

CIVIL SERVICE BOARD

Brandon Leibrock
Edwin Perez
Gwynnae Byrd
Eileen Gallagher

BOARD STAFF

Cynthia Sprenger, Civil Service Board
Secretary
Audreyell Anderson, Deputy City Attorney
Luby Mitrovich, Staff



**Special Meeting
Minutes**

Civil Service Board
City Hall, Historic Hearing Room
915 I Street
Published by the

**Tuesday, July 9, 2019
1:00 p.m.**

Open Session at 1:00 PM

Roll Call

Present: Brandon Leibrock, Edwin Perez, Gwynnae Byrd, Eileen Gallagher

Absent: None

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

Location: (Citywide)

Motion passed to elect Edwin Perez as Chair.

Action: Moved/Seconded: **Eileen Gallagher, Brandon Leibrock,**

Yes: Brandon Leibrock, Edwin Perez, Gwynnae Byrd, Eileen Gallagher

No: None

Absent: None

Abstain: None

Motion passed to elect Brandon Leibrock as Vice Chair.

Action: Moved/Seconded: **Eileen Gallagher, Edwin Perez**

Yes: Brandon Leibrock, Edwin Perez, Gwynnae Byrd, Eileen Gallagher

No: None

Absent: None

Abstain: None

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

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.

Motion passed to approve Consent Calendar.

Action: Moved/Seconded: **Eileen Gallagher, Gwynnae Byrd**

Yes: Brandon Leibrock, Edwin Perez, Gwynnae Byrd, Eileen Gallagher

No: None

Absent: None

Abstain: None

2. Approval of Meeting Minutes February 12, 2019

Location: Citywide

Passed a motion approving the Civil Service Board's Meeting Minutes dated February 12, 2019.

Contact: Luby Mitrovich, Administrative Assistant, (916) 808-1738,
Department of Human Resources.

3. Revise Police Officer and Police Cadet Classification Specifications

Location: Police Department

Passed a motion approving the revised Police Officer and Police Cadet Classification Specifications

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

4. Revise the Animal Care Technician Classification

Location: Community Development Department

Passed a motion approving the revised Animal Care Technician Classification Specification.

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

5. Creation of Aquatics Recreation Supervisor Specification

Location: Youth Parks and Community Enrichment Department

Passed a motion approving the creation of the Aquatics Recreation Supervisor Specification.

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

6. Creation of Building Monitor Specification

Location: Youth Parks and Community Enrichment Department

Passed a motion approving the creation of Building Monitor Specification.

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

7. Creation of Crew Leader, Landscape and Learning Specification

Location: Youth Parks and Community Enrichment Department

Passed a motion approving the creation of Crew Leader, Landscape and Learning Specification.

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

8. Creation of Nurse (Adaptive Recreation) Specification

Location: Youth Parks and Community Enrichment Department

Passed a motion approving the creation of the Nurse (Adaptive Recreation) Specification.

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

9. Revision to Program Coordinator Specification

Location: Youth Parks and Community Enrichment Department

Passed a motion approving the revised the Program Coordinator Specification.

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

10. Creation of Program Coordinator (Adaptive Recreation) Specification

Location: Youth Parks and Community Enrichment Department

Passed a motion approving the creation of the Program Coordinator (Adaptive Recreation) Specification.

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

11. Creation of Program Coordinator (Older Adults) Specification

Location: Youth Parks and Community Enrichment Department

Passed a motion approving the creation of the Program Coordinator (Older Adults) Specification.

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

12. Revision to Program Developer Specification

Location: Youth Parks and Community Enrichment Department

Passed a motion approving the revisions to the Program Developer Specification.

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

13. Creation of Program Developer (Older Adults) Specification

Location: Youth Parks and Community Enrichment Department

Passed a motion approving the creation of the Program Developer (Older Adults) Specification.

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

14. Revision to Program Leader Specification

Location: Youth Parks and Community Enrichment Department

Passed a motion approving the revision of the Program Leader Specification.

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

15. Creation of Program Leader (Older Adults) Specification

Location: Youth Parks and Community Enrichment Department

Passed a motion approving the creation of the Program Leader (Older Adults) Specification.

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

16. Creation of Program Supervisor (Older Adults)

Location: Youth Parks and Community Enrichment Department

Passed a motion approving the creation of the Program Supervisor (Older Adults) Specification.

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

Discussion Calendar

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

17. Civil Service Board 2019 Meeting Calendar

Passed a motion approving the Civil Service Board’s Meeting Calendar for 2019.

Action: Moved/Seconded: **Gwynnae Byrd, Eileen Gallagher**

Yes: Brandon Leibrock, Edwin Perez, Gwynnae Byrd, Eileen Gallagher

No: None

Absent: None

Abstain: None

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

18. Appeal of Assistant Code Enforcement Officer Application Decision of Jorge Orantes

Location: Citywide

Action: Moved/Seconded: **Brandon Leibrock, Eileen Gallagher**

Yes: Brandon Leibrock, Edwin Perez, Gwynnae Byrd, Eileen Gallagher

No: None

Absent: None

Abstain: None

Denied a motion affirming the Director’s disqualification in the appeal of Jorge Orante’s for the Assistant Code Enforcement Officer application decision pursuant to Civil Service Board Rule 4.10 et seq.

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

19. Appeal of Assistant Civil Engineering (Utilities) Application Decision of Jair Bautista

Location: Citywide

Passed a motion affirming the Director's disqualification in the appeal of Jair Bautista for the Assistant Civil Engineer (Utilities) application decision pursuant to the Civil Service Board Rule 4.10

Action: Moved/Seconded: **Gwynnae Byrd, Eileen Gallagher,**

Yes: Brandon Leibrock, Edwin Perez, Gwynnae Byrd, Eileen Gallagher

No: None

Absent: None

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

20. Appeal of Utilities Operations and Maintenance Leadworker (Drainage) Examination of Ivan Lee

Location: Utilities Department

Passed a motion affirming the Director's disqualification in the appeal of Ivan Lee for the Utilities Operations and Maintenance Leadworker (Drainage) Examination pursuant to Civil Service Board Rule 4.10.

Action: Moved/Seconded: **Gwynnae Byrd, Eileen Gallagher,**

Yes: Brandon Leibrock, Edwin Perez, Eileen Gallagher

No: None

Absent: None

Abstain: Gwynnae Byrd

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

21. Appeal of Director's Decision by Adam Blankenship relating to Fire Investigator I Oral Examination

Location: Fire Department

Passed a motion denying an appeal for Adam Blankenship's allegation of fraud or improper procedure in the Fire Investigator I Oral Examination process pursuant to Civil Service Board 4.10(b) and 1.4 et seq.

Action: Moved/Seconded: **Brandon Leibrock, Eileen Gallagher**

Yes: Brandon Leibrock, Edwin Perez, Gwynnae Byrd, Eileen Gallagher

No: None

Absent: None

Abstain: None

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

22. Appeal of Fire Engineer Performance Examination of Casey Bouwhuis

Location: Fire Department

Passed a motion affirming the Director's disqualification in the appeal of Casey Bouwhuis pursuant to Civil Service Board Rule 4.10 et seq.

Action: Moved/Seconded: **Edwin Perez, Eileen Gallagher**

Yes: Brandon Leibrock, Edwin Perez, Eileen Gallagher

No: Gwynnae Byrd

Absent: None

Abstain: None

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

Adjournment at 3:05 PM

Closed Session at 3:14PM

23. Pursuant to Government Code Section 54957 Pertaining to Public Employee Discipline/Dismissal/Release.

Location: Citywide

Contact: Mary Lota, Labor Relations Officer, (916) 808-5430, Department of Human Resources.

Open Session 3:25PM

Roll Call

Present: Brandon Leibrock, Edwin Perez, Gwynnae Byrd, Eileen Gallagher

Absent: None

The Board upholds the joint decision of the Administrative Law Judge regarding the Police Officer in the Police Department.

Member Comments-Ideas, Questions and Meeting/Conference Reports

The Board would like to form a subcommittee on updating the Civil Service Board Rules.

Adjournment at 3:32 PM

Submitted by Luby Mitrovich, Staff

Approved on September 3, 2019 by the Civil Service Board