

MINUTES OF THE CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      FEBRUARY 22, 1978

The regular meeting of the Civil Service Board was called to order by President Alba Kuchman at 1:30 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Alba Kuchman, Wilfred Street, Ronald Wright.

Absent: Luis J. Campos, Donna Giles.

Mr. Luis Campos, who was sworn in by the City Council as the new Civil Service Board member on Tuesday, February 21, 1978, was unable to attend due to unavoidable circumstances.

MINUTES OF FEBRUARY 7, 1978 MEETING: Approved as submitted.

REPORTS OF DIRECTOR OF PERSONNEL

a. Leaves of Absence Granted by Director of Personnel as Agent of the Board

(1) John J. Capaul, Custodian II, was granted an extension of medical leave of absence to cover the period to March 1, 1978.

(2) Janet L. Fong, Intermediate Typist-Clerk, was granted a maternity leave of absence to cover the period from May 22, 1978, through November 10, 1978.

b. Withdrawal of Appeals

(1) The appeal of Mr. Christopher Swett, Maintenance Man II applicant, scheduled for hearing before the Board on this date, was withdrawn by his representative, Mr. Phillip Cunningham of Stationary Engineers, Local 39, by letter dated February 6, 1978. Mr. Swett, upon reviewing his file, was satisfied that no irregularities occurred during his oral interview.

(2) The appeal of Mr. Bobby G. Emmons, Police Officer, whose hearing had been postponed pending the outcome of his application for disability retirement, was withdrawn by his attorney, James L. Long, by letter dated January 31, 1978. Mr. Emmons had been granted his request for disability retirement.

(3) The withdrawal of the appeal of Officer Michael Spiro had been reported to the Board at its February 7 meeting. At that time, the Board requested that, when an appeal is withdrawn, the Board be informed as to how the appeal was resolved.

Officer Spiro's January 30 hearing scheduled before an Administrative Law Judge had been cancelled by his attorney, David P. Simmons, by notice dated January 25, 1978. No compromise settlement had been made, and the ten-day suspension still stands.

c. The Memorandum Decision rendered by Richard E. Tuttle, Judge of the Superior Court, in the matter of Robert I. Gillies, Jr., vs. Civil Service Board was received and filed.

d. Mr. Danielson informed the Board of the February 14 newspaper article entitled, "Rights Unit's Ethnic Dumping Ground Charge". He reported that he had not been given a copy of the Human Rights Commission's report prior to the press release. He reported that he had written to Mr. Claudel Kennix, Executive Director of the Human Rights Commission of the City and County of Sacramento, with a copy to Mr. Samuel Cullers, Chairman of the Human Rights Commission, subsequent to the newspaper articles, requesting a copy of their report.

Mr. Danielson pointed out some of the errors in the Human Rights Commission's press release and reported that the HRC recommendations are scheduled to be presented before the City Council on March 7, 1978. Board members were concerned about the Human Rights Commission's statements and indicated that such erroneous information is injurious to the affirmative action results being achieved by the City.

e. A copy of the League of California Cities' "Checklist of Legal and Fiscal Assumptions for Use in Preparing City Revenue Projections under Proposition 13", together with a copy of the Jarvis/Gann Property Tax Limitation Initiative (Proposition 13 on the June 6, 1978 ballot), was provided Board members for their information.

ELIGIBLE REGISTER ESTABLISHED

<u>Exam.</u>	<u>Class Title</u>	<u>Effective</u>	<u>Expiration</u>
#1597	Assistant Engineer (Structural)	2/13/78	2/12/79

EXAMINATION TO BE ANNOUNCED

#1596 Intermediate Clerk (Police)

An analysis was made of the duties and responsibilities of the Dispatcher Clerk positions assigned to the Communications Section of the Police Department by the Personnel Management Services Division. The purpose of the study was to determine if any of the Dispatcher Clerk positions could be reallocated to clerical classifications to achieve a cost savings. Following the study, twelve Dispatcher Clerk positions were reallocated to Intermediate Clerk. Because of the conditions of employment and the nature of work to be performed, a job description for Intermediate Clerk (Police) was prepared as an addendum to the Intermediate Clerk specification.

Associate Personnel Analyst Susan Davidson and Police Captain Lee Dohm explained the high turn-over of incumbents and the difficulty in recruiting for the positions, one of the reasons being that the incumbents must work shifts during a 24-hour period. It was explained that, by the addendum to the class specification for Intermediate Clerk and by the special recruitment for Intermediate Clerk (Police), it was hoped that the problems may be alleviated.

Stationary Engineers, Local 39, had reviewed and supported the classification study.

A concern of the Board was that, with the Intermediate Clerk (Police) addendum, it appeared that a new classification of Intermediate Clerk (Police) was being created. Mr. Woska, Personnel Management Administrator, explained the difference between the addendum job description as opposed to the class specification.

Staff was requested to review the matter to determine whether an addendum should be attached to the Intermediate Clerk specification; whether a separate class specification is necessary; or whether the Intermediate Clerk specification should be revised to include the working conditions as described in the Intermediate Clerk (Police) addendum job description.

MOTION: Mr. Street moved to approve the examination announcement for Intermediate Clerk (Police).  
 SECOND: Mr. Wright.  
 CARRIED: Ayes: Kuchman, Street, Wright.  
 Noes: None.  
 Absent: Campos, Giles.

AMENDMENT TO CIVIL SERVICE BOARD RULE 22.12, "EMPLOYEES INELIGIBLE FOR VACATION ALLOWANCE"

At the request of Mr. Phillip Cunningham, this item was postponed until the next regular meeting of the Board.

OPERATION AND MAINTENANCE CLASSIFICATION STUDY ALLOCATION APPEAL OF INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS ON BEHALF OF TONY FREITAS, GENERAL REPAIRMAN (continued from 12/6/77, 1/4/78, 1/24/78)

AMENDMENT TO CLASSIFICATION PLAN: PROPOSED TITLE CHANGE AND REVISION OF CLASS SPECIFICATION FOR GENERAL REPAIRMAN TO BUILDING MAINTENANCE WORKER

At the Board meeting of January 24, these two items were postponed until such time as Mrs. Giles could be present. As Mrs. Giles was unable to attend this meeting, the matter was again postponed until the Board's next regular meeting.

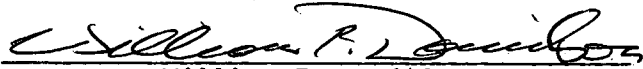
MEMORANDUM FROM COUNCILMAN HOEBER REGARDING POSSIBLE CHANGE IN PERSONNEL SECTIONS OF CITY CHARTER

Mr. Danielson reported that the Council Personnel and Public Employees Committee's recommendation (which was made by three of the four members of the committee, Mr. Hoerber being absent), which was in disagreement with Mr. Hoerber's recommendation, was to have been reported to the City Council on February 21. The recommendation was that the matter be referred to the Personnel and Public Employees Committee and that the Civil Service Board be consulted. This recommendation, however, was withdrawn at the February 21 Council meeting.

Mr. Wright reiterated his desire that management, employee groups, and the Civil Service Board be included in the discussions regarding the change in the Personnel sections of the Charter. Mrs. Kuchman indicated that a fourth group, the citizens, should be included.

Further discussion was deferred until direction regarding amending Personnel Sections of the City Charter is received from the City Council.

The meeting was adjourned at 2:30 p.m. The Board then met in executive session with Deputy City Attorney David Benjamin, Personnel Director William Danielson, and Personnel Management Administrator William Woska.



William F. Danielson  
Secretary



Alba Kuchman  
President