

Civil Service Board

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Revised Agenda

Civil Service Board

City Hall-Historic Hearing Room
915 I Street, Sacramento, CA 95814

*Published by the Department of Human
Resources (916) 808-5163*

**Tuesday, September 3, 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. **Speaker slips are available on the City's Website and located in racks inside the chamber and should be completed and submitted to the Assistant City 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 or 24 hours prior to a special meeting. The City posts meeting agendas on the City website, 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.

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*).

General Conduct for the Public Attending Council 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 City Council

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-agenda 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 City 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.

- **Public Comments - 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 Committee 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 Council 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.

City of Sacramento**Civil Service Board**

City Hall Historic Hearing Room

915 I Street, 2nd Floor

Regular Meeting Agenda

Tuesday, September 3, 2019

1:00 p.m.

All items listed are heard and acted upon by the Civil Service Board unless otherwise noted.

Open Session - 1:00 p.m.**Roll Call****Public Comments – Matters Not on the Agenda (2 minutes per speaker)****Consent Calendar**

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.

1. Approval of Meeting Minutes July 9, 2019**Location:** Citywide**Recommendation:** Pass a motion approving the Civil Service Board's Meeting Minutes dated July 9, 2019.**Contact:** Luby Mitrovich, Administrative Assistant, (916) 808-1738, Department of Human Resources.**2. Revise the Community Service Representative I & II Classification Specifications****Location:** Police Department**Recommendation:** Pass a motion approving the revised Community Service Representative I & II Classification Specifications**Contact:** Valeriya Bachinsky, Administrative Analyst, (916) 808-1908, Human Resources Department**3. Revise the Senior Office Specialist Classification Specification****Location:** Citywide**Recommendation:** Pass a motion approving the Senior Office Specialist Classification Specification**Contact:** Rachel Adams, Personnel Analyst, (916) 808-8953, Human Resources Department**Discussion Calendar**

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

- 4. Appeal of the disqualification of Andrew Barron from the Generator Technician recruitment**
Location: Department of Utilities
Recommendation: Pass a motion affirming the Director's disqualification in the appeal of Andrew Barron for the Generator Technician recruitment pursuant to Civil Service Board Rule 4.10.
Contact: Rachel Adams, Personnel Analyst, (916) 808-8953, Human Resources Department
- 5. Appeal of the disqualification of Omar Najera from the Generator Technician recruitment**
Location: Department of Utilities
Recommendation: Pass a motion affirming the Director's disqualification in the appeal of Omar Najera for the Generator Technician recruitment pursuant to Civil Service Board Rule 4.10.
Contact: Rachel Adams, Personnel Analyst, (916) 808-8953, Human Resources Department
- 6. Appeal of the disqualification of Michael Hamilton from the Utilities Operations and Maintenance Serviceworker recruitment**
Location: Department of Utilities
Recommendation: Pass a motion affirming the Director's disqualification in the appeal of Michael Hamilton for the Utilities Operations and Maintenance Serviceworker recruitment pursuant to Civil Service Board Rule 4.10.
Contact: Rachel Adams, Personnel Analyst, (916) 808-8953, Human Resources Department
- 7. Appeal of the disqualification of Trent Barr from the Water Conservation Representative**
Location: Department of Utilities
Recommendation: Pass a motion affirming the Director's disqualification in the appeal of Trent Barr for the Water Conservation Representative Examination pursuant to Civil Service Board Rule 4.10.
Contact: Rachel Adams, Personnel Analyst, (916) 808-8953, Human Resources Department
- 8. Appeal of the disqualification of Ashley Linzy from the Assistant Code Enforcement Officer Exam**
Location: Community Development
Recommendation: Pass a motion affirming the Director's disqualification in the appeal of Ashley Linzy for the Assistant Code Enforcement Officer Examination pursuant to Civil Service Board Rule 4.10.
Contact: Stephanie Lagala, Personnel Analyst, (916) 808-7065, Human Resources Department
- 9. Appeal of the disqualification of Zayda Quevedo from the Assistant Code Enforcement Officer Exam**
Location: Community Development
Recommendation: Pass a motion affirming the Director's disqualification in the appeal of Zayda Quevedo for the Assistant Code Enforcement Officer Examination pursuant to Civil Service Board Rule 4.10.

Contact: Stephanie Lagala, Personnel Analyst, (916) 808-7065, Human Resources Department

10. Appeal of the disqualification of Marc Santillan from the Assistant Code Enforcement Officer Exam

Location: Community Development

Recommendation: Pass a motion affirming the Director's disqualification in the appeal of Marc Santillan for the Assistant Code Enforcement Officer Examination pursuant to Civil Service Board Rule 4.10.

Contact: Stephanie Lagala, Personnel Analyst, (916) 808-7065, Human Resources Department

11. Establishment of Civil Service Board Rules Subcommittee

Location: Citywide

Recommendation: Pass a motion creating the Civil Service Board Rules Subcommittee consisting of two Board members.

Contact: Luby Mitrovich (916) 808-1738, Human Resources Department

Closed Session

None

Committee Comments-Ideas, Questions and Meeting/Conference Reports

Adjournment