

Civil Service Board

Edwin Perez

Gwynnae Byrd

Eileen Gallagher

Board Staff

Cynthia Sprenger, Civil Service Board

Secretary

Audreyell Anderson, Deputy City Attorney

Luby Mitrovich, Staff



Amended Special Meeting Agenda

Civil Service Board

City Hall-Historic Hearing Room

915 I Street, Sacramento, CA 95814

Amended 1/28/2020

Wednesday, February 5, 2020
12:00 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 Board Staff.**

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 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-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

Amended Special Meeting Agenda

Wednesday, February 5, 2020**12:00 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

1. Election of Civil Service Board's 2020 Chair and Vice Chair

Location: (Citywide)**Recommendation:** Elect a chair and vice chair for the Civil Service Board's 2020 calendar.**Contact:** Luby Mitrovich, Administrative Assistant (916) 808-1738, Department of Human Resources.

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.

2. Approval of Meeting Minutes December 12, 2019

Location: Citywide**Recommendation:** Pass a motion approving the Civil Service Board's Meeting Minutes dated December 12, 2019.**Contact:** Luby Mitrovich, Administrative Assistant, (916) 808-1738, Human Resources Department.

3. Approval of the Civil Service Board's 2020 Meeting Schedule

Location: Citywide**Recommendation:** Pass a motion approving the Civil Service Board's 2020 regular meeting schedule.**Contact:** Luby Mitrovich, Administrative Assistant, (916) 808-1738, Department of Human Resources.

4. Revise the Administrative Analyst Classification Specification

Location: Citywide**Recommendation:** Pass a motion approving the revised Administrative Analyst Classification Specification.**Contact:** Ebony Heaven, Senior Personnel Analyst, (916) 808-7984, Human Resources Department.

-
- 5. Revise the Animal Services Adoption Coordinator Classification Specification**
Location: Community Development Department
Recommendation: Pass a to approving the Animal Services Adoption Coordinator Classification Specification.
Contact: Ebony Heaven, Senior Personnel Analyst, (916) 808-7984, Human Resources Department.
- 6. Revise the Equipment Mechanic I & II Classification Specification**
Location: Department of Public Works
Recommendation: Pass a motion approving the revised Equipment Mechanic I & II Classification Specification.
Contact: Jennifer Wilkinson, Personnel Analyst, (916) 808-5295, Human Resources Department.

Discussion Calendar

Discussion calendar items include an oral presentation including those recommending “receive and file”

- 7. Appeal of the Disqualification of Anna McAuley from the Arborist/Urban Forester Recruitment**
Location: Department of Public Works
Recommendation: Pass a motion affirming the Director’s disqualification in the appeal of Anna McAuley for the Arborist/Urban Forester Recruitment pursuant to Civil Service Board Rule 4.10.
Contact: Stephanie Lagala, Personnel Analyst, (916) 808-7065, Human Resources Department.
- 8. Appeal of the Disqualification of Joaquin Rios from the Street Construction Laborer Recruitment**
Location: Department of Public Works
Recommendation: Pass a motion affirming the Director’s disqualification in the appeal of Joaquin Rios for the Street Construction Laborer Recruitment 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 Eric Smith from the Street Construction Laborer Recruitment**
Location: Department of Public Works
Recommendation: Pass a motion affirming the Director’s disqualification in the appeal Eric Smith for the Street Construction Laborer Recruitment pursuant to Civil Service Board Rule 4.10.
Contact: Ebony Heaven, Senior Personnel Analyst, (916) 808-7984, Human Resources Department.
- 10. Appeal of the Disqualification of Nicholas Williams from the Parking Meter Repair Worker Recruitment**
Location: Department of Public Works
Recommendation: Pass a motion affirming the Director’s disqualification in the appeal of Nicholas Williams for the Parking Meter Repair Worker recruitment pursuant to Civil Service Board Rule 4.10.
Contact: Jennifer Wilkinson, Personnel Analyst, (916) 808-5295, Human Resources Department.

11. Appeal of the Disqualification of Alexi Wordell from the Junior Planner Recruitment

Location: Community Development Department

Recommendation: Pass a motion affirming the Director's disqualification in the appeal of Alexi Wordell for the Junior Planner recruitment pursuant to Civil Service Board Rule 4.10.

Contact: Jennifer Wilkinson, Personnel Analyst, (916) 808-5295, Human Resources Department.

Closed Session**12. Pursuant to Government Code Section 54957 Pertaining to Public Employee**

Discipline/Dismissal/Release

Location: Citywide

Contact: Aaron Donato, Labor Relations Manager, (916) 808-5816, Human Resource Department

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.

13. Pursuant to Government Code Section 54957 Pertaining to Public Employee

Discipline/Dismissal/Release

Location: Citywide

Contact: Leslie Wisniewski, Labor Relations Officer, (916) 808-5422, Human Resources Department.

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.

Committee Comments-Ideas, Questions and Meeting/Conference Reports**Adjournment**