

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING FEBRUARY 9, 1971

The Civil Service Board met in regular session in the Council Chambers, City Hall, 915 I Street, at 1:30 p.m., with President Woods presiding.

Present: Members Aguilar, Alexander, Street, Woods.

Absent: Member LaForgia.

NEW EXAMINATIONS SCHEDULED:

#1135 Tree Trimmer I (Promotional only)
#1136 Tree Trimmer II (Promotional only)
#1139 Water and Sewer Foreman (Promotional only)
#1140 Water and Sewer Supervisor (Promotional only)
#1141 Plant Operator III (Promotional only)
#1142 Pumping Stations Foreman (Promotional only)
#1143 Supervising Plant Operator (Promotional only)
#1144 Plant Operator II (Promotional only)
#1145 Sanitary Chemist I (Open and Promotional)

ELIGIBLE REGISTERS ESTABLISHED:

<u>Exam. No.</u>	<u>Classification</u>	<u>Date of Written Test</u>	<u>Effective Date</u>
#1116	Senior Typist-Clerk	12/15/70	1/25/71
#1131	Carpenter	12/16/70	2/ 2/71
#1132	Engineering Aide I	12/17/70	1/28/71
#1133	Recreation Supervisor I	12/12/70	2/ 2/71

CHANGE IN PREVAILING HOURLY RATES:

In accordance with rates outlined under contract with International Association of Machinists Automotive Lodge #2182, motion was made by Mr. Alexander that the following new rates and the effective date be approved for the classes listed below.

<u>Classification</u>	<u>Hourly Rate</u>	<u>Effective Date</u>
Blacksmith-Welder	\$6.30	2/1/71
Machinist	6.30	2/1/71
Machinist Foreman	6.93	2/1/71
Machinist Helper	5.04	2/1/71

The motion was seconded by Mr. Aguilar and carried by unanimous vote.

AFFIRMATIVE ACTION PERSONNEL PROGRAM:

The City Council, at its meetings of January 28 and February 4, 1971, approved and adopted Personnel Officer William F. Danielson's two memoranda dated January 25, 1971, to the City Manager and the City Council on "Charter Amendment of Sacramento City Employees Retirement System to Permit Reciprocity with California Public Employees' Retirement System" and "Implementation of Pace Maker Report", and the third memorandum dated February 1, 1971, on "An Affirmative Action Personnel Program for the City of Sacramento", which presented the short- and long-range plans for carrying out an affirmative action personnel program for the City of Sacramento. Copies of the three memoranda and the Pace Maker Report were presented to the Board.

The Secretary emphasized that "Affirmative Action Program" does not mean only the examining and recruiting, but that it would include, among others, training; employee-employer relations; researching job structures as well as classification and pay structures; use of different selection techniques which would require Charter and legal changes; extensive advertisements through media which would reach the minority groups and disadvantaged persons; and the reduction of the life of eligible lists from two years to one.

After discussion length, Mr. Aguilar moved that the Board constitute itself as a committee to study and provide recommendations to the City management, to the City Council, and to the Personnel Officer regarding implementation of the findings and recommendations set forth in the Pace Maker Report. The motion was seconded by Mr. Street, and the vote was unanimous.

MEDICAL SELECTION COLOR VISION STANDARD FOR FIREFIGHTER:

The Secretary's report, dated January 29, 1971, on the meeting with Dr. Anthony Adams of the University of California, School of Optometry, Berkeley, to consider the medical selection color vision standard for the class of Firefighter for the Sacramento Fire Department was presented to the Board.

After review and discussion of the report, it was moved by Mr. Street to adopt the joint recommendation of Dr. Anthony Adams and Dr. Leroy Brown, City Physician, that the medical selection color perception standard be established as follows:

"Candidates for Firefighter must pass each of the five American Optical HRR Plates Nos. 12 through 16. Failure of any one plate is to be disqualifying."

The motion was seconded by Mr. Aguilar, and the vote was unanimous.

AMENDMENT OF CLASSIFICATION PLAN:

Identification Technician I
 Identification Technician II
 Identification Technician III
 Superintendent, Identification Bureau

Revised specifications for the classes of Identification Technician I, Identification Technician II, Identification Technician III, and Superintendent, Identification Bureau (formerly "Identification Supervisor"), were presented to the Board for consideration.

IDENTIFICATION TECHNICIAN INature of Work:

Employees of this class participate in the various phases of criminal identification work. Duties include the classifying of fingerprints, searching files, and the use of identification techniques and equipment for the processing of prisoners and other personnel. Although the work is usually performed in an office, incumbents may occasionally perform crime scene investigations under a journeyman technician. All work is performed under supervision in accordance with standardized procedures.

Illustrative Examples of Work:

Fingerprints and photographs suspects, prisoners, and other personnel.
Takes chest x-rays of prisoners being booked.
Assists in the classifying of fingerprints.
Searches fingerprint files, teletype file, and index files.
Types reports of crime scene investigations, fingerprint cards, and other documents.
Provides information from crime reports and other records to police personnel.
Processes and develops prints, and enlarges photographs.
Assists in crime scene investigations for latent fingerprints and other evidence.
Performs related work as required.

Knowledges, Abilities, and Skills:

Knowledge of the principles, practices, and procedures of police identification work.
Knowledge of law enforcement objectives and procedures and related identification and investigation methods.
Knowledge of general clerical work and record maintaining procedures.
Some knowledge of fingerprinting techniques, and the classification and identification of fingerprints.
Ability to learn crime scene investigation methods.
Ability to operate photographic and film processing equipment.
Ability to establish and maintain effective working relationships with other employees and the general public.

Minimum Qualifications:Education:

Graduation from high school.

Experience:

Six months of experience performing the technical phases of fingerprint and identification work in a law enforcement agency. (Completion of one year of study in an accredited college or university, preferably with specialization in police science, may be substituted for the required work experience.)

Special Necessary Requirements:

- (1) Possession of a valid California driver's license.
- (2) Complete color perception is required.

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IDENTIFICATION TECHNICIAN IINature of Work:

Under general direction, employees perform criminal identification duties of a technical nature in the Identification Bureau of the Police Department. Employees prepare exhibits for presentation in court, appear in court as witnesses, and perform extensive photography, fingerprinting, casting, and other duties relating to crime scene investigations. Employees act in a lead capacity over lower level technicians.

Illustrative Examples of Work:

Investigates crime scenes and directs subordinates in procedures and techniques for searching and obtaining fingerprints and other traces and evidence.

Photographs and develops prints with powder and chemicals.

Photographs and lifts fingerprints, makes enlargements, and prepares fingerprints for presentation in court.

Collects, preserves, and identifies evidence related to crimes.

Searches fingerprint files and matches latent prints with those on file.

Takes fingerprint impressions from deceased persons through chemical or physical processes.

Photographs crime scenes.

Operates mobile laboratory truck.

Performs and assists subordinates in the more difficult duties related to crime scene investigations, photography, and in the developing and processing of film.

Testifies in court relating to evidence found during crime scene investigations.

Types reports, fingerprint cards, and other documents.

Performs related work as required.

Knowledges, Abilities, and Skills:

Knowledge of principles, practices, and procedures of police identification work.

Knowledge of law enforcement objectives and related identification and investigational procedures.

Knowledge of standard fingerprint classification methods, practices, records, and equipment used in identifying persons.

Knowledge of crime scene investigation techniques.

Knowledge of the principles of photography and film processing.

Ability to secure and prepare evidence.

Ability to maintain clerical records and to prepare reports.

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

Minimum Qualifications:

Education:

Completion of one year of study in an accredited college or university preferably with specialization in police science.

Experience:

Three years of technical experience performing fingerprint and identification work in a law enforcement agency. (Education beyond the minimum requirement may be substituted on a year-for-year basis for two years of the required experience.)

Note: Employees with two years of experience with the City of Sacramento in the class of Identification Technician I may apply for this position on a promotional basis.

Special Necessary Requirements:

- (1) Possession of a valid California driver's license.
- (2) Complete color perception is required.

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IDENTIFICATION TECHNICIAN III

Nature of Work:

This is highly technical and supervisory work in performing criminal identification duties. Employees of this class review and check the more difficult work performed by subordinates. Employees may personally perform the more difficult and critical fingerprint classification work and testify in court as expert witnesses. Employees instruct and advise in training activities to promote operational efficiency in the division and in the police department. Employees work with considerable independence and work is reviewed by results obtained. Incumbents work as shift supervisors in the absence of the Superintendent.

Illustrative Examples of Work:

Supervises the work of other Identification Technicians on an assigned shift.

Checks classification work of subordinates and posts proper classification to master records.

Performs the more difficult and complex classification work.

Testifies in court as an expert witness.

Operates mobile laboratory truck and participates in all phases of criminal identification work.

Assists the Superintendent of the Identification Bureau in planning, assigning, directing, and training subordinate personnel.

Makes daily court appearance as the representative of the Identification Bureau to facilitate court procedures related to the disposition of prisoners.

Matches latent prints with existing fingerprint records.

Presents training lectures on criminal identification work.

Serves as a member of the Sacramento County Jail Classification Board.

Performs related work as required.

Knowledges, Abilities, and Skills:

Considerable knowledge of law enforcement objectives and procedures.

Considerable knowledge of identification and investigational techniques and procedures.

Considerable knowledge of fingerprint classification methods, practices, records, and equipment used in identifying persons.

Considerable knowledge of the principles of photography and film processing.

Knowledge of the principles of supervision and employee training.

Ability to plan, assign, train, and supervise the work of employees performing technical and clerical tasks.

Ability to photograph and to develop and process film.

Skill in taking, classifying, and identifying fingerprints.

Skill in investigative methods for discovering latent fingerprints.

Skill in preserving and interpreting fingerprints and other evidence.

Minimum Qualifications:

Education:

Completion of one year of study in an accredited college of university preferably with specialization in police science.

Experience:

Two years of experience as an Identification Technician II with the City of Sacramento.

Necessary Special Qualifications:

- (1) Possession of a valid California driver's license.
- (2) Complete color perception is required.
- (3) Completion of a course of instruction on the operation of police department x-ray equipment.

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SUPERINTENDENT - IDENTIFICATION BUREAU

(Exempt)

Nature of Work:

This is administrative and supervisory work involved in directing the activities of the Identification Bureau of the Police Department. The incumbent is responsible for directing, planning, and organizing the work of employees engaged in criminal identification duties. Work is performed under general administrative supervision.

Illustrative Examples of Work:

Assigns and directs the work of clerical and technical employees in the Identification Bureau.

Supervises the receiving and indexing of all identification records and photographs.

Determines training needs and makes training assignments.

Plans, organizes, and directs the work of technicians conducting crime scene investigations and performing photography and fingerprint classification work.

Supervises and participates in the posting and tabulating of criminal identification activity reports.

Conducts special studies for the Chief of Police utilizing police identification records.

Participates in skilled identification or investigation work as conditions require.

Testifies in court as an expert witness.

Reviews shift records and reports for accuracy and completeness.

Performs related work as required.

Knowledges, Abilities, and Skills:

Extensive knowledge of modern developments and research in the field of police identification records and police administration and of current literature in these fields.

Extensive knowledge of approved principles, practices, and procedures of police identification work and of the rules and regulations of the Police Department.

Extensive knowledge of photography and fingerprint classification practices, techniques, and equipment.

Considerable knowledge of modern office practices and procedures with particular reference to police identification.

Knowledge of the organization and functions of other divisions of the department, the courts, and of local law enforcement agencies.

Knowledge of the principles of supervision and employee training.

Ability to plan, assign, and supervise the work of other employees.

Ability to establish and maintain effective working relationships with employees and the general public.

Ability to prepare and supervise the preparation of clear and comprehensive written reports.

Minimum Qualifications:

Education:

Completion of two years of study in an accredited college or university preferably with specialization in police science.

Experience:

Five years of technical experience in police identification and records work, with at least two of the years in a supervisory capacity.

Necessary Special Qualifications:

- (1) Possession of a valid California driver's license.
- (2) Complete color perception is required.
- (3) Completion of a course of instruction on the operation of police department x-ray equipment.

The Secretary reported that the specifications had been approved by the Police Department.

After review and discussion of the classification study, it was moved by Mr. Street to adopt the specification revisions as prepared by William Woska, Personnel Analyst. The motion was seconded by Mr. Alexander and unanimously carried. Revised specifications are made a part of these minutes.

REQUEST FOR LEAVE OF ABSENCE:

Donald E. Corum, Firefighter

Request was made by Donald E. Corum, Firefighter, by letter of January 20, 1971, for a six months' leave of absence due to his health condition. His leave of absence was recommended by the City Physician, Dr. Leroy Brown, and had the approval of the Fire Chief.

Motion was made by Mr. Street that the request for leave of absence without pay from January 19 through July 18, 1971, be granted; motion was seconded by Mr. Alexander, and the vote was unanimous.

REQUEST FOR HEARING TO APPEAL DISCIPLINARY ACTION AND DISCHARGE:

Clint M. Grady, Gardener

The Secretary read the disciplinary letter of January 29, 1971, from Solon Wisham, Jr., Director of Recreation and Parks, to Clint M. Grady, Gardener, suspending Mr. Grady for a period of thirty calendar days to be followed by permanent discharge from City service, effective February 28, 1971. This action was taken on the grounds of fraud on the part of Mr. Grady in securing employment with the City.

Mr. Joseph S. Samuel, attorney for Clint M. Grady, by his letter of February 1, 1971, requested a hearing to determine the validity of the suspension and discharge.

Labor Relations Counsel John Liebert informed the Board that Mr. Samuel had waived the right of Mr. Grady to a hearing within the required two-weeks' time. In view of this waiver, motion was made by Mr. Street that a hearing be granted and that it be set for February 23, 1971, in the Personnel Department Conference Room, at 3:00 p.m. The motion was seconded by Mr. Alexander, and the vote was unanimous.

COMMUNICATIONS FROM FIREFIGHTERS LOCAL 522 RE COMMUNICATION OPERATOR CLASSIFICATION

Due to illness of the representative of the Fire Fighters Local 522, the Secretary requested that this matter be postponed to the following Civil Service Board meeting.

It was so moved by Mr. Street, seconded by Mr. Alexander, and carried by unanimous vote.

REPORT ON RESIDENCY REQUIREMENT FOR CITY EMPLOYMENT:

John Liebert, Labor Relations Counsel, reported that the Board had previously recommended to the City Council that Section 162 of the City Charter be amended to eliminate the one-year residency requirement and that it be placed on the November 3, 1970, ballot. This was done and subsequently approved by the people of Sacramento.

State legislature ratified this Charter amendment, and residency requirement within City of Sacramento was eliminated except for specific classifications where the public's health and safety are involved. Mr. Liebert reported that the staff in the City Manager's office was conferring to make an air-mile residency restriction recommendation for employees in those specific job classifications which are considered critical. This recommendation, Mr. Liebert reported, would be forthcoming in the near future for approval by the Board.

EMPLOYEE STATUS IN POSITION REALLOCATED TO HIGHER CLASS:

Evelyn Ackerman, Intermediate Typist-Clerk

Communication from Dorothy Drake, City-County Librarian, dated February 5, 1971, requesting reclassification of the position of Junior Typist-Clerk, currently held by Mrs. Evelyn Ackerman, to Intermediate Typist-Clerk, was considered. Mrs. Ackerman successfully completed the required length of service to qualify for this reallocation.

Motion was made by Mr. Alexander to grant the request for Mrs. Ackerman's position reallocation to Intermediate Typist-Clerk, with probationary status, effective February 16, 1971, in accordance with the rules and regulations. Motion was seconded by Mr. Street and unanimously carried.

HEARING TO APPEAL DISCIPLINARY ACTION:

Sophie Joseph, Senior Stenographer-Clerk

The Secretary read the disciplinary letter dated January 12, 1971, from Mr. Elmer Cleveland, City Clerk, to Miss Sophie Joseph, suspending her for thirty days to be followed by discharge from City service if she did not return to work within the thirty-day period. This action was taken because of Miss Joseph's refusal to accept and perform work assignments given to her by the City Clerk.

Miss Joseph's request for hearing to appeal disciplinary action dated January 15, 1971, was then read. The Secretary informed the Board of the receipt of Miss Joseph's six-page letter dated January 25, 1971, in answer to Mr. Cleveland's letter of suspension, and of a further letter from the City Clerk dated February 1, 1971, commenting on points expressed in Miss Joseph's letter.

Miss Joseph was called before the Board to give her testimony. Miss Joseph elaborated on her January 25 letter, after which questions were directed to her concerning all aspects of the occurrences which lead to her refusal to accept and perform the work assignments given to her by the City Clerk.

Mr. Elmer Cleveland, City Clerk, was then called before the Board. Questions were directed to Mr. Cleveland regarding events leading up to his decision to take disciplinary action.

In rebuttal to Mr. Cleveland's testimony, Miss Joseph showed to the members of the Board letters from the former Mayors of the City of Sacramento for whom she had worked; copy of the only evaluation report from the City Clerk's office; and the memorandum from her doctor, Dr. Lorenz Ruddy.

The Chairman asked members of the Board if there were any further questions. There being none, motion was made by Mr. Street that the Board adjourn to meet in executive session. The motion was seconded by Mr. Alexander and unanimously carried.

All parties at the hearing, except the Secretary and the Board members, were then excused at 4:15 p.m.

In closed session, all factors and testimonies in the case were considered. Miss Joseph's personnel file was reviewed. After deliberation, motion was made by Mr. Street to uphold the disciplinary action taken by the City Clerk, and that Miss Joseph's service with the City would be terminated if she did not return to work by 5:00 p.m., February 11, 1971. The motion was seconded by Mr. Alexander, and the vote was as follows:

- Ayes: Members Alexander, Street, Woods.
- Noes: None
- Absent: Members Aguilar, LaForgia.

WFD William F. Deulosa
SECRETARY

Marion J. Woods WFD
PRESIDENT