

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      OCTOBER 3, 1978

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

Present: Juanita Damerell, Wilfred Street, Ronald Wright.  
          Donna Giles (2:00 p.m. arrival).  
Absent: Luis Campos.

MINUTES OF SEPTEMBER 19, 1978, MEETING:

Approved as submitted.

REPORTS OF DIRECTOR OF PERSONNEL

a. A 90-day leave of absence extension for medical reasons was granted to Willie B. Vains, Sanitation Worker II. Mr. Vain's current leave commenced in June 1978, and expired on September 13, 1978. The extension will expire on December 13, 1978.

ELIGIBLE REGISTER ESTABLISHED

<u>Exam.</u>	<u>Class Title</u>	<u>Effective</u>	<u>Expiration</u>
#1600	Senior Field Representative (Promotional)	9/25/78	9/24/79

EXTENSION OF ELIGIBLE REGISTER

#1560    Parking Lot Foreman    from 11/13/78    to 5/13/79

MOTION: Mr. Street moved to approve the six-month extension of the Parking Lot Foreman eligible register.

SECOND: Mrs. Damerell.

CARRIED: Ayes: Damerell, Street, Wright.  
          Noes: None.  
          Absent: Campos, Giles.

EXAMINATIONS TO BE ANNOUNCED

#1623    Offset Equipment Operator  
#1624    Senior Offset Equipment Operator

MOTION: Mrs. Damerell moved to approve the above examination announcements.

SECOND: Mr. Street.

CARRIED: Ayes: Damerell, Street, Wright.  
          Noes: None.  
          Absent: Campos, Giles.

REQUEST FOR TRANSFER APPROVED

Francis Williams, Intermediate Typist-Clerk to Library Assistant I

Ms. Williams, by letter of September 19, 1978, requested to be transferred to Library Assistant I as her Intermediate Typist-Clerk position was scheduled to be abolished in April 1979. Pursuant to Civil Service Board Rule 13.3(a)(1), it was staff's recommendation that Ms. Williams' transfer be approved with permanent status at Step D of the salary range for Library Assistant I, which is the closest to the salary currently received by Ms. Williams without granting an increase in salary.

(Mrs. Giles arrived at 2:00 p.m.)

Mr. Bob Wall, Deputy Director of the Library Department, requested that inasmuch as Ms. Williams' next anniversary date is January 1, 1979, that she be allowed to transfer at Step E of the Library Assistant I salary range.

MOTION: Mrs. Giles moved to approve the transfer of Ms. Williams to Library Assistant I, effective December 16, 1978, at Step D of the salary range and, on her anniversary date of January 1, 1979, she could then be elevated to Step E.

SECOND: Mrs. Damerell.  
CARRIED: Unanimous vote.

REQUEST FOR VOLUNTARY DEMOTION APPROVED

Larry Keith Sturdivant, Animal Control Officer to Parking Meter Checker

Mr. Sturdivant, by letter of September 18, 1978, requested to be transferred from Animal Control Officer to Parking Meter Checker. His request had the approval of the division chief and the department head. The staff recommendation was to approve the voluntary demotion with permanent status at Step D of the salary range of Parking Meter Checker. The reason for the Step D recommendation was explained by Mr. Woska, Personnel Management Administrator.

MOTION: Mrs. Damerell moved to grant the voluntary demotion request with permanent status at Step D of the salary range.  
SECOND: Mr. Street.  
CARRIED: Ayes: Damerell, Street, Wright.  
Noes: Giles.  
Absent: Campos.

SUPPLEMENTAL CONFLICT OF INTEREST CODE SUBMITTED FOR CIVIL SERVICE BOARD REVIEW BY JAMES JACKSON, CITY ATTORNEY (continued from 9/19/78)

The Board members present had no objection to the Supplemental Conflict of Interest Code. Mr. Jackson's letter to the Board indicated that, upon Board review, the Supplemental Conflict of Interest Code would be submitted to the City Council for its review.

AMENDMENT TO CIVIL SERVICE BOARD RULES AND REGULATIONS

- a. Proposed Revision of Rule 15.6, Reinstatement After Termination of Exempt Appointment - second reading

After the Board's amendments to the proposed Rule 15.6, the rule was returned to staff to be resubmitted for third reading on October 10.

- b. Proposed Addition of Rule 17.17 re Statute of Limitations for Appealing Disciplinary Proceedings - first reading

Attorney David Benjamin reported that there was presently no statute of limitations for an appellant to file an administrative mandamus action to appeal a decision of the Board to affirm the suspension, demotion or dismissal of an employee. He indicated that the Code of Civil Procedure, Section 1094.6, allows the City to bring such appeals within the 90-day time period as specified therein if the governing body passes a resolution making Section 1094.6 applicable.

A proposed rule, "Time for Seeking Judicial Review", was submitted to the Board for consideration for this purpose. This rule will be calendared for the October 17 Board meeting for second reading.

Also, as the resolution to be presented to the City Council indicated, "A Resolution Providing a Statute of Limitations for Seeking Judicial Review from Civil Service Board Decisions", the Board requested Attorney Benjamin to inquire if Council cases would also come under the 90-day limitation. If so, the question arose as to why only the Civil Service Board decisions were indicated in the resolution to go before the Council.

COMPENSATION OF BOARDS AND COMMISSIONS

The Personnel and Public Employees' Committee of the City Council had requested that chairpersons of all boards and commissions be contacted concerning the compensation (\$20 per meeting not to exceed \$100 per month for the Civil Service Board) as it relates to their respective board or commission.

After discussion, it was decided to issue a special Civil Service Board meeting notice for October 20, 1978, the next meeting date of the Personnel and Public Employees Committee of the Council, to allow Civil Service Board members to attend, if they wished to do so.

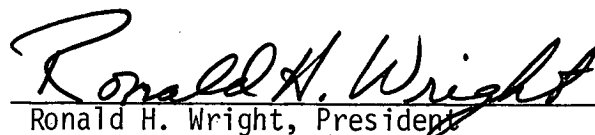
ADJOURNMENT OF MEETING IN MEMORY OF MR. WILLIAM FRANCIS

Mr. Street wished to adjourn this meeting in memory of the late Mr. Francis, who recently passed away. Mr. Street informed the Board members that Mr. Francis had, for approximately nine or ten years, come before the Board on salary matters.

The meeting adjourned at 3:00 p.m. in memory of Mr. Francis.



William J. Woska, Acting Secretary



Ronald H. Wright, President

SENIOR OFFSET EQUIPMENT OPERATOR

NATURE OF WORK:

Under direction to perform complex skilled and supervisory work in the operation of offset presses and related reproduction equipment.

DISTINGUISHING CHARACTERISTICS:

An employee in this class, in addition to performing the more complex duties of an Offset Equipment Operator, is assigned responsibility for supervising the operation of the Central Services Unit -- a unit which provides centralized duplicating, mail, and messenger service for the City. Work is performed under the direction of an administrative superior and is reviewed by results achieved and efficiency of operation.

EXAMPLES OF DUTIES:

Sets up and operates offset printing equipment in producing a variety of duplicated materials.

Operates graphic arts camera, prepares photographic negatives, burns and develops metal plates, and prepares plates for printing.

Makes adjustments and minor repairs to all machines and equipment.

Confers with departmental representatives regarding work to be done, advising on methods of reproduction and providing assistance on layout, size, color, and selection of paper.

Reviews work orders, determines methods of reproductions, schedules work and makes assignments.

Maintains inventory of materials and supplies.

Maintains production records and prepares reports.

Gives technical assistance as required to Offset Equipment Operators.

Supervises, trains, and coordinates the work of employees involved in the postal mail and messenger service.

DESIRABLE QUALIFICATIONS:

Experience:

Three years of experience, including one year of supervisory experience, in the operation and maintenance of offset

DESIRABLE QUALIFICATIONS: (continued)

Experience: (continued)

presses and related equipment.

Completion of a specialized training program in photo-offset lithography may substitute for one year of the non-supervisory experience.

KNOWLEDGES, ABILITIES, AND SKILLS:

Knowledge of:

The uses, operation, and maintenance of offset presses and related equipment.

The types and principles of materials and supplies used in offset printing.

The principles and practices of effective organization and supervision.

Ability to:

Read, write, and speak the English language at a level necessary for efficient job performance.

Plan, assign, and supervise the work of a small group of employees.

Communicate clearly both orally and in writing.

Keep records and prepare reports.

Establish and maintain effective relationships with employees and others contacted in the course of work.

Skill in:

The operation and maintenance of offset presses and related equipment.

Adopted: 9/19/78

Revised:

Title Change:

Abolished:

Class Code: 03260

OFFSET EQUIPMENT OPERATORNATURE OF WORK:

Under general supervision to perform skilled work in the operation of various types of offset presses and related reproduction equipment.

EXAMPLES OF DUTIES:

Sets up and operates offset presses, cameras and platemakers in reproduction of black and white and multi-color copy.  
Cuts and binds, staples or fastens reproduced materials as required.  
Cleans and makes minor repairs and adjustments to presses and related equipment.  
Operates a varityper.  
Operates mail and postage machines.

DESIRABLE QUALIFICATIONS:Experience:

Two years of experience in the operation of offset presses and related equipment.  
Completion of a specialized training program in photo-offset lithography may substitute for one year of the required experience.

KNOWLEDGES, ABILITIES, AND SKILLS:Knowledge of:

The use, care, and maintenance of offset presses, cameras, and related equipment.  
Types of materials and supplies used in reproducing copy.  
Safe work practices and procedures.

Ability to:

Read, write, and speak the English language at a level necessary for efficient job performance.  
Work effectively without close supervision.

KNOWLEDGES, ABILITIES, AND SKILLS: (continued)

Ability to: (continued)

Make minor repairs and adjustments on offset presses and related equipment.

Establish and maintain effective working relationships with other employees.

Adopted: 9/19/78

Revised:

Title Change:

Abolished:

Class Code: 03490