

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 17, 1971

The Civil Service Board met in regular session at 1:30 p.m. in the City Hall Council Chambers with Acting Chairman Joseph Yew presiding. The minutes of the previous meeting were approved as presented to the Board.

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

ELIGIBLE REGISTER ESTABLISHED:

<u>Exam. No.</u>	<u>Classification</u>	<u>Date of Written Test</u>	<u>Effective Date</u>	<u>Expiration Date</u>
#1168(B)	Patrolman	7/17/71	8/10/71	8/9/72

The Secretary reported that, as the result of the adoption of the civil service rule changes at the Board's meeting of August 3, 1971, the life of all eligible lists will now be for one year. He also reported that selective certification is being used for the first time with the Patrolman eligible register.

AMENDMENT TO CLASSIFICATION PLAN:

Adoption of New and Revised Class Specifications:

Greenskeeper
Maintenance Man III
Maintenance Man IV
Street Cleaning Foreman

Elimination of the Following Classifications:

Maintenance Man I (Greenskeeping)
Street Cleaning Foreman I
Street Cleaning Foreman II

At the Civil Service Board meeting held August 3, 1971, the Board members were presented the proposed new and revised class specifications and informed of the proposed deletions, all of which were identified in the negotiated Memorandum of Understanding between the City of Sacramento and the Sacramento City Employees' Association dated June 30, 1971.

There being no objection from the parties in attendance at the Board meeting, it was moved by Mr. Street that the new and revised classification specifications be adopted and that the classifications of Maintenance Man I (Greenskeeping), Street Cleaning Foreman I, and Street Cleaning Foreman II be eliminated from the classification plan. The motion was seconded by Mr. Reynoso and carried by the following vote:

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

GREENSKEEPER

Nature of Work:

Performs semi-skilled work in the care and maintenance of golf course fairways and greens.

Examples of Duties:

Prunes, waters, and mows golf course areas.
Applies fertilizers, insecticides, herbicides, and fungicides to golf course fairways and greens.
Plants and replaces grass areas.
Rakes and levels sand traps.
Changes greens cups, moves tee markers, services ball washers, and performs related general maintenance duties.

Knowledges, Abilities, and Skills:

Knowledge of the methods, practices, tools, and equipment used in developing and maintaining golf course fairways and greens.
Knowledge of spraying, fertilizing, mowing, and watering requirements.
Skill in the use and operation of mowers, spray apparatus, and other equipment used in the care and maintenance of a golf course.
Ability to establish and maintain effective relationships with employees and the general public.

Minimum Qualifications:

Education:

Completion of the eighth school grade.

Experience:

Two years of experience in the care and maintenance of flowers, shrubs, trees and lawns, preferably including one year on a golf course.

MAINTENANCE MAN I

Nature of Work:

Performs unskilled grounds and general laboring duties in parks, building maintenance, streets, and other City activities.

Distinguishing Characteristics:

Positions in the class of Maintenance Man I normally do not require the operation of trucks exceeding one and one-half ton capacity, tractors and other light or heavy equipment. Occasionally, incumbents may operate a truck or other equipment when such operation does not constitute the major portion of the normal work assignment.

Examples of Duties:

- Sweeps streets, gutters and alleys by hand and loads refuse onto a truck with a pitchfork or shovel.
- Plants, waters, fertilizes and cares for trees, shrubs, flowers and grass in the City's park and recreation areas.
- Mows and edges lawns with small power mowers and edgers.
- Maintains baseball diamonds and playgrounds.
- Clears obstructions in drainage ditches by the use of hand and power tools.
- Sprays trees, digs and backfills ditches, graves and trenches.
- Assists in setting and realigning monuments in the City Cemetery.
- Operates post-hole digger; loads and unloads trucks.
- Cuts and stacks tree limbs and brush, using hand and chain saws.
- Low limbs trees and runs brush and tree limbs through a chipper.
- Assists in removing trees, using hand and power tools.
- Cleans filters on air-conditioning and heating units.
- Performs delivery work, driving a small truck.
- Maintains structures on park grounds and performs routine custodial duties as required.
- Performs related work as required.

Knowledges, Abilities, and Skills:

- Knowledge of uses and purposes of common hand tools.
- Ability to understand and carry out oral and written instructions.
- Ability to perform tasks requiring routine skill in the use of hand tools.
- Ability to perform heavy manual laboring duties.

Desirable Qualifications:

Education:

Completion of the sixth grade.

Experience:

None required.

MAINTENANCE MAN II

MAINTENANCE MAN III

Nature of Work:

Under general supervision, this is semi-skilled work involved in the operation of power lawn mowers and assisting journeyman crafts personnel in building maintenance, construction, and repair. Employees may be required to drive trucks of up to a six-ton rated weight capacity or to operate tractors in mowing park areas and golf course fairways. In addition to assigned duties, incumbents may be required to act in a lead capacity over a small group of positions in the class of Maintenance Man I.

Distinguishing Characteristics:

A Maintenance Man III is distinguished from a Maintenance Man II in that the former is responsible for directing the work of four or more employees as a regular assignment.

Examples of Duties:

Plants, waters, fertilizes, and cares for trees, shrubs, flowers, and grass in the City's park and recreation areas.

Operates power mowers in cutting grass on golf course greens, tees, and fairways in the City's parks.

Performs routine maintenance and minor repairs on assigned equipment.

Builds forms and mixes and finishes concrete.

Performs minor maintenance on the City's street lighting and traffic signal system.

Drives trucks of up to a six-ton rated weight capacity as required.

Loads and unloads trucks; transports personnel, materials, and equipment to jobs.

Operates a variety of hand and power tools in performing routine building maintenance tasks.

Maintains and rebuilds sprinklers.

Works as a semi-skilled assistant to Plumbers, Painters, and Carpenters.

Knowledges, Abilities, and Skills:

Knowledge of the operation and maintenance requirements of trucks and power driven equipment together with the ability to make minor adjustments and repairs and to perform routine vehicle maintenance.

Knowledge of common practices, methods, and materials used for varied maintenance and construction work.

Knowledge of the traffic laws, ordinances, and rules involved in truck and equipment operation.

Ability to understand and carry out written and oral instructions and to maintain simple written records and reports.

(continued)

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Knowledges, Abilities, and Skills (continued)

Ability to operate trucks and other equipment safely.
Ability to perform heavy manual labor for extended periods of time.
Ability to use hand and mechanical tools and equipment and to develop skill in the operations to which assigned.

Minimum Qualifications:

Education:

Completion of the eighth school grade.

Experience:

One year of experience performing general maintenance or construction work.

Revised Specification
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~~8/3/71~~ 8/17/71

MAINTENANCE MAN IV

Nature of Work:

Under general supervision, employees in this classification operate trucks with a rated weight capacity of more than six tons as a regular assignment. In addition, employees may operate tractors or similar equipment and act as leadman over crews performing varied maintenance work.

Examples of Duties:

Drives trucks with a rated weight capacity of more than six tons as a regular assignment.

Operates a tractor in grading, plowing, planting and other related work in maintaining City parks.

Acts as the mower crew leadman in the Parks Department.

Acts as leadman on the crew that replaces lamps, globes, and fuses, and performs minor maintenance on the street lighting and traffic signal system.

Acts in a lead capacity over employees classified as either Maintenance Man I or II.

Performs other related work as required.

Knowledges, Abilities, and Skills:

Knowledge of the operation and maintenance requirements of trucks and power-driven equipment together with the ability to make minor adjustments and repairs, and to perform routine vehicle maintenance.

Knowledge of common practices, methods, and materials used for varied maintenance and construction work.

Knowledge of the traffic laws, ordinances, and rules involved in truck and equipment operation.

Ability to understand and carry out written and oral instructions and to maintain simple written records and reports.

Ability to operate trucks and other equipment safely.

Ability to perform heavy manual labor for extended period of time.

Ability to use hand and mechanical tools and equipment and to develop skill in the operations to which assigned.

Minimum Qualifications:

Education:

Completion of the eighth school grade.

Experience:

Three years of general maintenance experience, two of which must have been in driving a truck.

Necessary Special Qualifications:

Possession of a valid California Operator's License. (A Class I Operator's License may be required for certain positions.)

New Classification

Civil Service Board

8/8/71

STREET CLEANING FOREMAN

Nature of Work:

Under direction, to plan, lay out, and supervise the work of Street Cleaning crews engaged in sweeping and picking up leaves, grass, and tree clippings from the City's streets. Requisitions and accounts for supplies and equipment, prepares work and time reports, and performs related work as required.

Examples of Duties:

Plans, lays out, and supervises the work of Street Cleaning crews.
Inspects assigned street areas to locate and determine the extent of street cleaning work required.
Instructs employees in performing assigned duties and in the proper use of equipment.
Prepares estimates on material and labor costs for work to be performed.
Prepares duty schedules; maintains records on materials, equipment, and work performed.
Performs related work as required.

Knowledges, Abilities, and Skills:

Knowledge of standard practices, equipment, and tools used in street cleaning work.
Knowledge of the occupational hazards and safety precautions required in street cleaning work.
Ability to understand and carry out Street Department policies and written and oral instructions.
Ability to adapt available tools, supplies and equipment to particular street cleaning problems.
Ability to plan, organize, and supervise the work of subordinates and provide appropriate advice and assistance on street cleaning problems to obtain effective results.
Ability to keep records and prepare work and time reports.
Ability to establish and maintain effective relationships with employees and the general public.

Minimum Qualifications:

Education:

Graduation from a standard high school.

Experience:

Three years of experience in street cleaning work.

CHANGES IN PREVAILING CONSTRUCTION HOURLY RATES:

<u>Carpenters Local #586</u>	<u>New Hourly Rate</u>
Carpenter	\$7.50
Carpenter Foreman	8.25
<u>Construction and General Laborers Union Local #185</u>	
Asphalt Raker	5.43½
Asphalt Shoveler	5.28½
Buckeye Spreader Operator	5.43½
Cement Worker	5.28½
Jackhammer Operator	5.43½
Laborer	5.18½
<u>District Council of Painters #16</u>	
Painter Foreman	7.43
Painter	7.02

The Secretary reported to the Board that the changes in prevailing construction hourly rates will be affected by the Presidential order for wage freeze. The City Attorney had advised the Secretary that approval can be made at this time for the adoption of the new construction hourly rates; however, payment of the new rates would become effective when the wage freeze has been lifted.

It was moved by Mr. Street and seconded by Mr. Reynoso that the above construction hourly rates be adopted as soon as it is legally possible. The motion was carried by the following vote:

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

CIVIL SERVICE BOARD RULE CHANGES:

Rule 6.3(d) Disqualification due to conviction of felony or misdemeanor.
Rule 20.4 Deletion of rule on "Holidays".
Rule 21.5 Residence.

After open discussion was held, it was the decision of the Board to consider this matter at its meeting scheduled for September 7, 1971.

REQUEST FOR VOLUNTARY DEMOTION:

Rosalie J. Guthrie, Dispatcher Clerk to Senior Typist-Clerk

Dispatcher Clerk Rosalie Guthrie's communication dated July 23, 1971, requesting a voluntary demotion to Senior Typist-Clerk in the Research and Development Division of the Police Department was considered. Her request was made because of her inability to work other than day shifts with the weekends off. By being permitted the voluntary demotion, Mrs. Guthrie will be scheduled for the day shift. Police Chief Kinney had given his approval for this action.

It was moved by Mr. Street and seconded by Mr. Reynoso that Mrs. Guthrie be granted her request for voluntary demotion from Dispatcher Clerk to Senior

Typist-Clerk. The motion was carried by the following vote:

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

REQUEST FOR LEAVE OF ABSENCE:

Audrey Bracy, Library Page

Communication from Mrs. Audrey Bracy, Library Page, dated August 11, 1971, requesting approval of a maternity leave of absence for a six-month period from September 1, 1971, was considered. She was appointed to the position of Library Page on March 1, 1971, with probationary status, and had but two weeks to complete her probationary period. Her request had the approval of the City-County Librarian.

After consideration, it was moved by Mr. Street that Mrs. Bracy be granted the six-months' leave of absence and, upon her return to work, she would be required to complete her probationary period. The motion was seconded by Mr. Reynoso, and the vote was as follows:

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

SACRAMENTO PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY IN THE PUBLIC SECTOR:

Mr. Naaman Brown's letter of July 21, 1971, to President Marion Woods requesting a hearing on the "Sacramento Plan for Equal Employment Opportunity in the Public Sector," which was prepared by the citizens committee of the Sacramento Area Economic Opportunity Council, was presented to the Board. Mr. Brown requested in his letter that the classifications of Community Development Specialist, Manpower Coordinator, and Youth Coordinator be created within the City service. He also requested for twenty-five trainee positions.

Mr. Harry Osborne's letter dated July 9, 1971, requesting specific answers to the Sacramento Plan for Equal Employment Opportunity in the Public Sector was also presented to the Board.

Mr. Danielson reported that the response from the City Manager and Personnel Officer to the City Council, dated August 16, 1971, had been delivered to the members of the City Council on August 16, and that this matter was to be considered by the City Council at its meeting of August 19. Copies of the report to the City Council were given to Board members present. Mr. Danielson reported that, at the City Council meeting held two weeks before, the Council had considered Mr. Naaman Brown's proposal to create the position of Manpower Coordinator and that the Council had declined to create this position. He said that the City Council has not created nor authorized the positions which Mr. Brown has requested be classified by the Civil Service Board, and, as no positions existed, the Board could not act to create classifications.

An open discussion was then held. Due to the absence of President Woods and Mr. Alexander, it was moved by Mr. Street to table this matter for consideration

at a meeting when all Board members would be present. The motion was seconded by Mr. Reynoso and carried by the following vote:

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

REQUEST FOR HEARING REGARDING BENEFITS AND RIGHTS AS REINSTATED EMPLOYEE:
Elbert Johnson, Patrolman

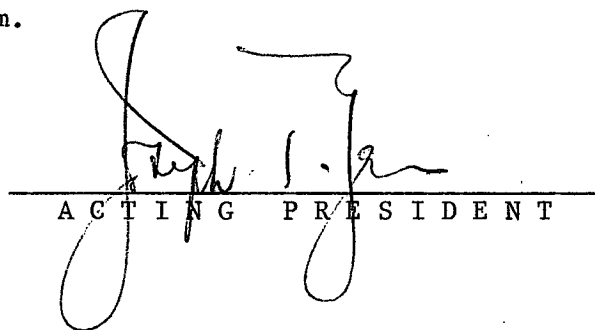
Communication dated July 26, 1971, from Elbert Johnson addressed to President Marion Woods requesting a hearing before the Civil Service Board to consider his rights and benefits as a reinstated Patrolman was presented to the Board.

Labor Relations Counsel John Liebert informed the Board that he would prepare his legal opinion as to whether or not the Board would have the authority or the jurisdiction to hear this matter. It was therefore recommended that the hearing, if within the Board's jurisdiction, be rescheduled for the meeting of September 7, 1971.

It was so moved by Mr. Street, seconded by Mr. Reynoso, and unanimously carried.

The meeting was adjourned at 3:00 p.m.


SECRETARY


ACTING PRESIDENT