

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
EXECUTIVE SESSION DECEMBER 19, 1972


HEARING OF PETITION FOR REINSTATEMENT AFTER RESIGNATION

Gary Noblett, former Patrolman (Continuation from 11/28/72, 12/5/72, and 12/12/72)

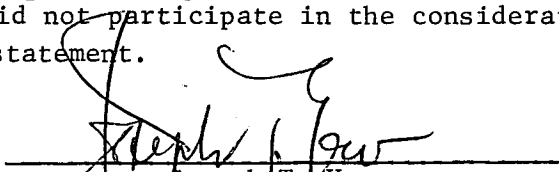
The Civil Service Board met in executive session at 1:30 p.m. in the Personnel Department Examination and Conference Room to consider the disposition of former Patrolman Gary Noblett's appeal for reinstatement following resignation after having concluded its hearing on December 12, 1972.

After deliberation until approximately 4:00 p.m., the Board convened the meeting to announce its decision.

On a three-to-one vote, the Board denied the petition of Gary Noblett for reinstatement as Patrolman. Board members voting for denial were James Alexander, Wilfred Street, and Joseph Yew. Voting to grant the petition for reinstatement was Marion Woods. Board member Reynoso did not participate in the consideration of Gary Noblett's hearing requesting reinstatement.



William F. Danielson
Secretary



Joseph T. Yew
President

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING DECEMBER 19, 1972

Following the executive session at which the Civil Service Board considered and decided the appeal of Mr. Gary Noblett for reinstatement after his resignation as Patrolman, the regular meeting was called to order by President Joseph Yew at 4:20 p.m. in the Personnel Department Examination and Conference Room.

Present: Members Alexander, Woods, Yew.
Absent: Members Reynoso, Street.

NEW EXAMINATIONS ANNOUNCED

#1241 Maintenance Man IV (promotional)
#1242 Assistant Electrical Engineer
#1244 Junior Stenographer-Clerk
#1245 Intermediate Stenographer-Clerk

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam. No.</u>	<u>Classification</u>	<u>Date of Written Test</u>	<u>Personal Interview</u>	<u>Effective Date</u>
#1219	Gardener	7/29/72	12/7, 8/72	12/14/72
#1233	Survey Party Chief	11/27/72	12/7/72	12/11/72
#1240	Parking Meter Coin Collector	N/A	11/16/72	11/21/72
#1224	Field Representative	9/30/72	11/9, 10/72	12/1/72
#1225	Draftsman I	9/23/72	11/6, 8, 9/72	11/22/72
#1239A	Patrolman (Continuous)	11/18/72	11/23/72	11/24/72
B	" "	"	11/24/72	11/27/72
C	" "	"	11/27/72	11/28/72
D	" "	"	11/28/72	11/29/72
E	" "	"	11/29/72	11/30/72
F	" "	"	11/30/72	12/1/72
G	" "	"	12/1/72	12/4/72
H	" "	"	12/5/72	12/5/72
I	" "	"	12/5/72	12/6/72
J	" "	"	12/4/72	12/7/72
K	" "	"	12/7/72	12/8/72

PROPOSED AMENDMENT OF CLASSIFICATION PLAN

Assistant Mechanical Engineer
Associate Mechanical Engineer

Specifications for the above classifications were presented to the Board at its meeting of November 21, 1972, with the recommendation that the new classifications be established at the recommended salary range of \$1031-1254 and \$1236-1501, respectively.

It was moved by Mr. Alexander and seconded by Mr. Woods to adopt the classifications of Assistant Mechanical Engineer and Associate Mechanical Engineer. The motion was carried by unanimous vote

PROPOSED AMENDMENT OF CLASSIFICATION PLAN

Data Processing Technician I
Data Processing Technician II

PROPOSED ABOLISHMENT OF:

Tabulating Machine Operator I
Tabulating Machine Operator II
Tabulating Machine Supervisor

Supervising Personnel Analyst William Woska's memorandum dated November 27, 1972, proposing the elimination of the Tabulating Machine Operation classification series and the creation of the subprofessional classifications of Data Processing Technician I and II was presented to the Board. Specifications for the new classifications were also presented to the Board for its review.

As the result of the City's conversion from tabulating machines to electronic data processing, transfers of employees from the Tabulating Machine Operator classification series to other classifications within the City service have already been effected. The proposed classification eliminations and the establishment of the subprofessional positions and the transfer of those employees currently employed in the Tabulating Machine Operator series would be the final steps to be taken to complete the conversion to electronic data processing. The recommended salary ranges for the proposed new classifications are \$652-794 and \$742-901, respectively.

As required by Civil Service Board rules, decision on this matter was held over to the next meeting.

PROPOSED REVISION OF CLASS SPECIFICATION

Building Inspector II

William Woska, Supervising Personnel Analyst, reported to the Board that currently separate permits are issued for building, plumbing, electrical, and mechanical code compliance. Upon the request of the Director of Building Inspections Division to establish a position which would have the responsibility for administering the municipal codes for all of the above codes, it was the Personnel Department's recommendation that the specification for Building Inspector II be rewritten to include this responsibility. The changes proposed were then explained by Mr. Woska.

Action on this item was held over to the next regular meeting as required by the rules and regulations of the Board.

CHANGE IN PREVAILING CONSTRUCTION HOURLY RATE

In accordance with the Operating Engineers contract providing for wage adjustment of approximately 1%, the following new construction hourly rates were

adopted, effective January 1, 1973, upon the motion by Mr. Alexander, which was seconded by Mr. Woods. The motion was carried by unanimous vote.

<u>Classification</u>	<u>Hourly Rate</u>	<u>Effective Date</u>
Assistant to Engineer	\$6.71	January 1, 1973
Chip-Spreader Operator	8.36	"
Compactor-with-Dozer Operator	8.36	"
Dragline Operator	8.79	"
Heater-Planer Operator	7.90	"
Heavy Duty Repairman	8.36	"
LeTourneau-Pull Operator	8.36	"
Loader (to 2 yds.) Operator	8.36	"
Pavement-Roller Operator	7.90	"
Power-Blade Operator	8.79	"
Small Rubber-Tire Tractor Operator	7.90	"
Small Rubber-Tire Trenching Machine Opr.	8.70	"
Spreader and Boxman	6.99	"
Tractor Operator	8.36	"
Truck-Crane Operator	8.79	"

REQUEST FOR HEARING TO APPEAL PHYSICAL AGILITY TEST FOR PATROLMAN

Glen Ellis, Applicant

Glen Ellis, applicant for Patrolman, by his letter of December 6 and by his appearance at this Board meeting, appealed his disqualification from the chin-up test of the Patrolman examination.

Motion was made by Mr. Alexander, seconded by Mr. Woods, and carried by unanimous vote to include Mr. Ellis's appeal with other appeals which were granted at the Board meeting of December 5, 1972, for applicants who failed the chin-up portion of the Patrolman physical agility and fitness test.

REQUEST FOR HEARING TO APPEAL REJECTION FOR COLOR BLINDNESS

Kenneth E. King, Patrolman candidate

Correspondence was received by the Board from Mr. King dated December 15, 1972, appealing the conditions under which the eye examination was given by Dr. Brown, Chief Physican for the City. Mr. King contended that he was administered the eye examination under flourescent lighting and, therefore, deemed it invalid. Mr. King also presented to the Board Dr. Richard Murray's statement indicating that 26 Pseudoisochromatic plates were administered to Mr. King by him, and that Mr. King had passed.

Mrs. Verna Banks, Personnel Analyst, informed the Board, by her memorandum of December 19, 1972, that Dr. Murray had administered the Pseudoisochromatic plates contained in the "American Optical HRR Pseudoisochromatic Plates for Detecting, Classifying and Estimating the Degree of Defective Color Vision." This test is used by the City for the medical examination for Firefighter candidates. The Ishihara test (which was given by Dr. Brown) is given for Patrolman.

After discussion, motion was made by Mr. Alexander, seconded by Mr. Woods, and carried by unanimous vote to allow Mr. King to be re-examined for color blindness by Dr. Brown under natural lighting.

EXTENSION OF ELIGIBLE REGISTERS

Upon the recommendation of Bruce Austin, Personnel Selection Supervisor, and the Director of Personnel, it was moved by Mr. Woods, seconded by Mr. Alexander, and carried by unanimous vote to extend the eligible lists as follows:

<u>Eligible Register</u>	<u>New</u> <u>Expiration Date</u>
#1164 Blacksmith Welder	January 9, 1974
#1167 Parking Lot Attendant	January 18, 1974
#1179 Parking Meter Repairman	January 9, 1974
#1173 Dispatcher Clerk	February 15, 1974
#1185 Parking Meter Checker	February 22, 1974

APPROVAL OF JOINT CITY-COUNTY ELIGIBLE REGISTER FOR LIBRARIAN III

The Secretary reported that the Sacramento County Civil Service Commission had conducted competitive examination for Librarian III and that the plans for the examination were jointly worked out by both the City and the County staffs. It was the Personnel Department's recommendation that the Board adopt the resulting list for use by the City to fill City-budgeted positions for Librarian III.

It was moved by Mr. Woods, seconded by Mr. Alexander, and carried by unanimous vote to approve and adopt the Librarian III list established by the County of Sacramento.

ABOLISHMENT OF ELIGIBLE REGISTER #1156, ADMINISTRATIVE TRAINEE

The Board was requested to consider the abolishment of eligible register #1156, Administrative Trainee, which was established on June 16, 1971. The Secretary explained that the Personnel Department is attempting to maintain ethnic balance in its staffing. As the list was established prior to the practice of the Personnel Department to visually determine the ethnic status of the applicants, the Personnel Department cannot know the racial background of those on the eligible register, and affirmative action selective certification cannot be effectively and lawfully carried out.

After discussion was held as to the pros and cons of the abolishment of this list, it was moved by Mr. Woods to approve the abolishment of the Administrative Trainee Eligible Register #1156. The motion failed due to lack of a second.

Thereupon, Mr. Yew vacated his chairmanship to second the motion. The motion was carried by the following vote:

Ayes: Members Woods, Yew.
Noes: Member Alexander.
Absent: Members Reynoso, Street.

12-19-72

REENACTMENT OF CIVIL SERVICE RULE 25, EMPLOYEE GRIEVANCE POLICY

This matter was brought before the Board for its first consideration at its meeting of November 21, 1972.

Mr. Woods expressed his concern as to whether grievances filed by employees are being satisfactorily and mutually settled. The Personnel Department was then requested to report back to the Board as to the number and nature of the grievances filed, how and at what step settlement was reached, the length of time before settlement was reached, and generally how this procedure is working.

Motion was then made by Mr. Alexander to delete paragraph (h) of the Civil Service Rule Section 25.5 and to reenact the Employee Grievance Policy. The motion was seconded by Mr. Woods and carried by unanimous vote. (Employee Grievance Policy, Rule 25, is included in the minutes of June 1, 1971.)

AMENDMENT OF CIVIL SERVICE RULE 2.1 TO DEFINE THE CLASSES OF FIRE ENGINEER AND DEPUTY FIRE MARSHAL AS SPECIALISTS AND NOT PROMOTIONS FROM THE RANK OF FIREFIGHTER

The Board first considered this matter at its meeting of November 21, 1972.

Mr. Cliff Haskell, representing Local 522, appeared before the Board and informed the Board that discussion was held with the management of the Fire Department and that they were in agreement with the amendment. It was stipulated by Mr. Haskell that it was Local 522's desire to have the Fire Engineer and Deputy Fire Marshal positions filled following civil service promotional examination process rather than by assignment by the Fire Chief. The Personnel Director agreed that it was intended to continue the promotional examination process.

Motion was made by Mr. Alexander, seconded by Mr. Woods, and carried by unanimous vote to adopt the amendment to Civil Service Rule 2.1 to read as follows:

"Promotion. The movement of an employee from one position to another which is allocated to a class with a higher salary range; provided, however, that the classes of fire engineer and deputy fire marshal are specializations and not promotions from the rank of firefighter."

AMENDMENT OF CIVIL SERVICE RULE 13.5, TRANSFERS NOT PERMITTED

Request was made by the Director of Personnel to amend Rule 13.5 by deleting subsections (a) and (d). The existing rule is quoted below:

"Transfers Not Permitted. Transfers shall not be permitted when, upon investigation, it is found that the transfer is to be made (a) for the purpose of avoiding a lay-off; (b) with the intent of forcing or causing an employee to resign; (c) because of political influence; or (d) without first having notified the employee and obtained his consent to such transfer except as permitted under 13.2 of this rule, and except where used as a disciplinary measure."

The urgent need for approval by the Board of this proposed amendment is to allow Mrs. Regina Reschke to transfer from the Emergency Aid Station (to avoid lay-off),

which will close as of December 31, 1972, to the Employee Services Division of the Personnel Department.

It was moved by Mr. Woods, seconded by Mr. Alexander, and carried by unanimous vote to delete subsections (a) and (d) of Rule 13.5. Final action for adoption of the amendment will be calendared for the next regular meeting.

MINIMUM HEIGHT REQUIREMENT FOR PATROLMAN MODIFIED

This subject was brought before the Board at its meeting of December 5 for consideration, and final decision was held over to this meeting.

Motion was made by Mr. Woods and seconded by Mr. Alexander to reduce the minimum height requirement for Patrolman from 5'7" to 5'6", and the motion was carried by unanimous vote.

DETERMINATION OF POLICY QUESTIONS RELATING TO MAINTENANCE MAN I EXAMINATION


The status of the Maintenance Man I examination was initially reported to the Board at its meeting of November 21, 1972. Bruce Austin, Personnel Selection Supervisor, was present to further explain and to answer questions concerning the Maintenance Man I examination which was announced in October 1970 on a "continuous filing" basis.

The policy question to be resolved at this meeting was whether to (1) merge the new list with the old list on the basis of score, or (2) to establish a separate new list with an effective date of March 1, 1973.

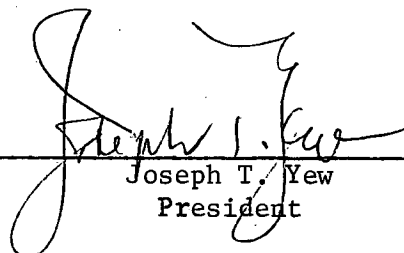
After discussion, it was moved by Mr. Alexander to adopt the second alternative--to establish a separate eligible register to come in behind the list which will expire on March 1, 1973. To avoid the motion failing due to lack of a second, Mr. Yew vacated his chair to second the motion. The motion was carried by the following vote:

Ayes: Members Alexander, Woods, Yew.
Noes: None.
Absent: Members Reynoso, Street.

The meeting was adjourned at 6:30 p.m.



William F. Danielson
Secretary



Joseph T. Yew
President

ASSISTANT MECHANICAL ENGINEER

ASSOCIATE MECHANICAL ENGINEER

Nature of Work:

This is professional mechanical engineering work performed primarily in the office involved in planning, designing, computing, inspecting, reviewing plans and specifications, and making technical decisions with code requirements on proposed mechanical engineering plans for buildings and related projects. Assignments are usually broad in scope and independently performed with periodic review from an administrative superior. Supervision may be exercised over subordinate engineers and a sub-professional engineering staff.

Distinguishing Characteristics:

The Associate Mechanical Engineer is a registered professional engineer in the State of California performing supervisory and advanced mechanical engineering work which requires thorough knowledge of the principles, practices, and methods of mechanical engineering work. Assignments are normally more difficult and complex than those performed by Assistant Mechanical Engineers, and require the use of considerable judgment in independently making technical decisions. Assistant Mechanical Engineers are non-registered engineers and work under the general direction of the Chief Plumbing Inspector or a Registered Engineer. Assignments are generally less difficult than those performed by a registered engineer; but require knowledge of the principles, practices, and methods of mechanical engineering work acquired through previous experience.

Examples of Work:

Reviews plans, specifications, and engineering calculations for compliance with the Uniform Mechanical Code, Uniform Plumbing Code, related sections of the Uniform Building Code and various national engineering design standards and methods.

Approves plans and issues permits.

Inspects commercial establishments under construction or undergoing alteration to assure compliance with codes.

Consults with and advises architects, engineers and property owners on engineering standards and specific building code requirements.

Coordinates mechanical projects with other city engineers, consultants, and architects.

Performs related work as required.

Knowledges, Abilities and Skills:

Knowledge of the principles, practices and methods of plumbing and mechanical engineering work.

Knowledge of the laws and ordinances applicable to plumbing and mechanical engineering.

(continued)

Knowledges, Abilities and Skills: (continued)

- Knowledge of stress analysis, mechanics, and properties of materials.
- Knowledge of municipal engineering objectives, purposes, methods and practices.
- Knowledge of the common descriptions of real property.
- Ability to organize engineering data and to give advise on difficult engineering problems.
- Ability to determine compliance with building codes and ordinances through review of plans and specifications and personal inspections.
- Ability to direct and instruct subordinate personnel in proper work methods and procedures.
- Ability to apply approved engineering methods and standards to the design of sanitary and storm sewers.
- Ability to make complex engineering computations quickly and accurately, and to prepare technical reports.
- Skill in the use of drafting and surveying instruments.

Desirable Qualifications:

Education:

Graduation from an accredited four-year college or university with major course work in mechanical engineering.

Experience:

Assistant Mechanical Engineer - One year of mechanical engineering experience in the design or evaluation of mechanical and plumbing systems in commercial or industrial structures.

Associate Mechanical Engineer - Three years of mechanical engineering experience in the design or evaluation of mechanical and plumbing systems in commercial or industrial structures.

Necessary Special Qualification:

Associate Mechanical Engineer

Registration as a mechanical engineer in the State of California.

Recommended Salary Range:

Assistant Mechanical Engineer - \$1031 -1254

Associate Mechanical Engineer - \$1236 -1501