
File ID: 2024-01787

10/21/2024

Discussion Item 3.

Appeal of the Disqualification of Andre Ebe from the Park Maintenance Worker Recruitment

File ID: 2024-01787

Location: Citywide

Recommendation: Pass a **Motion:** 1) waiving formal rules for conducting the hearing pursuant to Civil Service Board Rule 4(11)(c)(7); and 2) adopting the Director’s findings, determinations, and decision of disqualification in the appeal of Andre Ebe for the Park Maintenance Worker Recruitment pursuant to Civil Service Board Rule 4.11(c)(6).

Contact: Armando Herrera, Administrative Analyst, (916) 808-5753
asherrera@cityofsacramento.org, Human Resources Department

Presenter: Armando Herrera, Administrative Analyst, (916) 808-5753
asherrera@cityofsacramento.org, Human Resources Department

Attachments:

- 1-Description/Analysis
- 2-Job Announcement
- 3-Applicant’s Application
- 4-Notice of Disqualification
- 5-Appeal from Applicant

Additional Description/Analysis

Issue Detail:

BACKGROUND

A job announcement for Park Maintenance Worker posted effective August 05, 2024 (Attachment 2). On August 07, 2024, Andre Ebe submitted a timely application (Attachment 3) for the posting. On August 20, 2024, Appellant Ebe received a notice of disqualification (Attachment 4) stating they were not successful in the examination process.

ISSUE RAISED BY APPELLANT

On August 20, 2024, Appellant Ebe submitted an appeal response (Attachment 5) to the disqualification and cited Civil Service Board (CSB) Rule 4.10(c)(1): Erroneous interpretation or

application of the qualification standards prescribed for the classification. Appellant Ebe's appeal states in part:

"While my background does directly align with all the qualifications listed in the job description, I am confident that my experiences as a park maintenance worker have equipped me with the skills necessary to excel in this role. There seems to be confusion about my employment status with the City of Sacramento as I misinterpreted the question. I am currently working as a non-career park maintenance worker with the City of Sacramento."

CITY'S RESPONSE TO APPEAL

The City contends the qualification and evaluation standards prescribed for the classification were correctly applied to Appellant Ebe in alignment with the standards stated in the job posting and in the administration of the examination. The City responds as follows:

- I. For clarification, given the rule cited by Appellant Ebe in their appeal, their education and experience were not evaluated for the minimum qualifications. All candidates who successfully pass the Training and Experience exam and are in one of the top three reachable ranks are placed on the eligible list and their application is forwarded to the hiring department for further consideration. Human Resources only evaluates applications for the minimum qualifications for applications selected for an interview by the hiring department. Appellant Ebe was disqualified from the recruitment process for not receiving a passing score on the examination. (Attachment 4). This disqualification is in alignment with CSB Rule 4.3(a) referenced below:

"The Director has the authority to disqualify applicants, candidates or eligibles consistent with the provisions of these rules. The following shall constitute grounds for disqualification of an applicant, candidate or eligible: (a) Failure to meet any of the requirements or qualifications established for the examination, as published in the announcement."

- II. Human Resources worked closely with subject matter experts, who are familiar with the requirements and responsibilities of the classification to develop the examination. Consistent with Civil Service Board Rules and exam administration protocols, the examination tested for the knowledge and abilities listed in the job announcement.
- III. Consistent with Civil Service Board (CSB) rules, City practices, and exam administrator protocols, the minimum pass point for the examination was established during the examination development process (CSB Rule 4.9(a)):

"The Director shall set minimum qualifying ratings for each phase of the examination and shall provide that all candidates failing to achieve such rating in any phase shall be

disqualified from any further participation in the examination. The Director shall set minimum qualifying ratings in accordance with the Director's normal practices which shall be in compliance with state and federal law."

- IV. Appellant Ebe's employment status with the City of Sacramento was not considered or reviewed. The Selection Procedures of the job announcement detail the selection requirements in alignment with CSB Rule 4.1(a):

"The Director shall publish announcements of examinations which shall state the classification title, salary, nature of work to be performed, qualification standards, when and where to file applications, special examination procedures, and other pertinent information."

Given that Appellant Ebe did not obtain a passing score on the examination, the Appellant's application was not forwarded to the hiring department and subsequently could not be selected to be reviewed for minimum qualifications. This aligns with Selection Procedure, 4. Screening Committee, published in the job announcement:

4. Screening Committee: (Pass/Fail)– All candidates that pass the examination and are in one of the top three ranks will have their application forwarded to the hiring department for review. The hiring department will select the most competitive applications for further consideration. Human Resources will only evaluate employment applications for the minimum qualifications, as stated on the job announcement, for applications selected by the hiring department.

- V. Pursuant to CSB Rule 5.3(e), due to Appellant Ebe's failure to meet the qualifications established for the examination, the City is unable to certify Appellant Ebe for placement on the eligibility list:

"Open lists. These lists consist of eligibles who have successfully competed in an examination open to any person."

Appellant Ebe will have the opportunity to re-apply and re-test the next time this classification is open for recruitment. Recruitments are conducted on an as-needed basis based on department operational needs.

- VI. The same evaluation standards prescribed for the examination were applied to all applicants.

As such, the Director of Human Resources recommends that the Board adopt the Director's findings, determination, and decision of disqualification pursuant to Civil Service Board Rule 4.11(c)(6).

Policy Considerations: Civil Service Board Rule 4.3 Disqualification (a) Failure to meet any of the requirements or qualifications established for examination, as published in the announcement. Appeals for disqualification shall be heard by the Board unless the Board requests and receives permission from the City Council to utilize the services of a hearing officer. (Civil Service Board Rule 4.11). When the Board hears the appeal itself, the Board may waive the formal rules of procedure in the interest of justice in individual cases and may adopt its own findings, determinations, and decision for adoption and incorporation into the official Board minutes. (Civil Service Board Rules 4.11(c)(6) and (c)(7)).

Economic Impacts: Not applicable.

Environmental Considerations: The recommendation does not constitute a “project” as defined by the CEQA Guidelines as the recommendation is a continuing administrative or maintenance activity and an organizational or administrative activity of the City that will not result in a direct or indirect physical change in the environment. (CEQA Guidelines sections 15378(b)(2) and 15378(b)(5)).

Sustainability: Not applicable.

Commission/Committee Action: Not applicable

Rationale for Recommendation: The City strives to ensure the qualification and evaluation standards prescribed for recruitment processes and practices are correctly and consistently applied to all applicants. Based on Appellant Ebe’s examination results, Appellant Ebe did not obtain a passing score on the examination for this classification.

Financial Considerations: Not applicable.

Local Business Enterprise (LBE): Not applicable.



City of Sacramento
Park Maintenance Worker

SALARY	\$15.32 - \$21.56 Hourly \$1,225.94 - \$1,725.02 Biweekly \$2,656.20 - \$3,737.54 Monthly \$31,874.36 - \$44,850.42 Annually	LOCATION	Sacramento, CA
JOB TYPE	Full-Time Career	JOB NUMBER	003927-24-YPCE-3
DEPARTMENT	Youth, Parks & Community Enrichment	DIVISION	Park Operations
OPENING DATE	08/05/2024	CLOSING DATE	8/19/2024 11:59 PM Pacific

THE POSITION

Incumbents are trained in and assist higher level park maintenance personnel in park maintenance and construction work in City park and recreation areas. The Park Maintenance Worker series provides for four levels ranging from the training level to the journey level including lead responsibility to the working supervisory level.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Park Maintenance Worker classification are trained in and assist in the most routine park maintenance and construction work in City park and recreation areas. Incumbents are generally assigned as a member of a park maintenance crew.

SUPERVISION RECEIVED AND EXERCISED:

Incumbents work under direct supervision and will receive very specific instructions on all work assignments from higher-level park maintenance personnel. Work is reviewed for completeness and accuracy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending upon assignment, incumbents will assist higher-level park maintenance personnel in duties which may include, but are not limited to, the following:

- Weeds, cultivates, plants, fertilizes, and irrigates lawns and flower beds.
- Mows, aerate, and edges lawn areas using power and hand tools.
- Rakes, sweeps and vacuums leaves, lawn clippings, etc., using power blower and hand tools.

- Prunes and trims hedges, bushes, and other shrubbery.
- Cleans and maintains public facilities in City park and recreation areas.
- Operates small power equipment and machinery including chain saws, rototillers, lawnmowers, aerators, hedgers, spreaders, and other equipment.
- Provides exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Experience:

Some paid experience performing landscape maintenance duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

The use and purpose of common hand tools used in grounds maintenance.

Ability to:

- Understand and carry out oral and written instructions.
- Perform heavy manual laboring duties.
- Learn to operate various park maintenance equipment and machinery.
- Learn the proper method of planting, cultivating and pruning for hedges, trees, shrubs, lawns, and flowerbeds.
- Learn to identify potential safety hazards in parks and recreation areas.
- Learn common practices, methods, and materials used in gardening and horticultural work.
- Learn the proper method of spraying various pesticides, herbicides, fungicides, and other related chemicals in City park and recreation areas.
- Work in inclement weather conditions.

SPECIAL QUALIFICATIONS

Driver License:

Possession of a valid California Class C Driver is required for some assignments at time of appointment and is a condition of continued employment. Loss of the Class C Driver License is cause for discipline. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory performance level prior to gaining permanent status.

THE SELECTION PROCEDURE

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the [governmentjobs.com](https://www.governmentjobs.com) applicant inbox.

1. Application: (Pass/Fail) – All applicants must complete and submit **online** a City of Sacramento employment application by the final filing deadline:

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:
 - If applicants do not list current and/or past job-related experience in the duties area of the "Work Experience" section. **Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).**
 - If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.
- Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position.
- If you're requesting Veteran's credit, a copy of your DD214 must be submitted online with your application or emailed to the Employment Office by the final filing deadline. Information regarding the use of Veteran's credit can be found in the Civil Service Board rules under rule [4.9C](#). ([Download PDF reader](#))
- Applicants are responsible for attaching a copy of their DD214 to each position for which they apply.

2. Training and Experience Exam: (Weighted 100%) – The questions located at the end of the application are the Training and Experience (T&E) Exam. Responses to the T&E questions will be rated and scored. This exam will evaluate the relevance, level, and progression of a candidate's education, training and experience. The exam score will determine your ranking on the eligible list for this job. When completing the T&E questions, please note:

- Responses to the T&E questions must be submitted online; paper questionnaires will not be accepted.
- A resume will not substitute for the information required in the T&E questions.

3. Eligibility: Candidates who pass the Training and Experience Test will be placed on the eligible list. The hiring department may contact candidates for interview at any time during the life of the one-year list. Candidate's eligibility expires one year from the date of notification of a passing score for the Park Maintenance Worker examination.

4. Screening Committee: (Pass/Fail)– All candidates that pass the examination and are in one of the top three ranks will have their application forwarded to the hiring department for review. The hiring department will select the most competitive applications for further consideration. Human Resources will only evaluate employment applications for the minimum qualifications, as stated on the job announcement, for applications selected by the hiring department.

5. Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete and pass Live Scan/fingerprinting. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

QUESTIONS:

For questions concerning this job announcement and the application process:

- Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.
- For technical support between 6 AM - 5 PM PT, contact Live Applicant Support at (855) 524-5627.
- Visit the City of Sacramento Human Resources Department website at <https://www.cityofsacramento.gov/HR/employment>;
- Send an email to employment@cityofsacramento.org; or
- Call the Human Resources Department at (916) 808-5726

Agency

City of Sacramento

Address

915 I Street
Historic City Hall
Sacramento, California, 95814-2604

Phone

(916) 808-5726

Website

<http://portal.cityofsacramento.org/HR>

Park Maintenance Worker Supplemental Questionnaire

*QUESTION 1

APPLICATION: I understand my application must meet the minimum qualifications for consideration of employment with the City of Sacramento. The experience I list in the duties area of the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions requiring a narrative response, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week). Please refer to the City of Sacramento's Applicant Resources Page for Screening Instructions:

<https://www.cityofsacramento.gov/HR/employment>

Yes

*QUESTION 2

TRAINING AND EXPERIENCE EXAMINATION: The following questions are the Training and Experience (T&E) Examination. In addition to the City of Sacramento employment application, applicants must complete and submit online responses to the T&E questions. This exam will evaluate the relevance, level, and progression of a candidate's education, training and experience. Therefore, your responses to the T&E Exam questions should be thorough and complete

because the exam score will determine your ranking on the eligible list for this job. In accordance with the City of Sacramento's Racial and Gender Equity Action Plan (RGEAP), this examination contains non-binary names and pronouns. For additional information regarding the City's RGEAP, please copy and paste the following link into a web browser: <http://www.cityofsacramento.org/-/media/Corporate/Files/CMO/City-of-Sacramento-RGEAP-v810012020.pdf?la=en> I understand and agree to the above instructions.

Yes

***QUESTION 3**

Select all the boxes that best describe how you ensure you understand instructions received verbally (by phone or in-person) to carry out tasks.

- Repeating instructions
- Taking notes
- Giving an example to confirm accuracy
- Asking clarifying questions
- Asking others if they understood the same instructions
- Performing part of the task or completing one (1) item and confirming it is accurate before proceeding
- None of the above

***QUESTION 4**

Select all the landscape equipment and tools you have experience using.

- Round Point Shovel
- Lawn Mower
- Chain Saw
- Hedge Trimmer
- Blower
- Fat Head Shovel
- String Trimmer
- Tash Pick-up Stick
- Leaf Rake
- Weeder
- Fire Extinguisher
- Lopper
- Pitchfork
- Scoop Shovel
- Garden Rake
- Hand Tree Saw
- Hula Hoe
- Edger
- Hand Pruner
- Hand Shears
- None of the above

***QUESTION 5**

Select all the boxes that best describe the type of landscaping tasks you have performed.

- Irrigate lawns and/or flower beds
- Mow or edge lawns
- Prune bushes or shrubs
- Remove weeds or overgrown plants using an electric trimmer
- Rake leaves and/or similar landscape debris using power tools, such as a leaf blower
- Dig large holes for planting of trees
- Transport bags of fertilizer, sand, or similar items in a wheelbarrow
- Use power equipment to rototill
- Plant flowers
- Cut down trees or branches using a chain saw
- None of the above

* Required Question

003927-24-YPCE-3 - Park Maintenance Worker

Contact Information -- Person ID: 58034617

Name: Andre Ebe Address: [REDACTED] US
 Home Phone: [REDACTED] Alternate Phone: [REDACTED]
 Text Messaging Mobile No: [REDACTED] Email: [REDACTED]
 Notification Preference: Email Former Last Name: [REDACTED]
 Month and Day of Birth: [REDACTED]

Personal Information

Driver's License: Yes, California, [REDACTED], Class C
 Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? High School

Preferences

Types of positions you will accept: Regular, Temporary, Seasonal, Internship
 Types of work you will accept: Full Time, Part Time, Per Diem
 Types of shifts you will accept: Day, Evening, Night, Rotating, Weekends, On Call (as needed)

Education

High School Did you graduate: Yes
 CK MCCLATCHY HIGH SCHOOL Highest Level Completed: 12
 - Did you receive a GED? No
 Degree Received: High School Diploma

Work Experience

CUSTOMER SERVICE REPRESENTATIVE Hours worked per week: 20
 6/2021 - Present Name of Supervisor: [REDACTED] -
 Owner
 May we contact this employer? Yes

Duties

Efficiently managed a high-volume reception area, greeting visitors, answering inquiries, and directing calls with professionalism and courtesy.

- Maintained organized appointment schedules and facilitated seamless coordination of meetings, appointments, and conference room bookings.
- Demonstrated strong communication skills in handling both inbound and outbound correspondence, ensuring prompt and accurate dissemination of information.
- Implemented and maintained administrative systems and procedures to streamline office operations, resulting in improved efficiency and productivity.
- Proactively addressed client needs and concerns, resolving issues promptly and ensuring a positive customer experience at all times.

Reason for Leaving

CURRENTLY PRESENT

Park Maintenance

7/2024 - Present Hours worked per week: 40
 Name of Supervisor: [REDACTED]
 May we contact this employer? Yes

City of Sacramento Park Maintenance
Sacramento , California

Duties

Weeds, cultivates, plants, fertilizes, and irrigates lawns and flower beds.

Mows, aerate, and edges lawn areas using power and hand tools.

Rakes, sweeps and vacuums leaves, lawn clippings, etc., using power blower and hand tools.

Prunes and trims hedges, bushes, and other shrubbery.

Cleans and maintains public facilities in City park and recreation areas.

Operates small power equipment and machinery including chain saws, rototillers, lawnmowers, aerators, hedgers, spreaders, and other equipment.

Certificates and Licenses

Skills

Office Skills

Typing: 40

Data Entry: 0

Additional Information

References

Professional

[Redacted Reference Information]

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
andre resume.docx	andre resume.docx	Resume	Job Seeker

Agency-Wide Questions

1. Q: Are you currently employed by the City of Sacramento? (Please Note: City employees are still required to indicate job-related experience, including their city job-related experience in the "Work Experience" section of this application.)

A: No

2. Q: If 'No' to Question #1, have you ever been employed by the City of Sacramento?

A: No

3. Q: If 'Yes' to Question #2, state which department(s) and date(s) you left. If 'No' or you are currently employed with the City, please enter N/A.

A: N/A

4. Q: Do you have a high school diploma or equivalent?

A: Yes

5. Q: Please tell us how you heard about this job opening:

A: Other

6. Q: If you selected "other," please specify how you heard about this job. This can include community organization, event, professional organization, social media or website, or any option not listed in the question above. Be specific. If you did not select "other," write N/A.

A: THROUGH HIGH SCHOOL ZOOM MEETING ATA CK MCCLATCHY

7. Q: I understand that if the position for which I am applying **requires** proof of Education, Certification, and/or License I must provide documented proof at the time of appointment.

A: Yes

8. Q: I understand that I **must list** current and/or past job-related experience in the **duties area of the "Work Experience"** section of the employment application. The experience I list will be used to determine if I meet the minimum qualifications as stated on the job announcement. Applications that do not list current and/or past job-related experience will be considered incomplete and will be rejected; omitted information cannot be considered or assumed. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments **will not substitute** for the information required in the "Work Experience" section of the employment application. Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week). Internships and/or volunteer experience, whether paid or unpaid, will be counted as qualifying experience, but must be listed in the Work Experience section of the employment application.

A: Yes

9. Q: I certify that all statements in this application are true and complete. I agree and understand that any misstatements or omissions of material facts herein will cause forfeiture on my part of all rights to employment by the City of Sacramento. I understand that if I do not meet the announced requirements, I will be eliminated from the examination. I hereby authorize the City to verify the accuracy of the information I have provided on this application.

A: Yes

10. Q: I authorize any duly accredited representative of the City of Sacramento to obtain copies of all records relating to my driver's license from the California Department of Motor Vehicles and from any other state in which I have been licensed to drive.

A: Yes

11. Q: I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers and others. This information may include, but not be limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request to the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

A: Yes

12. Q: I understand my application must be submitted in English in order to be considered for employment.

A: Yes

13. Q: I understand the City of Sacramento may use text messaging as a method of communication with applicants and I must opt in to receive text message communication through my governmentjobs.com account. Furthermore, I understand if I opt out of receiving text messaging through my governmentjobs.com account, I may forfeit my ability to receive pertinent information regarding the application process. ***Message and Data rates may apply.

A: Yes

14. Q: I understand if I opted in to receiving text messages via my governmentjobs.com account, the City of Sacramento will contact me via text messaging on the number(s) provided in my application regarding employment opportunities, the examination process, and/or the on-boarding process. ***Message and Data rates may apply.

A: Yes

15. Q: I attest the name(s) listed on the attached document(s) and/or Educational/Certification/Licensure documentation I am required to provide at the time of appointment the are the same person as listed on this application.

A: Yes

16. Q: Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)

A: No

17. Q: Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)

A: N/A

18. Q: I understand the attachment(s) submitted with my application do not automatically qualify me for an incentive or allowance. Furthermore, I understand I must submit the required supporting document(s) directly to my respective department personnel, who will review my eligibility and initiate an incentive or allowance pursuant to the applicable Labor Agreement or Unrepresented Resolution. Incentive and allowance eligibility requirements can be found in the respective Labor Agreement or Unrepresented Resolution posted on the City of Sacramento's website; please copy and paste the following URL into your browser: <https://www.cityofsacramento.gov/HR/labor-agreements>

A: Yes

Supplemental Questions

1. Q: APPLICATION: I understand my application must meet the minimum qualifications for consideration of employment with the City of Sacramento. The experience I list in the duties area of the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions requiring a narrative response, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on full-time experience (40 hours per week).**

Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week). Please refer to the City of Sacramento's Applicant Resources Page for Screening Instructions: <https://www.cityofsacramento.gov/HR/employment>

A: Yes

- 2. Q: TRAINING AND EXPERIENCE EXAMINATION:** The following questions are the Training and Experience (T&E) Examination. In addition to the City of Sacramento employment application, applicants must complete and submit online responses to the T&E questions. This exam will evaluate the relevance, level, and progression of a candidate's education, training and experience. Therefore, your responses to the T&E Exam questions should be thorough and complete because the exam score will determine your ranking on the eligible list for this job. In accordance with the City of Sacramento's Racial and Gender Equity Action Plan (RGEAP), this examination contains non-binary names and pronouns. For additional information regarding the City's RGEAP, please copy and paste the following link into a web browser: [http://www.cityofsacramento.org/-/media/Corporate/Files/CMO City-of-Sacramento-RGEAP-v810012020.pdf?la=en](http://www.cityofsacramento.org/-/media/Corporate/Files/CMO%20City-of-Sacramento-RGEAP-v810012020.pdf?la=en) **I understand and agree to the above instructions.**

A: Yes

- 3. Q:** Select all the boxes that best describe how you ensure you understand instructions received verbally (by phone or in-person) to carry out tasks.

A: Repeating instructions
Taking notes
Giving an example to confirm accuracy
Asking clarifying questions

- 4. Q:** Select all the landscape equipment and tools you have experience using.

A: Lawn Mower
Blower
String Trimmer
Tash Pick-up Stick
Leaf Rake
Weeder
Edger
Hand Shears

- 5. Q:** Select all the boxes that best describe the type of landscaping tasks you have performed.

A: Irrigate lawns and/or flower beds
Mow or edge lawns
Remove weeds or overgrown plants using an electric trimmer
Rake leaves and/or similar landscape debris using power tools, such as a leaf blower



August 20, 2024

[REDACTED]
[REDACTED]
[REDACTED]

Dear Andre Ebe,

We are sorry to inform you that you were not successful in the examination process for Park Maintenance Worker, Exam No. 003927-24-YPCE-3.

Thank you for your interest in employment with the City of Sacramento. We hope you will continue to apply for other positions for which you may be qualified. Please be sure to log onto the City of Sacramento website at <https://www.cityofsacramento.gov/HR/employment>

APPEAL PROCESS FOR CIVIL SERVICE EXAMINATIONS

Pursuant to Civil Service Board (CSB) Rule 4.10 (c), candidates who fail any part of the application or examination process may appeal in writing to the CSB within fifteen (15) calendar days after the date of this notice. The following are the grounds for appeal:

- (1) Erroneous interpretation of application of qualification standards prescribed for classification: or
- (2) Improper procedure in the administration of the test: or
- (3) Discrimination based on race, color, religion, national origin, political beliefs, sex, physical handicap, marital status, pregnancy, age, or sexual orientation.

A written appeal must state the grounds for appeal, the supporting facts, and the remedy requested. Appeals must be submitted to employment@cityofsacramento.org within fifteen (15) calendar days after the date of this notice.

Sincerely,

Natalie Thao
Human Resources Department

915 I Street, Sacramento, CA 95814-2604
Call: (916) 808-5726
Email: employment@cityofsacramento.org
Website: <https://www.cityofsacramento.gov/HR>

Follow us on social media

LinkedIn: <https://www.linkedin.com/showcase/human-resources-department-city-of-sacramento/about/?viewAsMember=true>
Facebook: <https://www.facebook.com/CityofSacramentoHR/>
Instagram: https://www.instagram.com/thecityofsac_hr/?hl=en

Stay informed about City career opportunities

Review Applicant Resources:
<https://www.cityofsacramento.gov/HR/employment>
Sign up for job interest cards:
<https://www.cityofsacramento.gov/content/dam/portal/hr/Divisions/ECD/JobInterestCard.pdf>

If you do not want to receive emails please click on the following : [Unsubscribe from Emails](#)

From: [Employment](#)
To: [REDACTED]
Subject: Appeal Letter for Park Maintenance Worker position
Date: Tuesday, August 27, 2024 8:37:00 AM

Good morning, Andre,

This email is to confirm we are in receipt of your appeal. Your appeal will be presented to the Civil Service Board at the October meeting, scheduled for Monday, October 21, 2024. You will receive additional meeting details closer to the meeting date from Human Resources Administration. Please be aware, written appeals are heard by the Civil Service Board in a public meeting and on the public record. Written appeals, application materials, and correspondence will be posted publicly online as part of the meeting agenda. Have a wonderful day and stay safe.

Armando Herrera
Administrative Analyst | Human Resources Administration
915 I Street, 1st Floor | Sacramento, CA 95814
916-808-5753 | asherrera@cityofsacramento.org

From: Andre Ebe [REDACTED]
Sent: Tuesday, August 20, 2024 7:53 PM
To: Employment <employment@cityofsacramento.org>
Subject: Written Appeal For Park Maintenance 003927-24-YPCE-3

Good Afternoon,

I would like to move forward with my appeal under erroneous interpretation of application of qualifications standards prescribed for classification. The remedy I am requesting is for you to consider my appeal. I misinterpreted the question, and I am currently a City of Sacramento employee working as a non-career park maintenance worker. Attached is the written appeal letter for application. Thank you

Andre Ebe

Andre Ebe



City Of Sacramento

915 I Street Historic City Hall

Sacramento, CA 95814-2604

Park Maintenance Worker, Exam No. 003927-24-YPCE-3

Dear HR

I am writing to express my sincere interest in the Park Maintenance Worker position in the City of Sacramento, even though I recognize that my current qualifications are perfectly matched to the job requirements.

While my background does directly align with all the qualifications listed in the job description, I am confident that my experiences as a park maintenance worker have equipped me with the skills necessary to excel in this role. There seems to be confusion about my employment status with the City of Sacramento as I misinterpreted the question. I am currently working as a non-career park maintenance worker with the City of Sacramento. This is a limited term position with the City of Sacramento for that I didn't realize that this position is still considered as employed with City of Sacramento.

Furthermore, I am eager to undergo any additional training or certifications required to fulfill the responsibilities of the position. I am a quick learner and am committed to acquiring the knowledge and skills needed to contribute effectively to your team.

I am particularly drawn to this opportunity because it plays a significant role in maintaining our parks for the residents of Sacramento. I am impressed by the City of Sacramento's achievements, values, and projects, and I am enthusiastic about the prospect of being part of a team dedicated to effective maintenance, which is critical to the success and efficiency of any plant or production facility.

Thank you for considering my application. I am eager for the opportunity to discuss how my background, skills, and passion for proper maintenance will make me a strong fit for Park Maintenance position at the City of Sacramento. I am available at your earliest convenience for an interview and can be reached at [REDACTED] or [REDACTED].

Sincerely,

Andre Ebe