

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 16, 1977

The regular meeting was called to order by President Ronald H. Wright at 1:30 p.m. in the Personnel Department Conference Room, 801 Ninth Street.

Present: Alba Kuchman, Wilfred Street, Ronald Wright, Jimmie Yee.
Absent: Donna Giles.

RECOMMENDED DECISION OF ADMINISTRATIVE LAW JUDGE RE APPEAL OF HAROLD C. ANDERSON, POLICE OFFICER

Deputy City Attorney Terence Brown and Attorney David P. Simmons were in agreement that under "Determination of Issues", paragraph 11, fifth line, Department Regulation 34.14 should be corrected to read 32.32. This correction was made.

Attorney Simmons, representing Harold Anderson, informed the Board that Officer Anderson's penalty of 30-days' suspension would prevent Officer Anderson from applying for and taking a promotional examination for a period of two years. Attorney Simmons requested that the Board amend the penalty imposed by the Administrative Law Judge. After discussion, it was moved by Mr. Yee and seconded by Mr. Street to consider the request in executive session. The motion carried by the following vote:

Ayes: Street, Wright, Yee.
Noes: Kuchman.
Absent: Giles.

The meeting was reconvened. Mr. Street moved that the Administrative Law Judge's recommended decision be adopted by the Civil Service Board as its decision. Mrs. Kuchman seconded the motion which carried by the following vote:

Ayes: Kuchman, Street, Yee.
Noes: Wright.
Absent: Giles.

Mr. Wright had a concern where a suspension would preclude an employee from applying for and taking a promotional examination. He indicated that such a rule should be amended.

MINUTES OF JULY 19, 1977: Approved as amended.

MINUTES OF AUGUST 2, 1977: Approved as submitted.

REPORTS OF DIRECTOR OF PERSONNEL

- a. Request for Hearing to Appeal Termination
Bobby G. Emmons, Police Officer

Mr. Danielson reported that the request for hearing was granted by him as agent of the Board and that the hearing date was set for 9:00 a.m., Friday, October 14, 1977, before an Administrative Law Judge.

b. Amendment to Civil Service Board Rule 23.3 re Basis of Accrual of Sick Leave

This item was received too late to be placed on the agenda for this meeting and was considered as an off-agenda item.

Mr. Don Fausset, Assistant Personnel Director/Employee Relations, informed the Board that the proposed amendment is as a result of a negotiated agreement between the City of Sacramento and the Sacramento Police Officers Association that Community Service Officers (CSO) be given holiday credit and sick leave benefits accrued while attending the police recruit academy. Currently, Police Officers are allowed these benefits; CSOs are not. By approving the proposed amendment to Rule 23.3, the CSOs would be able to accrue sick leave time while attending the academy, such sick leave time to be credited only upon being appointed as a Police Officer.

The language of the current and previous 23.3 was discussed. The Board then requested that the minutes of the December 17, 1974, meeting, at which time the amendment to the rule on accrual of sick leave (Rule 23.3) was adopted by the Board, be provided at the next regular meeting.

In accordance with Board procedure, this item was held over for second reading at the next regular meeting.

ELIGIBLE REGISTERS ESTABLISHED

<u>Exam.</u>	<u>Class Title</u>	<u>Effective</u>	<u>Expiration</u>
#1538	Construction Inspector II	7/29/77	7/28/78
#1554	Equipment Serviceman II	8/2/77	8/1/78

AMENDMENT TO CLASSIFICATION PLAN

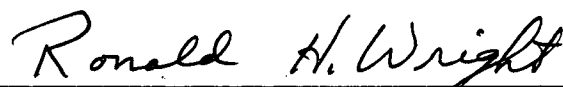
Proposed Revision of Class Specification: Key Data Operator I & II - (second reading)

It was moved by Mr. Street, seconded by Mr. Yee, and carried by unanimous vote to approve the amended class specification of Key Data Operator I and II as presented.

The meeting adjourned at 2:30 p.m.



 William F. Danielson
 Secretary



 Ronald H. Wright
 President

KEY DATA OPERATOR I
KEY DATA OPERATOR II

NATURE OF WORK:

Under supervision to perform specialized clerical and machine work involving the operation of key-to-disk and key punch/verifier machines.

DISTINGUISHING CHARACTERISTICS:

A Key Data Operator II is distinguished from a Key Data 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 entry machine to capture information on a magnetic disk from coded and uncoded documents.

Operates a key punch machine.

Operates a key entry machine in the verify mode to check accuracy of captured data.

Codes documents.

Files and checks tabulated cards.

Performs clerical work as required.

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

Performs related work as required.

DESIRABLE QUALIFICATIONS:

Education:

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

Experience:

Key Data Operator I:

Completion of an acceptable training course in key entry or key punch operation.

-OR-

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

DESIRABLE QUALIFICATIONS: (Continued)

Experience:

Key Data Operator II:

Two years of recent full-time experience in the operation of key entry machines.

-OR-

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

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

The operation of key entry, key punch, and verifying machines
Modern office practices and procedures.

Ability to:

Key data accurately from average copy at a rate of 9,000 key strokes per hour.

Follow oral and written instructions.

Establish and maintain effective working relationships with other employees.

Adopted: 1/01/67

Revised: 10/01/71, 8/07/73, 8/19/75, 8/02/77

Title Change: 8/19/75

Abolished:

Class Code: 03443 Key Data Operator I
03444 Key Data Operator II