

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 7, 1973

The regular meeting of the Civil Service Board was called to order by President James Alexander at 1:45 p.m. in the Personnel Department Conference Room.

Present: Members Alexander, Street, Woods, Yew.
Absent: Member Reynoso.

The minutes of the meeting of July 17 were approved as presented.

NEW EXAMINATIONS ANNOUNCED

#1282 Associate Planner (Environmental Analysis)
#1284 Assistant Planner
#1285 Senior Typist-Clerk

ELIGIBLE REGISTER ESTABLISHED

<u>Exam.</u>	<u>Classification</u>	<u>Date of Written Test</u>	<u>Personal Interview</u>	<u>Effective</u>
#1279	Senior Account Clerk	N/A	7/20/73	7/31/73

REPORT ON RECENT USE OF SELECTIVE CERTIFICATION

At the request of the Acting Secretary, this report was continued to the next regular meeting.

REPORT ON STATUS OF ASSISTANT CIVIL ENGINEERS AS REQUESTED BY THE BOARD

City Engineer Ronald Parker reported that Melvin Johnson was the only licensed Assistant Civil Engineer currently employed by the City. He further stated that the City policy has been to reallocate Assistant Civil Engineers to the Associate level upon their successfully passing a rigid examination to become registered professional engineers with the State of California; that Mr. Johnson could have been hired at the Associate level but, in order to evaluate his performance, he was appointed at the Assistant level; and that in consideration of Mr. Johnson's exceptional performance, it was recommended that Mr. Johnson be reallocated, with permanent status, to Associate Civil Engineer.

EMPLOYEE STATUS FOLLOWING POSITION REALLOCATION

Melvin Johnson, Associate Civil Engineer (continued from 7/17/73)

After discussion concerning Mr. Johnson's duties, a motion was made by Mr. Yew to grant permanent status to Mr. Johnson. The motion was seconded by Mr. Street and carried by the following vote:

8-7-73

Ayes: Members Alexander, Street, Woods, Yew.

Noes: None.

Absent: Member Reynoso.

A question was raised by Mr. Parker as to whether the reallocation of Mr. Johnson could be made effective as of August 1. The Acting Secretary stated that it may be possible to move back the effective date to the first time the Board could have acted on this request, which was July 17, and that legal opinion would be requested of the City Attorney's office.

Mr. Street then moved that the effective date be August 1 if in compliance with the City Attorney's ruling on retroactivity. The motion was seconded by Mr. Woods and carried by the following vote:

Ayes: Members Alexander, Street, Woods, Yew.

Noes: None.

Absent: Member Reynoso.

EMPLOYEE STATUS FOLLOWING POSITION REALLOCATION

Gail Curtis, Intermediate Typist-Clerk

A request dated July 12, 1973, from Police Chief Kinney for the reallocation of Gail Curtis from Junior Typist-Clerk to Intermediate Typist-Clerk was considered by the Board. Personnel Department records indicated that Ms. Curtis had been employed since mid-1967 without a break in service, and she was appointed as Junior Typist-Clerk on November 11, 1972.

Motion was made by Mr. Yew and seconded by Mr. Street to grant permanent status to Ms. Curtis as Intermediate Typist-Clerk. The motion was carried by the following vote:

Ayes: Members Alexander, Street, Yew.

Abstained: Member Woods.

Absent: Member Reynoso.

REPORT ON PERSONAL QUALIFICATIONS OF KEY PUNCH OPERATOR IIs ELIGIBLE TO TAKE KEY PUNCH SUPERVISOR EXAMINATION AS REQUESTED BY THE BOARD

Information was provided the Board concerning the qualifications of the three City employees currently working as Key Punch Operator IIs who would be eligible to take the Key Punch Supervisor examination on a promotional basis. It was pointed out by Personnel Analyst Verna Banks that there are currently 14 Key Punch Operator Is, some of whom may also qualify to take the examination for Key Punch Supervisor.

Lengthy discussion was held concerning whether the examination should be promotional only or open and promotional; however, no further action was taken as the request before the Board at this time was to create the position of Key Punch Supervisor and to adopt the revisions proposed for Key Punch Operator I and II.

AMENDMENT OF CLASSIFICATION PLANAdoption of New Class Specification
Key Punch Supervisor

Mr. Woods moved to adopt the new classification of Key Punch Supervisor and the class specification as proposed. The motion was seconded by Mr. Street and carried by the following vote:

Ayes: Members Alexander, Street, Woods, Yew.
Noes: None.
Absent: Member Reynoso.

Adoption of Revised Class Specifications
Key Punch Operator I
Key Punch Operator II

The proposed revised specifications were presented to the Board at its meeting of July 17 for consideration. The affirmative action revisions were explained by Personnel Analyst Verna Banks.

Motion was made by Mr. Yew and seconded by Mr. Woods to adopt the revised specification of both classes as presented. The motion was carried by the following vote:

Ayes: Members Alexander, Street, Woods, Yew.
Noes: None.
Absent: Member Reynoso.

Proposed Revision of Class Specifications
Identification Technician II
Identification Technician III

The proposed revisions of the specifications for the above classes were presented to the Board for consideration. A summary of the affirmative action revisions was presented by Mrs. Banks.

Mr. Woods, because of the nature of the duties performed by the Identification Technicians and by Patrolmen, requested the presence of a representative from the Police Department or Identification Technicians at the next Board meeting to answer questions which the Board members may have.

In accordance with Board policy, this matter was held over until the next regular meeting.

Proposed New Class Specification
Police Records Systems Analyst

Request was made for the adoption of the new class of Police Records Systems Analyst as described in the memo to the Board dated July 27, 1973, from Supervising Personnel Analyst William Woska. Personnel Analyst Verna Banks was present to answer questions of the Board.

Upon question by a Board member, Acting Secretary Heins explained the work done by the Research and Development Division of the Police Department. He informed the Board that following intensive budget hearings, it was decided that this new position was necessary within the Police Department.

This matter was held over until the next regular meeting in accordance with Board procedure.

EXTENSION OF ELIGIBLE REGISTERS

The following eligible registers were extended for a period of one year upon motion by Mr. Street which was seconded by Mr. Woods and carried by unanimous vote:

<u>Eligible Register</u>	<u>Expiration Date</u>	<u>Extended To</u>
#1213 Property Clerk I	August 6, 1973	August 6, 1974
#1215 Maintenance Man II (Truck Driver)	August 8, 1973	August 8, 1974

CHANGE OF PREVAILING CONSTRUCTION HOURLY RATES

In accordance with the Machinist contract negotiated between the Machinist and Mechanics Lodge 2182, IAMAW, and the Construction Industries, motion was made by Mr. Street to approve the below listed construction hourly rate increases contained within their agreement. The motion was seconded by Mr. Yew and carried by unanimous vote.

<u>Class</u>	<u>Current Hourly Rate</u>	<u>New Hourly Rate</u>	<u>Effective</u>
Blacksmith Welder	\$7.30	\$7.55	8/7/73
Machinist	7.30	7.55	8/7/73
Machinist Helper	5.84	6.04	8/7/73
Machinist Foreman	8.03	8.305	8/7/73

REQUEST FOR REINSTATEMENT FOLLOWING RESIGNATION

Fletcher McRae, former Refuse Collector (Truck Driver)

Letter dated July 23, 1973, from Mr. McRae requesting reinstatement to his former position of Refuse Collector (Truck Driver) was received by the Board. Mr. McRae was appointed as Refuse Collector for the City in June 1967 and subsequently assigned as Refuse Collector (Truck Driver) on July 1, 1970. Mr. Fletcher resigned on May 25, 1973, due to illness in his family and death of his brother.

Refuse Collection Superintendent Reginald Young and City Engineer Ronald Parker both indicated that Mr. McRae, if reinstated by the Board, would be rehired in his former classification.

Motion was made by Mr. Woods to reinstate Mr. McRae to his former position of Refuse Collector (Truck Driver). The motion was seconded by Mr. Street, and the vote was as follows:

Ayes: Members Alexander, Street, Woods, Yew.
 Noes: None.
 Absent: Member Reynoso.

REQUEST FOR HEARING TO APPEAL TERMINATION FROM CITY SERVICE DUE TO PHYSICAL CONDITION

Joseph Rudolph, former Refuse Collector

Mr. Rudolph's appeal from termination from City service dated July 27, 1973, was received from Mr. Milton McGhee, Attorney for the appellant.

Mr. Earl Simons, Safety and Training Officer for the City, was present to explain the industrial injury of Mr. Rudolph. Mr. Simons informed the Board that Mr. Rudolph sustained a back injury in 1970 and received an award from the Workmen's Compensation Appeal Board for a 21½% disability; that his doctor reported that Mr. Rudolph could not perform the duties of a Refuse Collector; and, therefore, the only alternative for the City was to attempt to place Mr. Rudolph in another position, and this has not been possible.

Mr. Simons further informed the Board that Mr. Rudolph received a maximum of a full year's pay on the industrial injury and that Mr. Rudolph was taken off the payroll in August 1972. It was the recommendation of the Personnel Department that Mr. Rudolph apply for disability pension, which Mr. Rudolph has never done.

Mr. Rudolph has another application before the Workmen's Compensation Appeal Board for a knee injury, which is currently in litigation. The percentage of disability is not known at this time.

Following discussion it was determined that this matter was not a request for reinstatement to his former position of Refuse Collector but a request to be placed in another position with lighter duty. Therefore, the Civil Service Board concluded that it had no jurisdiction to grant a hearing.

Motion was made by Mr. Yew that Mr. McGhee be notified that the matter of Joseph Rudolph's appeal from termination from City service be referred to the Sacramento City Employees Retirement System inasmuch as the Civil Service Board had no jurisdiction over the matter. The motion was seconded by Mr. Street, and the vote was as follows:

Ayes: Members Alexander, Street, Woods, Yew.
 Noes: None.
 Absent: Member Reynoso.

REQUEST FOR HEARING TO APPEAL TERMINATION FROM CITY SERVICE DUE TO PHYSICAL CONDITION

Peter Poulos, former Maintenance Man I

A letter dated August 1, 1973, from Attorney Eugene C. Treaster, Attorney for Peter Poulos, former Maintenance Man I with the Recreation and Parks Department,

8-7-73

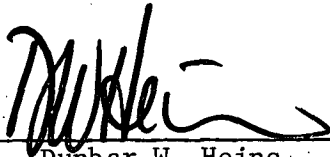
appealing his client's termination from City service was received by the Board. Mr. Poulos requested reinstatement to his former position.

Mr. Simons informed the Board that Mr. Poulos had applied for industrial disability before the Workmen's Appeal Board for his heart problem; however, it could not be recognized as an industrial disability. Mr. Poulos was therefore released from City service effective August 3, 1973.

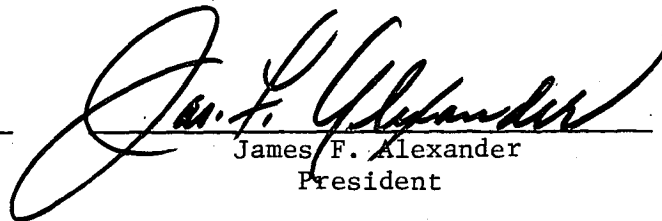
Motion was made by Mr. Yew to grant a hearing to Mr. Poulos. The motion was seconded by Mr. Street and carried by unanimous vote, with Mr. Reynoso being absent.

The hearing date was then set for August 28, 1973.

The meeting was adjourned at 4:00 p.m.



Dunbar W. Heins
Acting Secretary



James F. Alexander
President

KEY PUNCH OPERATOR I

KEY PUNCH OPERATOR II

Nature of Work:

This is specialized clerical and machine work involving the operation of key punch machines and key verifiers.

Distinguishing Characteristics:

A Key Punch Operator II is distinguished from a Key Punch Operator I by the independence allowed in performing assignments and by working in a lead capacity over a small group of operators in the lower classification.

Examples of Duties:

Operates a key punch machine to punch information on cards from coded and uncoded documents.

Operates a verifying machine to check accuracy of punched cards.

Codes documents.

Files and checks tabulated cards

Performs clerical work as required.

Key Punch Operator II resolves operating problems encountered by other operators.

Performs related work as required.

Knowledges, Abilities and Skills:

Knowledges of the operation of keypunch and verifying machines.

Knowledge of modern office practices and procedures.

Ability to keypunch accurately from average copy at a rate of 7,000 key strokes per hour.

Ability to follow oral and written instructions.

Ability to establish and maintain effective working relationships with other employees.

Desirable Qualifications:

Education:

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

Experience:

Key Punch Operator I:

Completion of an acceptable training course in key punch operation.

OR

Six months of recent full-time experience in the operation of a key punch-verifying machine.

(Continued)

Experience (Continued):

Key Punch Operator II:

Two years of recent full-time experience in the operation of keypunch-verifying machines.

OR

One year as a Key Punch Operator I with the City of Sacramento.

Adopted: 1/1/67

Revised: 10/1/71 - 8/7/73

Title change:

Abolished: