

MINUTES OF THE REGULAR MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
NOVEMBER 6, 1979

The regular meeting of the Civil Service Board, City of Sacramento was called to order by President Wilfred Street at 1:30 p.m. in the Conference Room, Personnel Department, City of Sacramento, California.

Board members present: Wilfred D. Street
Luis J. Campos
Vivian C. Nance
Joseph L. Russell
Jonathan E. Mayhew

MINUTES OF MEETING OF OCTOBER 16, 1979

Motion was made to approve the minutes of the meeting of October 16, 1979 as read:

Motion: Mr. Campos
Second: Mrs. Nance

Motion was approved by the following roll call vote:

Ayes: Mr. Campos
Mrs. Nance
Mr. Russell

Abstain: Mr. Street
Mr. Mayhew

REPORTS OF THE DIRECTOR OF PERSONNEL:

Mrs. Donna L. Giles, Director of Personnel informed the Board of the Leaves of Absence granted to the following employees:

Ike Ray - Sanitation Worker I

Pamela Ostrander - Intermediate Typist-Clerk

Mrs. Giles also informed the Board that the scheduled introduction of the consultant for the classification and pay study would take place at the next regular meeting of the Board on November 20, 1979.

APPEAL OF DISQUALIFICATION FROM SUPERVISING CLERK EXAMINATION:

Carol L. Smith

Ms. Susan Davidson, Associate Personnel Analyst addressed the Board and described the qualification standards outlined for the position, and why in her opinion, Mrs. Smith did not meet these standards. Mrs. Smith addressed the Board and cited her background and previous clerical positions with the City and their areas of responsibility.

Motion was made to grant the appeal of Carol Smith and that she be allowed to take the Supervising Clerk examination.

Motion: Mr. Mayhew
Second: Mr. Campos

Ayes: Mr. Mayhew
Mrs. Nance
Mr. Campos
Mr. Street

Noes: Mr. Russell

It was agreed that the Director of Personnel will report back to the Board with a report on how staff proposed to interpret and use the "desirable qualifications" on job announcements.

RECLASSIFICATION APPEAL TO UTILITY BILLING REPRESENTATIVE III

Barry W. Philbin

As staff report was not available on this issue at this time, the matter was tabled to the next regular meeting on November 20, 1979.

REQUEST FOR VOLUNTARY DEMOTION

Gerald A. Bagatti - Senior Dispatcher to Dispatcher

Motion was made to grant the request of Gerald A. Bagatti for voluntary demotion.

Motion: Mr. Campos
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

Howard Walters - Golf Course Foreman to Groundskeeper

Motion was made to grant the request of Howard Walters for voluntary demotion.

Motion: Mr. Campos
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

There was some discussion on these voluntary demotions being a routine Personnel Department function, and it was agreed that the Director of Personnel draft a proposed rule change delegating the authority to grant voluntary demotions to the Director of Personnel, with the provision that this process can be appealed to the Civil Service Board in the usual manner.

REQUEST FOR TRANSFER

Mary Lou Tucker - Intermediate Typist-Clerk to
Utility Billing Representative II

Susan Davidson addressed the Board on this matter and explained why Ms. Tucker had to take a reduction in salary and referred to Civil Service Board Rule 8.3. Ms. Tucker and Garland Rosauro, Local #39 addressed the Board.

Motion was made to grant the request of Mary Lou Tucker to transfer from Intermediate Typist-Clerk to Utility Billing Representative II.

Motion: Mrs. Nance
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

EXAMINATIONS TO BE ANNOUNCED:

The following examinations were reviewed, and motion was made to vote on them collectively, and that the phrase "Persons with bilingual skills are encouraged to apply" should be included on the job announcement for #1719 Dispatcher.

#1674 - Parking Meter Checker
#1719 - Dispatcher
#1720 - EDP Programmer Analyst
#1721 - Parking Lot Attendant I
#1722 - Equipment Mechanic I

Motion: Mr. Russell
Second: Mrs. Nance

Motion was approved by unanimous roll call vote.

ELIGIBLE LISTS ESTABLISHED:

#1653 - Assistant Engineer (Sanitary)
#1666 - Personnel Technician
#1692 - Vocational Rehabilitation Coordinator
#1716 - Associate Engineer (Sanitary)

PRESENTATIONS TO THE BOARD:

Garland S. Rosauro, Local #39 - Discussion on Civil Service Board Rule #10,
Leave Without Pay and Reinstatement.

Mr. Rosauro addressed the Board, and after some discussion it was agreed that Mr. Rosauro and Mrs. Giles would meet and discuss this matter.

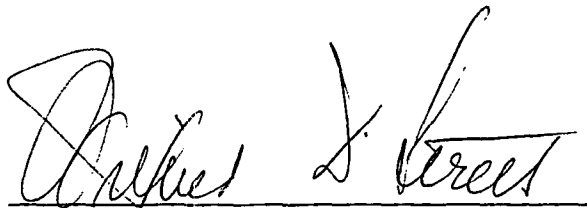
David P. Simmons, SPOA - Request for a certified shorthand reporter
for disciplinary appeals.

Mr. Simmons referred to a letter which was presented to the Board at the


previous meeting, requesting a shorthand reporter be present for all disciplinary appeals. Mrs. Giles informed the Board that no funds had been allocated in the budget for this type of an expenditure. There was some discussion on this issue, and the question was raised as to the Board's jurisdiction on budget matters.

Mrs. Giles and Mr. Simmons will meet to discuss this at a later date.

The meeting was adjourned at 3:25 p.m. by President Street.



Wilfred D. Street
President



Donna L. Giles
Secretary