

MINUTES OF THE SPECIAL MEETING
OF THE CIVIL SERVICE BOARD
CITY OF SACRAMENTO
MARCH 31, 1981

The special meeting of the Civil Service Board, City of Sacramento, was called to order by President Campos in the Conference Room, Wastewater Treatment Plant, 5699 South Land Park Drive, Sacramento, California at 1:40 p.m.

Members present: Mr. Joseph L. Russell
 Ms. Gail A. Mabbutt
 Mrs. Vivian C. Nance
 Mr. Luis J. Campos

Member absent: Mr. Jonathan E. Mayhew

Mr. John Worcester, Personnel Management Administrator, addressed the Board and explained briefly the background of the Classification Study and the steps that had been taken since the first reading on March 10, 1981. He referred to a memorandum which had been sent to each of the Board members, and outlined the options open to them:

1. Adopt the Classification Plan establishing the proposed classifications; and
2. Recommendations be made to the City Manager on the exempt classifications, which may be appealed directly to that office.

Mr. Worcester informed the Board of various concerns of Local #39 which had been settled, detailing two title changes - "Senior Parking Enforcement Officer" to read "Parking Enforcement Supervisor"; and "Manager, Records Section" to read "Supervisor, Records Section". He also informed on the concerns of the Police Clerk series.

Mr. Jonathan E. Mayhew entered the meeting at 1:45 p.m.

President Campos requested that the record show that a letter dated March 30, 1981 from Mr. Howard D. Hays, International Association of Machinists and Aerospace Workers was received by the Board.

Reference was made to the request of Mr. Hays that the duties of the Equipment Service Worker classification omit the following - "Any reference to brake work, spark plugs, and operate the large wrecker". Mr. Richard Brookins, Superintendent, Equipment Maintenance, addressed the Board and stated that in his opinion these duties should remain in the job description of Equipment Service Worker. There was some discussion on this issue, and questions were asked about the duties and levels of responsibility between the Equipment Service Worker and the Equipment Mechanic I and II classifications. No action was taken on this request.

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President Campos requested that the record show that a letter dated March 31, 1981, from Mr. R. Steve Cook, Confidential Employees Association was received by the Board.

Mr. Cook addressed the Board and requested that two positions be considered: 1. Insurance Programs Supervisor; and 2. Retirement System Supervisor. There was some discussion on the timeliness of this request, and Mr. Cook informed the Board of the apparent confusion as to whether these are reclassification or reallocation requests.

Motion was made that the Classification Study be adopted.

Motion: Mrs. Nance

Motion died through lack of a second.

President Campos requested that the record show that a letter dated March 31, 1981 from Mr. Anthony F. Nastro, Sacramento City Management Association was received by the Board.

Mr. Nastro addressed the Board and requested two weeks extension in order that the members of the Sacramento City Management Association may be given the opportunity to respond. Mr. Tim Sullivan, Director, Building Inspections and Mr. Paul Smilanich, Vice-President, Sacramento City Management Association addressed the Board and voiced concern regarding proposed title changes in exempt positions.

Mr. Worcester addressed the Board and expressed concern over the requests for additional time prior to the adoption of the Study, stating that the Study had been going on for over one year, and that further delay seemed pointless. Some of the Board Members concurred with this. Mrs. Donna Giles, Director of Personnel, addressed the Board and suggested that a special meeting be scheduled for consideration of the exempt employees concerns. Without voting, the Board agreed to this suggestion.

Mr. Garland Rosauero, Business Representative, Local #39, addressed the Board and stated that the majority of the concerns of the employees represented by Local #39 had been negotiated out prior to this second reading.

President Campos requested that the record show that a letter dated March 31, 1981, from Mrs. Yvonne Berdan was received by the Board regarding the proposed classification change to her position.

Mrs. Berdan explained her concerns with the proposed reclassification of her position to Benefits Technician, and answered questions from the Board. Mr. John Shannon, Consultant with Ralph Andersen and Associated addressed the Board and explained that the primary functions of this position are on a level of a Technician.

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Motion was made to adopt the Classification Study with the exception of the classifications designated as exempt positions.

Motion: Mrs. Nance
Second: Mr. Mayhew

After some discussion, motion and second were withdrawn.

President Campos declared the meeting recessed at 3:08 p.m.
The meeting was reconvened at 3:23 p.m.

Mr. Garland Rosauero addressed the Board and voice concern regarding the possible misuse of the flexible staffing policy. After some discussion, it was agreed that this issue would be discussed between staff and Mr. Rosauero, and the matter brought back to the Board if necessary.

There was some discussion on the issue of the clerical positions in the Police Department and it was agreed that the classification of Matron-Clerk would be separate from the other clerical classifications.

Motion was made to adopt and approve the classifications proposed by Ralph Andersen and Associates with the changes as presented by staff, and that staff be directed to review the concerns expressed by Mr. Cook and Mr. Hays and bring the matter back to the Board with some recommendation for resolution of the concerns they expressed.

Motion: Mr. Russell

Motion died through lack of a second.

Motion was made that the Civil Service Board adopt the Classification Study prepared by Ralph Andersen and Associates, as shown under Attachment I, as presented by staff.

Motion: Mrs. Nance
Second: Mr. Russell

Motion was approved by unanimous roll call vote.

There was some discussion on the next steps available to concerned employees, and Mrs. Giles referred to Civil Service Rule 3.7 which had been adopted by the Board for implementation once the Study had been adopted.

Motion was made to direct staff to review the concerns expressed by Mr. Cook in his memorandum of March 31, 1981, and Mr. Hays in his memorandum of March 30, 1981, and ask that they take the individuals so involved, and attempt to resolve their concerns relative to a change in classification, and that should they be unable to work out any kind of change or satisfactory resolution of the problem, that the matter be brought back to the Civil Service Board sometime in the future.

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Motion: Mr. Russell

Mr. Campos vacated the Chair to second the motion, appointing Mr. Russell to the Chair temporarily.

Motion failed by the following roll call vote:

Ayes: Mr. Russell
Mr. Campos

Noes: Mrs. Nance
Ms. Mabbutt
Mr. Mayhew

The Chair was returned to Mr. Campos.

Mr. Campos suggested that staff consider the concerns of Mr. Cook and Mr. Hays and report back to the Board on these concerns.

There being no further business, President Campos declared the meeting adjourned at 3:55 p.m.



Luis J. Campos
President



Donna L. Giles
Secretary