

City of Sacramento
Civil Service Board Report
915 I Street Sacramento, CA 95814
www.cityofsacramento.org

File ID: 2022-02559

1/30/2023

Discussion Item 3.

Appeal of the Disqualification of Johnny Holmes from the Park Maintenance Worker Recruitment

File ID: 2022-02559

Location: Youth, Parks, & Community Enrichment Department (YPCE)

Recommendation: Pass a **Motion:** 1) waiving formal rules for conducting the hearing pursuant to Civil Service Board Rule 4(11)(c)(7); and 2) adopting the Director's findings, determination, and decision of disqualification in the appeal of Johnny Holmes from the Park Maintenance Worker Recruitment pursuant to Civil Service Board Rule 4.11(c)(6).

Contact: Sophia Ramirez, Personnel Analyst, (916) 808-5498, sramirez@cityofsacramento.org, Human Resources Department

Presenter: Sophia Ramirez, Personnel Analyst, (916) 808-5498, sramirez@cityofsacramento.org, Human Resources Department

Attachments:

- 1-Description/Analysis
- 2-Job Announcement
- 3-Applicant's Application
- 4-Invitation to Examination
- 5-Examination Reminder
- 6-Notice of Disqualification- 12.13.2022
- 7-Notice of Disqualification- 12.19.2022
- 8-Appeal from Applicant

Additional Description/Analysis

Issue Detail:

BACKGROUND

A job announcement for Park Maintenance Worker posted on September 30, 2022 (Attachment 2). On September 30, 2022, Johnny Holmes, submitted a timely application (Attachment 3) for the

posting. On November 18, 2022, Appellant Holmes received an invitation notice for the performance examination (Attachment 4). On December 5, 2022, Appellant Holmes received a reminder notice for the examination scheduled on December 7, 2022 (Attachment 5). On December 13, 2022, due to a clerical error, Appellant Holmes received a notice of disqualification stating they did not attend the examination (Attachment 6). On December 19, 2022, Appellant Holmes received a revised notice stating the prior notice indicating they did not attend the examination was sent in error; however, they were not successful in the examination process (Attachment 7).

ISSUE RAISED BY APPELLANT

On December 19, 2022, Appellant Holmes submitted an appeal response (Attachment 8) to the disqualification, citing Civil Service Board (CSB) Rule 4.10(c)(2): Improper procedure in the administration of the test. Appellant Holmes's appeal states in part:

"I am appealing this finding under section 2 of civil service rule 4.10 that the improper procedure in the administration of this test. I was present for the test and took the test... I have been working for YPCE in parks for the last 6 months and I would like a chance for a permanent position."

CITY'S RESPONSE TO APPEAL

The City contends the qualification and evaluation standards prescribed for the classification were correctly applied to Appellant Holmes in alignment with the standards stated in the job posting and in the administration of the examination. The City responds as follows:

- I. For clarification, the appellant was erroneously sent a notice stating they did not attend the examination; the City acknowledges that Appellant Holmes was present and completed the performance examination for the Park Maintenance Worker. The appellant was disqualified for not obtaining a passing score on the examination. This disqualification is in alignment with CSB Rule 4.3(a) referenced below:

"The Director has the authority to disqualify applicants, candidates or eligibles consistent with the provisions of these rules. The following shall constitute grounds for disqualification of an applicant, candidate or eligible: (a) Failure to meet any of the requirements or qualifications established for the examination, as published in the announcement."

- II. Consistent with CSB Rules, City practices, and examination administration protocols, HR worked closely with subject matter experts from the Youth, Parks, and Community Enrichment Department (YPCE) who are familiar with the requirements and responsibilities of the classification to develop the examination. The examination was a performance examination, requiring candidates to perform tasks demonstrating their knowledge, skills, and abilities relevant to the job functions of the classification as identified in the

classification specification.

- III. The minimum pass point for the examination was established during the examination development process (CSB Rule 4.9(a)):

“The Director shall set minimum qualifying ratings for each phase of the examination and shall provide that all candidates failing to achieve such rating in any phase shall be disqualified from any further participation in the examination. The Director shall set minimum qualifying ratings in accordance with the Director’s normal practices which shall be in compliance with state and federal law.”

- IV. Pursuant to CSB Rule 5.3(e), due to Appellant Holmes’s failure to meet the qualifications established for the examination, the City is unable to certify Appellant Holmes for placement on the eligibility list:

“Open lists. These lists consist of eligibles who have successfully competed in an examination open to any person.”

However, Appellant Holmes will have the ability to re-apply for an opportunity to re-test when this classification is recruited for again. Recruitments are conducted on an as-needed basis based on department operational needs. City staff anticipates there will be additional opportunities to test for this classification based on immediate needs to fill the Park Maintenance Worker positions in YPCE.

- V. The same evaluation standards prescribed for the examination were applied to all applicants.

As such, the Director of Personnel recommends that the Civil Service Board adopt the Director’s findings, determinations, and decision of disqualification in this appeal pursuant to Civil Service Board Rule 4.11(c)(6).

Policy Considerations: Civil Service Board Rule 4.3 Disqualification (a) Failure to meet any of the requirements or qualifications established forth examination, as published in the announcement. Appeals for disqualification shall be heard by the Board unless the Board requests and receives permission from the City Council to utilize the services of a hearing officer. (Civil Service Board Rule 4.11). The Civil Service Board may waive formal rules of an appeal hearing for disqualification in the interests of justice in individual cases and may adopt the Director’s findings, determinations, and decision of disqualification as its own in an appeal for disqualification. (Civil Service Board Rules 4.11 (c)(6) and (c)(7).)

Economic Impacts: Not applicable

Environmental Considerations: The proposed recommendation does not constitute a “project” as

defined by the CEQA Guidelines as the recommendation is a continuing administrative or maintenance activity and an organizational or administrative activity of the City that will not result in a direct or indirect physical change in the environment. (CEQA Guidelines sections 15378(b)(2) and 15378(b)(5).)

Sustainability: Not applicable

Commission/Committee Action: Not applicable

Rationale for Recommendation: The City strives to ensure the qualification and evaluation standards prescribed for recruitment processes and practices are correctly and consistently applied to all applicants. Based on Appellant Holmes's examination results, Appellant Holmes did not obtain a passing score on the examination for this classification.

Financial Considerations: Not applicable

Local Business Enterprise (LBE): Not applicable



CITY OF SACRAMENTO
Department of Human Resources
915 I Street, Historic City Hall
Sacramento, CA 95814-2604

<http://portal.cityofsacramento.org/HR>

**INVITES APPLICATIONS FOR THE POSITION OF:
Park Maintenance Worker**

An Equal Opportunity Employer

SALARY

\$15.50 - \$19.56 Hourly \$1,240.00 - \$1,564.78 Biweekly

ISSUE DATE: 09/30/22

FINAL FILING DATE: 10/14/22

THE POSITION

The City of Sacramento requires all newly appointed employees to be fully vaccinated against COVID-19 as a condition of employment. Candidates seeking an accommodation from this requirement will be considered on a case-by-case basis.

Incumbents are trained in and assist higher level park maintenance personnel in park maintenance and construction work in City park and recreation areas. The Park Maintenance Worker series provides for four levels ranging from the training level to the journey level including lead responsibility to the working supervisory level.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Park Maintenance Worker classification are trained in and assist in the most routine park maintenance and construction work in City park and recreation areas. Incumbents are generally assigned as a member of a park maintenance crew.

SUPERVISION RECEIVED AND EXERCISED:

Incumbents work under direct supervision and will receive very specific instructions on all work assignments from higher-level park maintenance personnel. Work is reviewed for completeness and accuracy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending upon assignment, incumbents will assist higher-level park maintenance personnel in duties which may include, but are not limited to, the following:

- Weeds, cultivates, plants, fertilizes, and irrigates lawns and flower beds.
- Mows, aerate, and edges lawn areas using power and hand tools.
- Rakes, sweeps and vacuums leaves, lawn clippings, etc., using power blower and hand tools.
- Prunes and trims hedges, bushes, and other shrubbery.

- Cleans and maintains public facilities in City park and recreation areas.
- Operates small power equipment and machinery including chain saws, rototillers, lawnmowers, aerators, hedgers, spreaders, and other equipment.
- Provides exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Some paid experience performing landscape maintenance duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

The use and purpose of common hand tools used in grounds maintenance.

Ability to:

- Understand and carry out oral and written instructions.
- Perform heavy manual laboring duties.
- Learn to operate various park maintenance equipment and machinery.
- Learn the proper method of planting, cultivating and pruning for hedges, trees, shrubs, lawns, and flowerbeds.
- Learn to identify potential safety hazards in parks and recreation areas.
- Learn common practices, methods, and materials used in gardening and horticultural work.
- Learn the proper method of spraying various pesticides, herbicides, fungicides, and other related chemicals in City park and recreation areas.
- Work in inclement weather conditions.

SPECIAL QUALIFICATIONS

Driver License:

Possession of a valid California Class C Driver is required for some assignments at time of appointment and is a condition of continued employment. Loss of the Class C Driver License is cause for discipline. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory performance level prior to gaining permanent status.

THE SELECTION PROCEDURE

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the [governmentjobs.com](https://www.cityofsacramento.gov/HR/employmentjobs.com) applicant inbox.

1. Application: (Pass/Fail) – All applicants must complete and submit online a City of Sacramento employment application to the Employment Office **by the final filing deadline**;

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:
 - If applicants do not list current and past job-related experience in the duties area of the "Work Experience" section. **Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).**
 - If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.
- Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position.
- If you're requesting Veteran's credit, a copy of your DD214 must be submitted online with your application, delivered in person, or sent to the Employment Office by email/fax or mailed by the final filing deadline. Information regarding the use of Veteran's credit can be found in the Civil Service Board rules under rule [4.9C](#).
- Applicants are responsible for attaching a copy of their DD214 to each position for which they apply.

2. Screening Committee: (Pass/Fail)– Human Resources will evaluate employment applications for the minimum qualifications stated on the job announcement.

3. Screening For Most Qualified: (Pass/Fail) – In the event of a large candidate pool, each candidate's Work Experience section of the application will be evaluated and rated. Only those candidates determined to be the **most qualified** will proceed to the next step in the selection process. A resume will not substitute for the information required in the Work Experience section of the application.

4. Performance Test: (Weighted 100%) – Qualified candidates will be notified by email of the test date, time, and location approximately one to two weeks prior to the test. The performance test will be job related and may include, but not limited to, the knowledge and abilities as outlined above.

TEST EXEMPTION - If you have previously taken the Park Maintenance Worker exam *within the past year of the final filing date of this posting*, you may be considered exempt from taking the Park Maintenance Worker Exam.

The City of Sacramento's Human Resources Department will verify applicant's eligibility at the time of the final filing deadline of this job posting.

5. Eligibility- Candidates who pass the performance test will be placed on an eligible list. The hiring department may contact those on the eligible list for an interview at any time during the life of the one-year list. Candidate's eligibility expires year from the date of notification of a passing score for the Park Maintenance Worker examination. Candidates can take the examination at any time to maintain eligibility.

- If you are currently on an active eligible list for the Park Maintenance Worker classification, it is unnecessary to retake the examination.

- The eligible list is effective one year from the date of passing the examination for the Park Maintenance Worker .
- If you are hired from the eligible list you will no longer have active status on the eligible list per [Civil Service Board Rule](#), 5.7(i). Applicants interested in maintaining their eligibility will need to take and pass the exam after their hire date.

Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete and pass LiveScan / fingerprinting and provide proof of receiving a complete COVID-19 vaccination, review by Human Resources, a pre-employment controlled substance and / or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

QUESTIONS:

For questions concerning this job announcement and the application process:

- Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.
- For technical support between 6 AM - 5 PM PT, contact Live Applicant Support at (855) 524-5627.
- Visit the City of Sacramento Human Resources Department website at <http://www.cityofsacramento.org/HR/Career-Opportunities>;
- Send an email to employment@cityofsacramento.org;
- Call the Human Resources Department at (916) 808-5726

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://portal.cityofsacramento.org/HR>

OR

915 I Street, Historic City Hall
Sacramento, CA 95814-2604

EXAM #003927-22-YPCE-2
PARK MAINTENANCE WORKER
CR

Park Maintenance Worker Supplemental Questionnaire

- * 1. **APPLICATION:** I understand my application must meet the minimum qualifications for consideration of employment with the City of Sacramento. The experience I list in the duties area of the "Work Experience" section of the employment application along with supplemental questions will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions requiring a narrative response, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).** Please refer to the City of Sacramento's Applicant Resources Page for Screening Instructions: <http://www.cityofsacramento.org/HR/Divisions/Talent-Acquisition-and-Workforce-Development/Applicant-Resources>
- ☐ Yes
- * 2. **TEST EXEMPTION:** I understand that I must have passed the examination for Park Maintenance Worker within the past year of the final filing date, to be exempt from re-taking the examination.
- ☐ Yes
- * 3. **SUPPLEMENTAL QUESTIONNAIRE:** The answers to the questions below will be reviewed by the hiring department along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be

unambiguous, and must contain sufficient but concise detail and organization. A resume will not be accepted in lieu of completing this Supplemental Questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation may negatively affect the hiring department's review of your Supplemental Questionnaire. **I understand and agree to the above instructions.**

☐ Yes

* 4. At the time of application, I possess:

- ☐ No education or relevant training
- ☐ An associate degree
- ☐ A Bachelor's Degree
- ☐ A Master's Degree
- ☐ A Juris Doctorate (JD)

* 5. At the time of application, I have taken:

- ☐ No formal training courses or programs
- ☐ One (1) relevant, formal training courses or programs
- ☐ Two (2) relevant, formal training courses or programs
- ☐ Three (3) relevant, formal training courses or programs
- ☐ Four (4) or more relevant, formal training courses or programs

* 6. At the time of application, I possess:

- ☐ No relevant experience
- ☐ The minimum experience required by this job posting
- ☐ An additional six (6) months – one (1) year of relevant experience as required by this job posting
- ☐ An additional one (1) year – two (2) years of relevant experience as required by this job posting
- ☐ An additional two (2) or more years of relevant experience as required by this job posting

* 7. At the time of application, I possess:

- ☐ No supervisory experience
- ☐ Six (6) months – one (1) year of supervisory experience
- ☐ One (1) year – two (2) years of supervisory experience
- ☐ Two (2) year – three (3) years of supervisory experience
- ☐ Three (3) or more years of supervisory experience

* Required Question

003927-22-YPCE-2 - Park Maintenance Worker**Contact Information -- Person ID: 49508185**

Name: Johnny Holmes Address: [REDACTED]
Home Phone: [REDACTED] Alternate Phone: [REDACTED]
Text Messaging Mobile No: [REDACTED] Email: [REDACTED]
Notification Preference: Email Former Last Name:
Month and Day of Birth: 03/20

Personal Information

Driver's License: Yes, California , [REDACTED] , Class C
Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? High School

Preferences

Types of positions you will accept: Regular , Temporary , Seasonal
Types of work you will accept: Full Time , Part Time
Types of shifts you will accept: Day , Evening , Weekends

Education

jh verified no education history.

Work Experience

Park Worker Hours worked per week: 40
5/2022 - Present Name of Supervisor: Ignacio Moreno - Park Maintenance Supervisor
May we contact this employer? Yes
City Of Sacramento
24th street corp yard bldg 12
Sacramento, California
916-808-6306

Duties

General Park Maintenance (weeding, blowing, trash pickup, cleaning bathrooms, parking lot cleanup) etc.

Laborer

5/2000 - 4/2002 Hours worked per week: 50
May we contact this employer?
Harrison CONcrete
woodland, California

Duties

Demolition, cut concrete, debris cleanup, install piping

Reason for Leaving

Lay offs

Certificates and Licenses**Skills**

Office Skills

Typing:

Data Entry:

Additional Information**References**

Professional
Williams, Cameo

Professional
Moreno, Ignacio
Park Maintenance Supervisor

Resume

Text Resume

Attachments

Agency-Wide Questions

1. Q: Are you currently employed by the City of Sacramento? (Please Note: City employees are still required to indicate job-related experience, including their city job-related experience in the "Work Experience" section of this application.)
A: Yes
2. Q: If 'No' to Question #1, have you ever been employed by the City of Sacramento?
A: Yes
3. Q: If 'Yes' to Question #2, state which department(s) and date(s) you left. If 'No' or you are currently employed with the City, please enter N/A.
A: Park Worker - Current
4. Q: Do you have a high school diploma or equivalent?
A: Yes
5. Q: Are you requesting Veteran's preference?
A: No
6. Q: To qualify for Veteran's Preference, a copy of your DD214 must be submitted with this application, by the final filing date. There are several criteria you must meet before qualifying for this preference. (For information on Veteran's Preference, please refer to the official City of Sacramento website or contact our office at (916) 808-5726.) I understand that if I answered 'Yes' to question #6, I am required to send a copy of my DD-214 to the City Employment Office by sending an email to Employment@cityofsacramento.org.
A: No
7. Q: Please tell us how you heard about this job opening:
A: Other
8. Q: If you selected "other," please specify how you heard about this job. This can include community organization, event, professional organization, social media or website, or any option not listed in the question above. Be specific. If you did not select "other," write N/A.
A: N/A
9. Q: I understand that if the position for which I am applying **requires** proof of Education, Certification, and/or License I must provide documented proof at the time of appointment.
A: Yes
10. Q: I understand that I **must list** current and/or past job-related experience in the **duties area of the "Work Experience"** section of the employment application. The experience I list will be used to determine if I meet the minimum qualifications as stated on the job announcement. Applications that do not list current and/or past job-related experience will be considered incomplete and will be rejected; omitted information cannot be considered or assumed. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments **will not substitute** for the information required in the "Work Experience" section of the employment application.

Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week). Internships and/or volunteer experience, whether paid or unpaid, will be counted as qualifying experience, but must be listed in the Work Experience section of the employment application.

A: Yes

11. Q: I certify that all statements in this application are true and complete. I agree and understand that any misstatements or omissions of materials facts herein will cause forfeiture on my part of all rights to employment by the City of Sacramento. I understand that if I do not meet the announced requirements, I will be eliminated from the examination. I hereby authorize the City to verify the accuracy of the information I have provided on this application.

A: Yes

12. Q: I authorize any duly accredited representative of the City of Sacramento to obtain copies of all records relating to my driver's license from the California Department of Motor Vehicles and from any other state in which I have been licensed to drive.

A: Yes

13. Q: I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers and others. This information may include, but not be limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request to the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

A: Yes

14. Q: I understand my application must be submitted in English in order to be considered for employment.

A: Yes

15. Q: I understand the City of Sacramento may use text messaging as a method of communication with applicants and I must opt in to receive text message communication through my governmentjobs.com account. Furthermore, I understand if I opt out of receiving text messaging through my governmentjobs.com account, I may forfeit my ability to receive pertinent information regarding the application process. ***Message and Data rates may apply.

A: Yes

16. Q: I understand if I opted in to receiving text messages via my governmentjobs.com account, the City of Sacramento will contact me via text messaging on the number(s) provided in my application regarding employment opportunities, the examination process, and/or the on-boarding process. ***Message and Data rates may apply.

A: Yes

17. Q: I attest the name(s) listed on the attached document(s) and/or Educational/Certification/Licensure documentation I am required to provide at the time of appointment the are the same person as listed on this application.

A: Yes

18. Q: I understand the City of Sacramento requires all newly appointed employees to be fully vaccinated against COVID-19 as a condition of employment. Candidates seeking an accommodation from this requirement will be considered on a case-by-case basis.

A: Yes

19. Q: Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)

A: No

20. Q: Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)

A: N/A

Supplemental Questions

1. Q: **APPLICATION:** I understand my application must meet the minimum qualifications for consideration of employment with the City of Sacramento. The experience I list in the duties area of the "Work Experience" section of the employment application along with supplemental questions will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions requiring a narrative response, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).** Please refer to the City of Sacramento's Applicant Resources Page for Screening Instructions: <http://www.cityofsacramento.org/HR/Divisions/Talent-Acquisition-and-Workforce-Development/Applicant-Resources>

A: Yes

2. Q: **TEST EXEMPTION:** I understand that I must have passed the examination for Park Maintenance Worker within the past year of the final filing date, to be exempt from re-taking the examination.

A: Yes

3. Q: **SUPPLEMENTAL QUESTIONNAIRE:** The answers to the questions below will be reviewed by the hiring department along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization. A resume will not be accepted in lieu of completing this Supplemental Questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation may negatively affect the hiring department's review of your Supplemental Questionnaire. **I understand and agree to the above instructions.**

A: Yes

4. Q: At the time of application, I possess:

A: No education or relevant training

5. Q: At the time of application, I have taken:

A: No formal training courses or programs

6. Q: At the time of application, I possess:

A: The minimum experience required by this job posting

7. Q: At the time of application, I possess:

A: No supervisory experience

«Previous Applicant | [Next Applicant](#)»

November 18, 2022

Johnny Holmes


Dear Johnny:

We have reviewed your application for Park Maintenance Worker, Exam No. 003927-22-YPCE-2, and you have qualified to take the performance exam.

In order to attend the performance exam you must self-schedule by Friday, December 2, 2022. If you do not self-schedule by the deadline you will not be allowed to take the exam. Spaces are limited, so please be sure to schedule your session as soon as possible.

To self-schedule for the exam you MUST sign in to your NeoGov account run through GovernmentJobs at www.governmentjobs.com.

INSTRUCTIONS TO SELF-SCHEDULE:

1. In the upper right hand corner, click Sign In.
2. Enter your Username and Password and press the return key OR click the Sign In button.
3. Your Username will appear at the top hand corner.
4. Click Applications & Status.
5. Under the title of the position Park Maintenance Worker, you will see a link to complete the self-scheduling.

If you experience issues signing in to your GovernmentJobs account or self-scheduling, refer to the APPLICATION GUIDE and FAQ section of the GovernmentJobs website or contact their Toll Free Support Line at (855) 524-5627.

Check in will proceed fifteen (15) minutes prior to the scheduled test time and you should allow for up to one (1) hours for the test. YOU WILL NOT BE ADMITTED TO THE TEST IF YOU ARRIVE LATE (NO EXCEPTIONS). To be admitted to the test, you must bring your valid Driver License or a photo ID.

The City of Sacramento is unable to accommodate makeup examinations for any reason, including symptoms or exposure to COVID-19, If you are unable to attend the examination, we encourage you so sign up to receive job notifications for future opportunities for this classification. Instructions for how to sign up for job notifications can be found on the City's Applicant Resources Page: <http://www.cityofsacramento.org/-/media/Corporate/Files/HR/DocumentLibrary/ECD/JobInterestCard.pdf?la=en>

Sincerely,
Charisse Rugamas
City of Sacramento Human Resources Department

If you do not want to receive emails please click on the following :
Unsubscribe from Emails



December 5, 2022

Johnny Holmes
[REDACTED]

Dear Johnny Holmes,

This is a reminder about your scheduled exam for Park Maintenance Worker. The Performance Exam will be held at the following location:

City of Sacramento Corporation Yard (North)
918 Del Paso Road
Sacramento, CA 95835

You are scheduled on 12/07/2022 at 09:00 AM. Please allow approximately 1 hour for the entire process, provided there are no delays.

Check-in will proceed 15 minutes before the scheduled test time. You will not be allowed to test if you are late. To be admitted to the test, you must bring a valid photo ID such as a state issued Driver's License.

Special Instructions

This exam will be held outdoors, please wear clothing appropriate to perform the duties of the job. In the event of weather in the forecast, the exam may be postponed. HR Staff will do our best to provide as much notice as possible if an exam needs to be postponed due to inclement weather. Safety equipment normally associated with the position will be provided at the test site with the exception of foot gear such as steel toe boots. However, you are more than welcome to bring your own Personal Protective Equipment (PPE) i.e. safety gloves, safety glasses, ear plugs, etc.

The City of Sacramento is unable to accommodate makeup examinations for any reason, including exposure to COVID-19. If you are unable to attend the examination, we encourage you to sign up to receive job notifications for future opportunities for this classification. Instructions for how to sign up for job notifications can be found on the City's Applicant Resources Page: <http://www.cityofsacramento.org/-/media/Corporate/Files/HR/DocumentLibrary/ECD/JobInterestCard.pdf?la=en>

Sincerely,

Charisse Rugamas

Human Resources Department
915 I Street, Sacramento, CA 95814-2604
Call: (916) 808-5726
Email: employment@cityofsacramento.org
Website: <https://www.cityofsacramento.org/HR>

If you do not want to receive emails please click on the following :
[Unsubscribe from Emails](#)



December 13, 2022

Johnny Holmes
[REDACTED]

Dear Johnny Holmes,

We are sorry to inform you that your application will not be moving forward in the selection process for Park Maintenance Worker, Exam No. 003927-22-YPCE-2 as you did not attend your scheduled examination session on 12/07/2022.

Thank you for your interest in employment with the City of Sacramento. We hope you will continue to apply for other positions for which you may be qualified. Please be sure to log onto the City of Sacramento website at www.cityofsacramento.org for current job openings.

APPEAL PROCESS FOR CIVIL SERVICE EXAMINATIONS

Pursuant to Civil Service Board (CSB) Rule 4.10 (c), candidates who fail any part of the application or examination process may appeal in writing to the CSB within fifteen (15) calendar days after the date of this notice. The following are the grounds for appeal:

- (1) Erroneous interpretation of application of qualification standards prescribed for classification: or
- (2) Improper procedure in the administration of the test: or
- (3) Discrimination based on race, color, religion, national origin, political beliefs, sex, physical handicap, marital status, pregnancy, age, or sexual orientation.

A written appeal must state the grounds for appeal, the supporting facts, and the remedy requested. Appeals must be submitted to employment@cityofsacramento.org within fifteen (15) calendar days after the date of this notice.

Sincerely,

Charisse Rugamas
Human Resources Department
915 I Street, Sacramento, CA 95814-2604
Call: (916) 808-5726
Email: employment@cityofsacramento.org
Website: <https://www.cityofsacramento.org/HR>



December 19, 2022



Dear Johnny Holmes,

Good morning! Please disregard the email stating that you did not show up to the exam. I apologize that email was sent in error. Unfortunately, we are sorry to inform you that you were not successful in the examination process for Park Maintenance Worker, Exam No. 003927-22-YPCE-2.

Thank you for your interest in employment with the City of Sacramento. We hope you will continue to apply for other positions for which you may be qualified. Please be sure to log onto the City of Sacramento website at <http://www.cityofsacramento.org/HR/Career-Opportunities> for current job openings.

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If you do not want to receive emails please click on the following :
Unsubscribe from Emails

Sophia Ramirez

To: Jennifer Wilkinson
Subject: RE: Re: Johnny Holmes

From: Charisse Rugamas <crugamas@cityofsacramento.org>
Sent: Wednesday, December 28, 2022 8:49 AM
To: Jennifer Wilkinson <JWilkinson@cityofsacramento.org>
Subject: FW: Re:

Hi Jennifer –

Attached is his response to the email. I sent him.

Thank you,
Charisse R. Rugamas

Personnel Technician
Human Resources | Employment, Classification & Development Division
City of Sacramento | 915 I Street · Plaza Level · Sacramento, CA 95814
Phone: (916) 808-1908
Email: crugamas@cityofsacramento.org

"It does not do to dwell on dreams and forget to live." - Albus Dumbledore
"Happiness can be found in the darkest of times, if one only remembers to turn on the light." - Albus Dumbledore
"Have a good day, but if you can't don't go messing up anybody else's." - Tabitha Brown

"E-mail correspondence with the City of Sacramento (and attachments, if any) may be subject to the California Public Records Act, and as such may therefore be subject to public disclosure unless otherwise exempt under the act. "

From: JohJ Ho [REDACTED]
Sent: Tuesday, December 27, 2022 3:25 PM
To: Charisse Rugamas <crugamas@cityofsacramento.org>
Subject: Re:

Yes please, thank you.

On Tue, Dec 20, 2022, 9:29 AM Charisse Rugamas <crugamas@cityofsacramento.org> wrote:

Hi Johnny -

My apologies for any confusion. Just to clarify, the notice that was sent on 12/19/2022 stated that the no show email sent on 12/13/22 was sent in error. I do have record of you completing the examination, however you were not successful in the examination as you did not receive a passing score. Would still like to proceed with his appeal? If so, please let me know.

Thank you,

Charisse R. Rugamas

Personnel Technician

Human Resources | Employment, Classification & Development Division

City of Sacramento | 915 I Street · Plaza Level · Sacramento, CA 95814

Phone: (916) 808-1908

Email: crugamas@cityofsacramento.org

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From: JohJ Ho [REDACTED]
Sent: Monday, December 19, 2022 2:14 PM
To: Employment <Employment@cityofsacramento.org>
Subject:

Hello Charisse,

I am appealing this finding under section 2 of civil service rule 4.10 that the improper procedure in the administration of this test. I was present for the test and took the test. I have one of the proctors state that she saw me at the test. Amanda Williams was a proctor for the test and can verify that I was at this test. I was 30 minutes early and checked in with you, Charisse. I have been working for YPCE in parks for the last 6 months and I would like a chance for

a permanent position. I have not missed but 1 day in those 6 months and my supervisor has been pleased with my ability to come to work and work ethic. This is an opportunity that I would like to have.

Thank you for your time and consideration

Johnny Holmes