification and Pay Analyst, as well as a Health and Safety Analyst, for multiple State Departments/agencies. I have over nine (9) years of experience in Human Resources for several State agencies, specializing in the recruitment and selection process, position allocations, Leave Monitoring, Progressive Discipline, Catastrophic Leave, Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Injury and Illness Prevention Program/IIPP (including Ergonomics), Employee Assistance Program (EAP), Medical Personnel Actions, Reasonable Accommodation, and Workers' Compensation.

Prior Service

List any current or prior service on a City of Sacramento Board or Commission

No City of Sacramento employment history.

Education

2007 - 2005

Attended (mm/yy - mm/yy):

Hunter College, City University of NY

Institution Name:

B.A. English Major, Sociology Minor

Degree Earned & Area of Study:

1993 - 1995

Attended (mm/yy - mm/yy):

Fashion Institute of Tech., State University of NY

Institution Name:

A.A.S. Patternmaking Technology Major

Degree Earned & Area of Study:

Employment

01/2016 - Present

From (mm/yy) - To (mm/yy):

State of California

Employer Name & Address:

Job Duties

Health and Safety Analyst / Return to Work Coordinator (Associate Personnel Analyst)

2013 - 2015

From (mm/yy) - To (mm/yy):

State of California

Employer Name & Address:

Job Duties:

Classification and Pay Analyst (Associate Personnel Analyst)

Business Ownership

Acknowledgments

Application Information Acknowledgment

You agree that all of the information you have provided on this application is true and correct.

I Agree

Commissioner Training

You agree that if appointed a board or commission of the City of Sacramento you will complete all training required of commissioners.

I Agree

Question applies to multiple boards

Statement of Economic Interest Filing

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I Agree

Accommodation Information

Please identify any special accommodations (if any) needed for equal participation

Demographics

Gender *

[REDACTED]

Sexual Orientation *

[REDACTED]

Ethnicity *

[REDACTED]

How did you hear about the opening? *

City of Sacramento Website