

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING APRIL 13, 1971

The Civil Service Board met in regular session in the Council Chambers, City Hall, 915 I Street, at 1:00 p.m., with Acting President Wilfred Street presiding.

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

NEW EXAMINATIONS SCHEDULED:

- #1158 Librarian IV (Supervisor of Branch Libraries) (Open and Promotional)
- #1158 Librarian IV (Coordinator, Young Adult Services) (Open and Promotional)
- #1162 Fire Alarm Technician - Traffic Signal Technician
- #1163 Tree Trimmer I (Promotional Only)

ELIGIBLE REGISTER ESTABLISHED:

<u>Exam. No.</u>	<u>Classification</u>	<u>Experience Evaluation Test</u>	<u>Effective Date</u>
1134	Maintenance Man I	February 23, 24, 25, and 26, 1971	March 1, 1971

EMPLOYEE STATUS IN POSITION REALLOCATED TO HIGHER CLASS:

Jo Ann Barrett, Intermediate Typist-Clerk

Recommendation was made that Jo Ann Barrett, Junior Typist-Clerk in the Billing Section of the Controller's office, be reallocated to the higher class of Intermediate Typist-Clerk after successful completion of the required length of service and upon recommendation of the department head. Motion was made by Mr. Alexander that, effective April 1, 1971, Jo Ann Barrett be reallocated to Intermediate Typist-Clerk, with probationary status, in accordance with Section 4.7(c) of the rules and regulations. Motion was seconded by Mr. Yew and unanimously carried.

EMPLOYEE STATUS IN POSITION REALLOCATED TO HIGHER CLASS:

Phyllis Hagen, Senior Typist-Clerk

As the result of a job audit of the Library Administration Office, which was requested by Dorothy Drake, City-County Librarian, recommendation was made to reallocate the position of Intermediate Typist-Clerk, currently held by Phyllis Hagen, to the higher class of Senior Typist-Clerk.

After discussion, it was moved by Mr. Alexander that Phyllis Hagen be granted probationary status in the higher class of Senior Typist-Clerk in accordance with Sections 4.6 and 4.7(c) of the Civil Service Rules and Regulations. The motion was seconded by Mr. Yew and was unanimously carried.

REQUEST FOR EXTENSION OF LEAVE OF ABSENCE:

James E. Smith, Identification Technician III

Consideration was given to the communication dated March 31, 1971, from James E. Smith, Identification Technician III, stating his concern of the imminent expiration date of his current leave of absence due to medical reasons, which commenced April 28, 1970, and would end on April 27, 1971. Extension of leave of absence for Mr. Smith for an additional 90-day period was approved by Police Chief Kinney.

Motion was made by Mr. Yew to grant Mr. Smith an extension of 90 days' leave of absence without pay from April 28, 1971, through July 27, 1971, in accordance with Section 15.2(d) of the rules and regulations. Motion was seconded by Mr. Alexander, and the vote was unanimous.

PROPOSED AMENDMENT TO CLASSIFICATION PLAN:

Assistant Structural Engineer - Associate Structural Engineer

Specifications for the classes of Assistant Structural Engineer and Associate Structural Engineer were presented to the Board for adoption. This matter was held over for review until the next regular meeting of the Civil Service Board on April 20.

RESIGNATION OF BOARD MEMBER APOLINAR AGUILAR:

Letter of resignation from Board Member Apolinar Aguilar was officially presented to the Civil Service Board.

New members, Frank Reynoso and Joseph T. Yew, recently appointed by the City Council to the Civil Service Board to fill the vacancies created by the resignations of Apolinar Aguilar and Frank LaForgia, respectively, were introduced.

1971 SALARY SURVEY REPORT:

The 1971 Salary Survey Report was officially presented to the Civil Service Board. Review and discussion of the report were withheld until the next meeting. Secretary was instructed to write to all recognized employee organizations to ask for their comments on the 1971 Salary Survey Report by the Board's next meeting of April 20.

HEARING TO APPEAL DISCIPLINARY ACTION AND DISCHARGE:

Edward J. Johnson, Refuse Collector

Civil Service Board hearing was held on this date regarding the suspension and discharge of Edward J. Johnson, Refuse Collector in the Waste Removal Division.

The parties present were informed that the hearing would be taped.

The Secretary read the disciplinary action letter dated February 5, 1971, to Edward J. Johnson from J. A. Pieretti, Superintendent of the Waste Removal Division. Mr. Johnson's letter of February 27, 1971, to appeal disciplinary action was then read.

Testimony was heard from Jr. Johnson concerning what he felt to be a misunderstanding regarding his suspension and discharge. After review and questions directed

to Mr. Johnson by the members of the Civil Service Board, Mr. Johnson was asked whether there were any other relevant facts pertaining to his case. Mr. Johnson stated that there were none.

Mr. J. A. Pieretti, Superintendent of the Waste Removal Division, who initiated the suspension and subsequent discharge, was then requested to appear before the Board. The Board questioned Mr. Pieretti regarding facts pertaining to the initial suspension and also reviewed Mr. Johnson's departmental records as well as his Civil Service Board personnel file.

The Board then met in executive session. After discussion, motion was made by Mr. Reynoso to uphold the decision of the Superintendent of the Waste Removal Division to suspend and discharge Mr. Johnson from City service. The motion was seconded by Mr. Yew, and carried by the following vote:

AYES: Members Alexander, Reynoso, Street, Yew.

NOES: None.

HEARING TO APPEAL DISCIPLINARY ACTION:

Toni Hansen, Senior Typist-Clerk

Civil Service Board hearing to appeal one-day suspension imposed on Toni Hansen, Senior Typist-Clerk in the Records Section of the Police Department, was held. This action was taken as the result of insubordination to her supervisory officer.

Mrs. Hansen was represented by Mr. Robert Sharpe, Attorney for the Sacramento City Employees' Association. The City of Sacramento was represented by Labor Relations Counsel, John Liebert.

The parties present were informed that the proceedings would be taped.

Letter dated March 10, 1971, containing the specific charges, addressed to Toni Hansen from William J. Kinney, Chief of Police, was read. Toni Hansen's letter dated March 12, 1971, appealing disciplinary action was also read.

Testimony on behalf of the City was heard from Lt. Bruce Thayer and Policewoman Carole Thomure. Memorandum dated March 5, 1971, to All Clerical Personnel, Fourth Floor, to the special attention of N. Readdy and Sgt. M. Relles, from Lt. Bruce Thayer, Headquarters Division, regarding clerical supervision, marked City Exhibit "1", was presented to the Board.

Members of the Board and Mr. Sharpe then directed questions to both individuals presenting testimony.

Mr. Sharpe presented his case on behalf of Mrs. Hansen, and testimony was heard from Toni Hansen and from Norman Readdy, Superintendent of the Identification Bureau at the Hall of Justice. The following documents were presented to the Board by Mr. Sharpe:

Exhibit "A" - City of Sacramento's examination announcement #901 for Policewoman, dated March 31, 1966.

Exhibit "B" - Sacramento Police Department, Identification Bureau, CII Immediate Search Requests dated March 8, 1971.

Exhibit "C" - City of Sacramento Personnel Department Employee Evaluation Report on Ona Toni Hansen, Senior Typist-Clerk, dated December 15, 1970.

Exhibit "D" - City of Sacramento's examination announcement #1116 for Senior Typist-Clerk (Open and Promotional) dated September 11, 1970.

John Liebert, Labor Relations Counsel, directed his questions to Mrs. Hansen and to Norman Readdy, which was followed by questioning by the members of the Board.

Closing arguments were presented on behalves of the appellant and of the City by their respective attorneys.

Due to the lateness of the hour, it was decided to reconvene in executive session prior to the special Civil Service Board meeting scheduled for the following day.

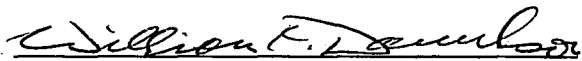
The meeting was adjourned at 6:30 p.m.

On April 14, prior to the special meeting of the Civil Service Board, in executive session, after discussion duly had of all the facts presented in behalf of both Mrs. Hansen and the City, motion was made by Mr. Reynoso to grant the appeal of Mrs. Hansen. The motion was seconded by Mr. Yew and was carried by the following vote:

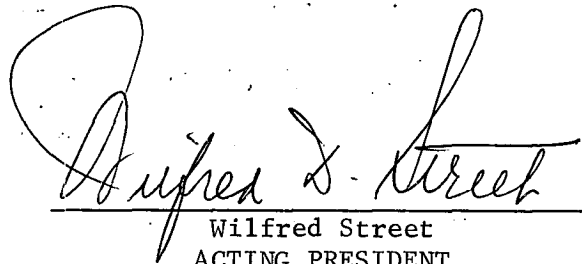
AYES: Members Reynoso, Alexander, Yew.

NOES: Member Street.

ABSENT: Member Woods.



William F. Danielson
SECRETARY



Wilfred Street
ACTING PRESIDENT