



Personnel and Public Employees Committee Report

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

www.cityofsacramento.org

File ID: 2019-01078

July 23, 2019

Discussion Item 02

Title: Interviews for the Civil Service Board [Continued from 06/25/2019]

Location: Citywide

Recommendation: 1) Conduct interviews of applicants to the Civil Service Board for **Seat B:** 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, 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 two candidates applying to one position.

VACANCY INFORMATION

Seat Description	Term	Term Ending Date	Residency	Incumbent
Seat Letter B: 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
Terrance McKinney	B	5	Attendance confirmed.
Nicholas Reitor	B	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



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 06/12/2019

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



EILEEN GALLAGHER

Partial Term Jun 04, 2019 - Dec 31, 2021

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

Seat Seat D

SEI Form 700 On file Next Due 07/05/2019

Ethics Training Next Due 06/03/2020

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



GWYNNAE BYRD

1st Term Jun 04, 2019 - Dec 31, 2023

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

Seat Seat A

SEI Form 700 On file Next Due 07/05/2019

Ethics Training Next Due 06/03/2020

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 B-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

Terrance

First Name

Mckinney

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 as a member of the Civil Service Board because of my countless years of government service. As a former State employee, I served 5 years with the Jefferson Parish Sheriffs Office and 15 years within the Sacramento Superior Courthouse as a Court Attendant. In this position, I protected judicial staff Judges, Commissioners, and Pro Tems of the courthouse. I always appreciated the transparency of state government. I, at this point in my career, am extremely passionate about the transparency of local government.

Qualification Confirmation

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

I am currently a small business owner in Sacramento and still believe that employment rights are a high priority. As a business owner, I do everything in my power to ensure my employees are protected within the full rights of the law. I am extremely interested in hearing appeals from employees in classified positions and provide rules of interpretation and administration of ordinances affecting personnel. I believe that my prior state service and current position as a small business owner offer a different perspective than most applicants.

Prior Service

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

N/A

Education

08/96 05/98

Attended (mm/yy - mm/yy):

West Jefferson High School

Institution Name:

High School Diploma

Degree Earned & Area of Study:

Employment

01/00 04/2004

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

Jefferson Parish Sheriff Office

Employer Name & Address:

Job Duties

The JPSO has the responsibility of enforcing state and local laws and ordinances within the territorial boundaries of the parish (i.e., general law enforcement). The JPSO provides protection to its citizens through on-site patrols, criminal investigations, community policing, etc. While we have jurisdiction throughout the parish, our efforts are focused primarily on the unincorporated areas of the parish. Each of the 6 municipalities in the parish maintains their own police force to cover their cities or towns. The JPSO also administers the Jefferson Parish Correctional Center (i.e., the parish jail). This is a 1,200 bed facility located in Gretna on the Westbank of the parish. The facility is owned and maintained by the parish; however, the JPSO provides the manpower to run the facility. The JPSO exercises civil process duties required by the various parish courts, such as providing bailiffs to the court system, executing orders of the courts, serving subpoenas, seizing property, administering garnishments in the parish, etc. The Sheriff of Jefferson Parish also serves as the "Ex-Officio" tax collector of the parish. As such, the Sheriff is responsible for the collection and distribution of ad valorem (property) taxes, sales and use taxes, parish occupational licenses, state revenue sharing funds, fines and forfeitures, costs and bond forfeitures imposed by the courts, etc.

04/05 06/18

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

Sacramento Superior Court

Employer Name & Address:

Job Duties:

Prepare courtroom and conduct search of courtroom and surrounding areas prior to court sessions including placement of necessary equipment; ensure and maintain inventory of courtroom equipment and supplies. Open court sessions; serve as liaison between attorneys, jurors, witnesses, parties to cases and the judicial officers and other courtroom staff. Observe people and activities during court sessions and report disruptions, security violations or suspicious items to Sheriff's or other appropriate personnel; use alarm systems and contact appropriate resource in the event of emergency situations; comply with evacuation plan and report actions as necessary. Direct members of the media and the public to appropriate area or personnel and respond to questions in a courteous and service-oriented manner. Instruct jurors and the public on appropriate courtroom protocol and monitor conformance, including procedures in the event of an emergency or juror's absence from the courtroom; prevent conversations between jurors, parties to the case, and witnesses during trial. Assist courtroom clerks during jury selection process; take custody and escort jurors during deliberations and jury trials; provide jurors with exhibits, verdict forms, jury question forms and jury instructions as appropriate; act as liaison between jurors and the judicial officer; ensure integrity of the jury by maintaining order and isolation from the public and compromising situations. Advise the judicial officer when jury reaches verdict; assist the courtroom clerks in assembling parties and calling the court back to order. Assemble parties prior to calling court to order; assist courtroom clerks by taking appearances of counsel at calendar calls, accounting for exhibit materials during and at the end of trials, and coordinating the use of court evidence presentation systems when necessary. Review documents for completeness, accuracy, and conformance to rules, codes, policies, and protocols; receive, process, and assign court proceedings based on pleadings, continuances, and other pertinent information; verify documents set for hearing are properly marked; prepare motion calendar files for court research attorney review. Prepare court calendars and documents for the hearing. Perform related duties as assigned.

Business Ownership

07/16 - Present

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

ADESINO PRODUCTS 2251 Suite
111 Florin Rd. Sac. Ca. 95820

Business Name & Address:

Type of Business or Service Rendered:

Artesinal Soap, Incense, Body and Essential Oils, Incense Burners, Books, Body Wash, etc.

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

A Friend

If Other, please describe.

Accommodation Information

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

None

Demographics

Ethnicity *

[Redacted]

Gender *

[Redacted]

Sexual Orientation *

[Redacted]

[Redacted]

Date of Birth

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.

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I Agree

Referral

How did you hear about the opening? *

City of Sacramento Website

Accommodation Information

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

No identified ADA/FEHA accommodations needed at this time. NHR 12/09/2018.

Demographics

Ethnicity *

None Selected

Gender *

[REDACTED]

Sexual Orientation *

[REDACTED]

[REDACTED]

Date of Birth