

CIVIL SERVICE BOARD

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BOARD STAFF

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Special Meeting Agenda

**Civil Service Board
City Hall, Historic Hearing Room
915 I Street**

**Published by the
Department of Human Resources
(916) 808-5731**

**Tuesday, February 12, 2019
1:00 p.m.**

NOTICE TO THE PUBLIC

You are welcomed and encouraged to participate in this meeting. Public comment is taken on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

Notice to Lobbyists: When addressing the legislative bodies, you must identify yourself as a lobbyist and announce the client/business/organization you are representing (*City Code 2.15.160*).

Speaker slips are available on the City's Website and from staff, and should be completed and submitted to the Board Clerk.

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The City posts Agendas at City Hall as well as offsite meeting locations. The order and estimated time for Agenda items are listed for reference and may be taken in any order deemed appropriate by the legislative body. The Agenda provides a general description and staff Recommendation; however, the legislative bodies may take action other than what is recommended. Full staff reports are available for public review on the City's website and include all attachments and exhibits. "To Be Delivered" and "Supplemental" reports will be published as they are received. Hard copies are available at the Department of Human Resources and all written material received is available at the meeting for public review.

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Department of Human Resources at (916) 808-7473 at least 48 hours prior to the meeting.

General Conduct for the Public Attending Civil Service Board Meetings

- Members of the public attending Civil Service Board meetings shall observe the same rules and decorum applicable to the Members and staff as noted in Chapters 3 and 4 of Council Rules of Procedure.
- Stamping of feet, whistles, yells or shouting, physically threatening conduct, and/or similar demonstrations are unacceptable public behavior and will be prohibited by the Sergeant-at-Arms.
- Lobbyists must identify themselves and the client(s), business or organization they represent before speaking to the Committee.
- Members of the public wishing to provide documents to the Committee shall comply with Rule 7 D of the Council Rules of Procedure.

Members of the Public Addressing the Civil Service Board

- Purpose of Public Comment. The City provides opportunities for the public to address the Board as a whole in order to listen to the public's opinions regarding non-agenized matters within the subject matter jurisdiction of the City during Regular meetings and regarding items on the Agenda at all other meetings.
 - Public comments should not be addressed to individual Members nor to City officials, but rather to the Civil Service Board as a whole regarding City business.
 - While the public may speak their opinions on City business, personal attacks on Members and City officials, use of swear words, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the Committee.
 - Consistent with the Brown Act, the public comment periods on the Agenda are not intended to be "Question and Answer" periods or conversations with the Committee and City officials. The limited circumstances under which Members may respond to public comments are set out in Rule 8 D 2 of the Council Rules of Procedure.
 - Members of the public with questions concerning Consent Calendar items may contact the staff person on the report prior to the meeting to reduce the need for discussion of Consent Calendar items and to better respond to the public's questions.

Speaker Time Limits

- In the interest of facilitating the Committee's conduct of the business of the City, the following time limits apply to members of the public (speakers) who wish to address the Committee during the meeting.
 - **Matters not on the Agenda.** Two (2) minutes per speaker.
 - **Consent Calendar Items.** The Consent Calendar is considered a single item, and speakers are therefore subject to the two (2) minute time limit for the entire Consent Calendar. Consent Calendar items can be pulled at a member's request. Such pulled Consent Calendar items will be considered individually and up to two (2) minutes of public comment per speaker on those items will be permitted.
 - **Discussion Calendar Items.** Two (2) minutes per speaker.
 - Time Limits per Meeting in addition to the above time limits per item, the total amount of time any one individual may address the Committee at any meeting is eight (8) minutes.
- Each speaker shall limit his/her remarks to the specified time allotment.
- The Presiding Officer shall consistently utilize the timing system, which provides speakers with notice of their remaining time to complete their comments. A countdown display of the allotted time will appear and will flash red at the end of the allotted time.
- In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group but with no increase in time.
- Speakers shall not concede any part of their allotted time to another speaker. The Presiding Officer may further limit the time allotted for public comments per speaker or in total for the orderly conduct of the meeting and such limits shall be fairly applied

AGENDA

Tuesday, February 12, 2019

1:00 p.m.

915 I Street, City Hall, Historic Hearing Room

Open Session

Roll Call

1. Election of Civil Service Board's 2019 Chair and Vice Chair

Location: (Citywide)

Recommendation: Elect a chair and vice chair for the Civil Service Board's 2018 calendar.

Contact: Katherine Robbins, Support Services Manager, (916) 808-1562, Department of Human Resources.

Public Comments-Matters Not on the Agenda (2 minutes per speaker)

Consent Calendar **Estimated Time: 5 minutes**

All items listed under the Consent Calendar are considered and acted upon by one Motion. Anyone may request an item be removed for separate consideration.

2. Approval of Meeting Minutes November 6, 2018

Location: Citywide

Recommendation: Pass a motion approving the Civil Service Board's Meeting Minutes dated November 6, 2018.

Contact: Katherine Robbins, Support Services Manager, (916) 808-1562, Department of Human Resources.

3. Revise the Supervising Fire Service Worker Classification Specification

Location: Citywide

Recommendation: Pass a motion approving the revised the Supervising Fire Service Worker Classification Specification.

Contact: Geneva Budd, Senior Personnel Analyst, (916) 808-5295, Human Resources Department

4. Revise the Street Construction Laborer Classification Specification

Location: Citywide

Recommendation: Pass a motion approving the revised Street Construction Labor Classification Specification.

Contact: Rachel Adams, Personnel Analyst, (916) 808-8953, Human Resources Department

5. Revise the Utilities Operations and Maintenance Leadworker Classification Specification

Location: Citywide

Recommendation: Pass a motion approving the revised Utilities Operations and Maintenance Leadworker Classification Specification.

Contact: Rachel Adams, Personnel Analyst, (916) 808-8953, Human Resources Department

6. Revise the Parks Supervisor Classification Specification

Location: Citywide

Recommendation: Pass a motion approving the revised Parks Supervisor Classification Specification.

Contact: Rachel Adams, Personnel Analyst, (916) 808-8953, Human Resources Department

7. Revise the Program Supervisor Classification Specification

Location: Citywide

Recommendation: Pass a motion approving the revised Program Supervisor Classification Specification.

Contact: Geneva Budd, Senior Personnel Analyst, (916) 808-5295, Human Resources Department

8. Revise the Animal Care and Senior Animal Care Classification Specification

Location: Citywide

Recommendation: Pass a motion approving the revised Animal Care and Senior Animal Care Technician Classification Specifications.

Contact: Ebony Heaven, Senior Personnel Analyst, (916) 808-7984, Human Resources Department

Discussion Calendar Estimated Time: 10 minutes

Discussion Calendar items include an oral presentation including those recommending "receive and file".

9. Appeal of Fire Captain Written Examination Aaron Dean

Location: Citywide

Recommendation: Pass a motion affirming the Director's disqualification in the appeal of Aaron Dean for the Fire Captain Written Examination pursuant to Civil Service Board Rule 4.10.

Contact: Valeriya Bachinsky, Administrative Analyst, (916) 808-1908, Human Resources Department

10. Civil Service Board 2019 Meeting Calendar

Location: Citywide

Recommendation: Pass a motion approving the Civil Service Board's Meeting Calendar for 2019.

Contact: Katherine Robbins, Support Services Manager, (916) 808-1562, Department of Human Resources

Closed Session

11. Pursuant to Government Code section 54957 pertaining to public employee discipline/dismissal/release.

Estimated Time: 60 Minutes

Location: Citywide

Contact: Melissa Bickel, Senior Deputy City Attorney, (916) 808-5346, City Attorney's Office; Mary Lota, Labor Relations Officer, (916) 808-5430, Department of Human Resources.

Notice: Government Code section 54957, subdivision (b)(2) and City of Sacramento Civil Service Board AC Rule No. 12.10(c)(6)(ii) permits an employee to request that the employee's matter be considered in open session. If that request is made, or if the Civil Service Board votes to hear this matter in open session and the employee does not at that point request a closed session pursuant to Rule 12.10(c)(6)(iii), this matter shall be deemed to have been transferred to the open session agenda.

Member Comments-Ideas, Questions and Meeting/Conference Reports

Adjournment