

**MINUTES OF REGULAR MEETING
CIVIL SERVICE BOARD
CITY OF SACRAMENTO
June 19, 2007**

The meeting of the City of Sacramento Civil Service Board was called to order by Vice Chairperson Thompson in the Hearing Room of Historic City Hall, 915 I Street, Second Floor, Sacramento, CA at 1:30 p.m.

MEMBERS PRESENT: Robillard
Manders
Lopez
Thompson

MEMBERS ABSENT: Pryor

MINUTES OF CIVIL SERVICE BOARD MEETING OF JUNE 5, 2007

The Board received the minutes of the June 5, 2007 meeting. Vice Chairperson Thompson asked if the Board had any comments. Ms. Manders moved to accept the minutes as submitted. The motion was seconded by Ms. Lopez. The motion to approve went as follows:

Motion: Manders
Second: Lopez

The motion carried with the following roll call vote:

Ayes: Thompson
Robillard
Manders
Lopez

Noes: None

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This is an information-only item.

APPEAL OF ADMINSTRATIVE ANALYST EXAM

a) In the matter of Jason Rohde, Applicant

Mr. Paul Gale, Attorney to the Board, advised that the Board could conduct a full evidentiary hearing per Rule 4.11(c) or hear the matter and make a decision using less formal procedures.

Board Member Thompson moved to waive the procedures set forth in 4.11(c). The motion was seconded by Board Member Robillard. The motion to approve went as follows:

**Motion: Thompson
Second: Robillard**

The motion carried with the following roll call vote:

**Ayes: Thompson
Robillard
Manders
Lopez**

Noes: None

Carol Jenista, Sr. Personnel Analyst, presented the City's position. She stated that Mr. Rohde's application had been screened out due to not meeting minimum qualifications. She explained that a Bachelor's degree is required for the classification and Mr. Rohde does not meet that requirement. This qualification could not be waived by substitution of year for year qualifying experience. She recognized that Mr. Rohde has two Associate's Degrees, however, the Associate degrees are not applicable because 1), they are not 4-year degrees, and 2) the coursework was not applicable, or in a related field. Mr. Rohde's Administration Technician experience is qualifying for 9 months of non-professional experience.

Mr. Rohde, Administrative Technician, argued that the City's announcement for the position states, "any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be..." Therefore, it was not appropriate to be screened out for not meeting the minimum qualifications because the City did not provide exact qualifications for eligibility, but rather "a typical way" to meet the qualifications.

Mr. Rohde presented the Board with a letter from Brenda Holloway, Asst. Manager of Communications in the Police Department, stating that Police Dispatch work is not "clerical" in nature. Mr. Rohde argued that his 15 years of dispatcher experience should serve as professional experience to meet the minimum qualifications of Administrative Analyst. Mr. Rohde indicated that his appeal is based on his experience, and did not dispute the fact that two Associates Degrees is not the equivalent of a Bachelor's Degree.

Ms. Jenista clarified the City position regarding the language in the announcement that refers to "typical ways" to obtain the required knowledge and abilities. She indicated that "typical ways" listed are the only ways to obtain the required knowledge and abilities to meet the minimum qualifications.

Ms. Jenista also explained that the City regularly relies on EEOC classification determinations to properly classify positions and the City relied on the EEOC determination in this instance as well. Therefore, she concluded that Mr. Rohde is lacking one year of professional experience to meet the minimum qualifications because dispatcher work is considered "para-professional" in nature.

Ms. Jenista provided background on the classification of Administrative Analyst. She indicated that until last year one could move from a Administrative Technician position to Administrative Analyst. This is no longer the case. Departments complained about quality of applicants and as a result the Jr. Analyst class was developed which is a bridge to Administrative Analyst classification.

Ms. Jenista responded to the Board's questions about "para-professional" experience. She explained that para-professional experience is distinguished from professional experience because the lower level of professional activity does not include independent activity or responsibility for scope of work, and consequence of error. She indicated that none of Mr. Rohde's experience as a dispatcher could be applied to professional component unless extraordinary.

Board Member Thompson noted the language in the announcement of "any combination of experience..." is ambiguous and advised that City should reconsider this language. He stated the City has done a poor job articulating the requirements. Additionally, he noted that the City should reconsider how the position of Police Dispatcher is classified.

Board Member Robillard moved to deny Mr. Rohde's appeal of the Administrative Analyst Exam. The motion was seconded by Board Member Lopez.

Motion: Robillard
Second: Lopez

The motion carried with the following roll call vote:

Ayes: Robillard
Manders
Thompson
Lopez

Noes: None

APPEAL OF JUNIOR ANALYST EXAM

b) In the matter of Jason Rohde, Applicant

Board Member Thompson moved to waive the procedures set forth in 4.11(c). The motion was seconded by Board Member Lopez. The motion to approve went as follows:

Motion: Thompson
Second: Lopez

The motion carried with the following roll call vote:

Ayes: Thompson
Robillard
Manders
Lopez

Noes: None

Ms. Jenista presented the City's position for the exclusion of Mr. Rohde's application for Junior Analyst. She indicated that Mr. Rohde's application was screened out because he did not meet the minimum qualifications for para-professional experience. Board Member Manders requested examples

of para-professional work. Ms. Jenista explained that almost all of the “technical” classifications within the City perform para-professional work.

Board Member Thompson questioned Mr. Rohde about this experience as a dispatcher. Mr. Rohde indicated that he worked out of class as a Dispatcher II on and off and estimated a conservative estimate of his hours working out of class would amount to about 18 months.

Board Member Thompson confirmed with Ms. Jenista that in order to grant Mr. Rohde’s appeal of the Junior Analyst exam that the Board would have to find that Mr. Rohde has met the requirement of at least 4 years of para-professional experience and find he meets the educational component of 60 units.

Board members had some discussion about the announcement. Board Member Lopez noted her concern due to the ambiguity of the announcement. She stated that she would like to see examples of para-professional experience applicants need to meet the requirement. Board Member Thompson commented that the language “or closely related field” allows for subjectivity. Ms. Jenista responded that the language “or closely related field” is used to address changes in academia.

Board Member Manders questioned whether Mr. Rohde had any coursework in the areas listed, public admin, economics, personnel, etc? Mr. Rohde confirmed that he specifically remembered coursework in economics and statistics. Board members discussed whether or not all 60 units of college coursework had to be in fields listed in the announcement or if the 60 units of coursework requirement is satisfied if some of the coursework was completed in the areas listed. Ms. Jenista indicated that this question has never come up and she did not consider Mr. Rohde’s education because he was screened out for not meeting the para-professional experience requirement.

Board Member Thompson commented that viewed in the most favorable light to the applicant, Mr. Rohde would satisfy educational requirements. He noted his belief that the applicant has demonstrated a unique set of circumstances – and has met the education and experience required for Junior Analyst classification.

Ms. Jenista explained that Mr. Rohde had been allowed to participate in testing due to his outstanding appeal. The exam results were sealed pending the results of appeal.

Board Member Robillard moved to grant Mr. Rohde's appeal and accept his application for Jr. Analyst. The motion was seconded by Board Member Thompson.

The motion carried with the following roll call vote:

Ayes: Thompson
Robillard
Manders
Lopez

Noes: None

CITIZENS ADDRESSING THE BOARD ON MATTERS NOT ON THE AGENDA

None

BOARD IDEAS, QUESTIONS, AND ANNOUNCEMENTS

Board member Robillard would like to wish Pat Yasui a speedy recovery.

There being no further business, the meeting adjourned at 3:17 pm.

ROBERT THOMPSON
Vice Chairperson

GERRIEE GIFFIN
Acting Secretary