

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
NOVEMBER 3, 1981

The regular meeting of the Civil Service Board, City of Sacramento, was called to order by Vice-President Joseph L. Russell, in the Conference Room, Personnel Department, 801 - 9th Street, Sacramento, California, at 1:37 p.m.

Members present: Mr. Joseph L. Russell
 Mrs. Vivian C. Nance
 Ms. Gail A. Mabbutt
 Ms. Pamela C. Placencia

Member absent: Mr. Jonathan E. Mayhew

INTRODUCTION OF NEWLY-APPOINTED CIVIL SERVICE BOARD MEMBER - PAMELA C. PLACENCIA

Ms. Placencia was welcomed by Board Members.

MINUTES OF THE REGULAR MEETING OF OCTOBER 20, 1981

Motion was made to approve the minutes of the Regular Meeting of October 20, 1981.

REPORTS OF DIRECTOR OF PERSONNEL

Mrs. Donna L. Giles, Director of Personnel informed the Board that she had no reports.

It was requested that Item 5 be tabled to later in the meeting. There were no objections.

PROPOSED REVISION OF SPECIFICATIONS FOR BUYER I/BUYER II, ADMINISTRATIVE ASSISTANT I/ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE TRAINEE - Second Reading

Miss Julie Duling, Personnel Technician, addressed the Board and informed of one change to the specifications for Administration Trainee to include a sentence under Supervision Received and Exercised "Immediate supervision is provided by high level departmental or division administrative personnel".

Mr. Jonathan Mayhew entered the meeting at 1:41 p.m.

Motion was made to approve and adopt the revised class specifications for Buyer I/Buyer II, Administrative Assistant I/Administrative Assistant II and Administrative Trainee.

Motion: Mr. Mayhew
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

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PROPOSED REVISION OF SPECIFICATIONS FOR TREE MAINTENANCE WORKER I -
Second Reading

Motion was made to approve and adopt the revised class specifications for Tree Maintenance Worker I.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

PROPOSED REVISION OF SPECIFICATIONS FOR ACCOUNTANT III - First Reading

Mrs. Thelma Vanesian, Assistant Personnel Analyst, addressed the Board and explained the rationale behind the proposal to reduce the experience and education requirements in governmental accounting.

Motion was made to approve the proposed revision of specifications for Accountant III and pass for second reading.

Motion: Mrs. Nance
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

EXTENSION OF ELIGIBLE LISTS

a. #1682 - Park Equipment Operator

Mrs. Verna Banks, Senior Personnel Analyst, addressed the Board and discussed the need to extend this list.

Motion was made to approve the extension of eligible list #1682 Park Equipment Operator to 12/7/1982.

Motion: Mr. Mayhew
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

b. #1782 - Senior Recreation Supervisor

Mrs. Banks discussed this requested eligible list extension, and answered questions from the Board on the lack of minorities on the list.

Motion was made to approve the extension of eligible list #1782 Senior Recreation Supervisor to 11/12/1982.

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Motion: Ms. Mabbutt
Second: Ms. Placencia

Motion was approved by unanimous roll call vote.

c. #1761 - Water & Sewer Supervisor (Foreman)

Ms. Susan Davidson, Associate Personnel Analyst, addressed the Board and explained the rationale behind the request to extend this list.

Motion was made to approve the extension of eligible list #1761 Water & Sewer Supervisor to 12/8/1982.

Motion: Mrs. Nance
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

ELIGIBLE LISTS ESTABLISHED

- a. #1826 - Tax & License Supervisor
- b. #1834 - Property Assistant II
- c. #1832 - Secretary

There was some discussion on the number of applicants and the ethnic composition of the Secretary list.

At this time Item 5 on the agenda was considered.

CLASSIFICATION APPEALS OF THE RALPH ANDERSEN & ASSOCIATES STUDY

- a. Hilda J. Purcell Stenographer Clerk II -
Typist Clerk II

Ms. Nancy Reardan, Attorney at Law, addressed the Board and presented the appeal of Ms. Hilda J. Purcell, who handed out samples of her work and supporting documents to substantiate the appeal of her reallocation to a lower class from Stenographer Clerk II to Typist Clerk II. It was also requested that the Board consider reclassifying this position to a Stenographer Clerk III or Typist Clerk III. Ms. Purcell was questioned by Ms. Reardan as to the aspects of her position which she felt qualified the higher classification, and Ms. Purcell responded emphasizing the duties involving work with electrical plans.

Mr. Vern Garcia, Associate Electrical Engineer, and Mr. Joe Yee, Chief Electrical Engineer, addressed the Board supporting Ms. Purcell's appeal, and Mr. John Shannon, consultant with Ralph Andersen and Associates, addressed the Board reaffirming the recommendation to downgrade the position to Typist Clerk II.

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There was some discussion on this matter.

Board action on this appeal was tabled until all the appeals had been heard.

b. Carol L. Carroll Typist Clerk II - Typist Clerk III

Mr. John Worcester, Personnel Management Administrator, addressed the Board and recommended that this appeal be granted.

Motion was made to grant the appeal of Carol L. Carroll from the position of Typist Clerk II to Typist Clerk III.

Motion: Mrs. Nance
Second: Ms. Mabbutt

Motion was approved by unanimous roll call vote.

c. Patricio C. Petilla Account Clerk II - Accounting Technician

Motion was made to grant the appeal of Patricio C. Petilla from the position of Account Clerk II to Accounting Technician.

Motion: Ms. Mabbutt
Second: Mr. Mayhew

Motion was approved by unanimous roll call vote.

d. Sophie Joseph Stenographer Clerk III - Typist Clerk III

Miss Sophie Joseph addressed the Board and stated that although no-one in the office dictated to her, she used her shorthand in her job and requested that the position remain at the level of Stenographer Clerk III.

Board action on this appeal was tabled until all the appeals had been heard.

e. Ronald J. Perry Drafting Technician II - Engineering Technician

Mr. Ronald Perry addressed the Board and referred to background correspondence on this issue, indicating sections which supported his appeal.

Ms. Susan Davidson, Associate Personnel Analyst addressed the Board and referred to her memorandum to the Board which outlined the major factors which supported her recommendation to deny the appeal.

Mr. Ron Parker, City Engineer, addressed the Board and stated the differences between a Drafting Technician and an Engineering Technician.

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a. The Appeal of Hilda J. Purcell/ Cont.

Motion was made by Mr. Mayhew to grant the appeal of Hilda J. Purcell of the downgrade of her position from a Stenographer Clerk II to a Typist Clerk II and reallocate the position to a Typist Clerk III.

Motion died through lack of a second.

Motion was made to deny the appeal of Hilda J. Purcell of her reallocation from a Stenographer Clerk II to a Typist Clerk II.

Motion: Mrs. Nance
Second: Ms. Mabbutt

Motion was approved by the following roll call vote:

Ayes: Mrs. Nance
Ms. Mabbutt
Mr. Russell

Noes: Mr. Mayhew
Ms. Placencia

d. The Appeal of Sophie Joseph/ Cont.

Motion was made to deny the appeal of Sophie Joseph of her reallocation from a Stenographer Clerk III to a Typist Clerk III.

Motion: Ms. Mabbutt
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.


e. The Appeal of Ronald J. Perry/ Cont.

Motion was made to deny the appeal of Ronald J. Perry requesting a reallocation from Drafting Technician II to Engineering Technician.


Motion: Ms. Mabbutt
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

There being no further business, Vice-President Russell declared the meeting adjourned at 3:40 p.m.



Joseph L. Russell
Vice-President



Donna L. Giles
Secretary