

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING APRIL 5, 1961

The Civil Service Board met in regular session at 817 - 10th Street at 2:00 P.M.

PRESENT: Members Grebitus, Genshlea, C. Alexander, J. Alexander, Street.

ABSENT: None.

Minutes of the last regular meetings held March 15 and March 21, 1961, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have been scheduled:

#668	Fire Engineer (Promotional)
#669	Tabulating Machine Supervisor (Open & Promotional)
#670	Foreman I. (Promotional)
#671	Cashier
#672	Firefighter

ADOPTION OF CLASSIFICATION PLAN

Secretary advised that action on the proposed Classification Plan was

scheduled for this meeting as a result of postponement of action for thirty days at the meeting held March 1, 1961, at the request of the Sacramento City Employees Association. It was the recommendation of the Secretary that since no formal protests had been received on any of the class specifications, that the Classification Plan as submitted be adopted without further delay.

Kenneth Wright, Executive Secretary of the Sacramento City Employees Association, presented suggestions and comments with reference to certain class specifications for library classes and recommended that these specifications be amended to properly describe the classes.

After discussion, Mr. Wright was advised to present his suggestions to the Personnel Officer in order that they might be given study and consideration.

ADOPTION OF CLASSIFICATION PLAN (Cont'd)

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Motion was made by Mr. James Alexander that the Classification Plan containing new specifications for each class of position in the city service be adopted.

Motion seconded by Mr. Street and carried by the following vote:

AYES: Members Grebitus, Genshlea, C. Alexander, J. Alexander, Street.

NOES: None

ALFRED MONTROND - REINSTATEMENT
Request for Probationary Condition

Communication from E. J. Scollan,
Building Maintenance Superintendent,

dated March 20, 1961, requesting that the appointment of Alfred Montrond as Custodian I, from the reinstatement list be accompanied by a probationary period as provided in Section 15.7 of the Rules and Regulations, was considered.

Motion was made by Mr. Genshlea that the request be approved to provide:

- (a) a six-month probationary period
- (b) forfeiture of all sick leave credits
- (c) retention of salary rights as of the date of his resignation, and
- (d) requirement that the employee be subject to the newly adopted vacation regulations.

Motion seconded by Mr. Street and unanimously adopted.

It was the consensus of the board members that the determination of requirement for a probationary period and sick leave and salary rights should be made in the future, at such time as request is made by an employee for reinstatement privileges.

REQUEST - CLARIFICATION OF
CIVIL SERVICE STATUS

John A. Pieretti, Waste
Removal Superintendent

Communication from John A. Pieretti, Waste
Removal Superintendent, dated March 26,
1961, requesting clarification of his

status, was considered.

Prior to his appointment as Waste Removal Superintendent on October 1, 1959, Mr. Pieretti held various Foreman positions from January 16, 1947 until his promotion to head of the Waste Removal Department. Prior to occupying Foreman

REQUEST - CLARIFICATION OF
CIVIL SERVICE STATUS (Cont'd)

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positions, Mr. Pieretti had permanent status as a Garbageman, to which position he was originally appointed on November 11, 1940.

Request was made that action be taken by the Board to grant permanent status in the Foreman II classification, since this class is no longer considered "exempt" and which position he occupied prior to appointment as Waste Removal Superintendent.

After discussion of this problem, the question was raised as to the legal authority of the Board to grant such a request and the Secretary was directed to request the advice of the City Attorney in the matter.

CHANGE OF HOURLY PREVAILING RATES
Carpenter
Carpenter Foreman

In accordance with contract between Carpenter's Union and the Associated General Contractors, motion was made

by Mr. James Alexander that hourly rates for the following classes be adopted to become effective May 1, 1961:

<u>CLASS</u>	<u>CONTRACT HOURLY RATE</u>	<u>DEDUCTION FOR VACATION</u>	<u>HOURLY RATE FOR CITY CLASSES</u>
Carpenter	\$3.98 hr.	15¢ hr.	\$3.83 hr.
Carpenter Foreman	4.31 hr.	15¢ hr.	4.16 hr.

(Note: Union contract provides for 15¢ hr. to be deducted from employees' wages for vacation fund.)

Seconded by Mr. Street and carried by the following vote:

AYES: Members Grebitus, Genshlea, C. Alexander, J. Alexander, Street.

NOES: None

CHANGE OF PREVAILING HOURLY RATES
Teamsters' Union

In accordance with rates prevailing under union contract between Building

& Construction Teamsters' Union and Associated General Contractors, Mr. James Alexander moved that hourly rates for the following city classes be adopted to become effective May 1, 1961:

CHANGE OF PREVAILING HOURLY RATES (Cont'd)

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<u>CLASS</u>	<u>HOURLY RATE</u>
Truck Driver (Winch Truck)	\$3.69 $\frac{1}{2}$ hr.
Truck Driver (4-6 Yards)	3.46 hr.

Motion seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Grebitus, Genshlea, C. Alexander, J. Alexander, Street.

NOES: None

CHANGE OF PREVAILING HOURLY RATES

Plasterers' &
Cement Masons

In accordance with rates prevailing
under union contract between Plasterers'
& Cement Masons' Union and Associated

General Contractors, Mr. Clarence Alexander moved that the hourly rate for the
following city class be adopted to become effective May 1, 1961:

<u>CLASS</u>	<u>HOURLY RATE</u>
Cement Mason	\$3.97 hr.

Motion seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Grebitus, Genshlea, C. Alexander, J. Alexander, Street.

NOES: None

CHANGE OF PREVAILING HOURLY RATES

Construction and General
Laborers' Union

In accordance with rates prevailing
^{under}
~~to~~ union contract between Construction
and General Laborers' Union Local #185,

and the Associated General Contractors, motion was made by Mr. Street that hourly
rates for the following classes be adopted to conform with rates paid under this
contract to become effective May 1, 1961:

<u>CLASS</u>	<u>HOURLY RATE</u>
Building Construction Laborer	\$3.22 $\frac{1}{2}$
Street Construction Laborer	3.22 $\frac{1}{2}$
Asphalt Raker	3.47 $\frac{1}{2}$
Asphalt Shoveler	3.32 $\frac{1}{2}$
Buckeye Spreader Operator	3.47 $\frac{1}{2}$
Cement Worker	3.32 $\frac{1}{2}$
Jackhammer Operator	3.47 $\frac{1}{2}$

CHANGE OF PREVAILING HOURLY RATES (Cont'd)
Construction and General
Laborers' Union

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Motion seconded by Mr. Grebitus and carried by the following vote:

AYES: Members Grebitus, Genshlea, C. Alexander, J. Alexander, Street.

NOES: None

LETTER OF ENDORSEMENT
Salary Increase for
Firefighters

Communication from Harry Finks,
 Executive Secretary of the Sacramento
 Central Labor Council, dated March 22,

1961, endorsing the request of Sacramento Firefighters Union Local #522, for salary adjustments and increases was read and ordered filed.

STREET CONSTRUCTION LABORER
EXAMINATION NO. 662
Written Test Qualifying Score

Upon recommendation of the Secretary
 and in accordance with Section 7.4(c)
 of the Rules and Regulations, it was

the order of the Board that the minimum qualifying score in the written test for Street Construction Laborer (Promotional) be set at 100 of a possible 125 items, qualifying ten out of thirty-six applicants competing in the examination.

REQUEST - EXTENSION OF
LEAVE OF ABSENCE
Joe Perrone - Laborer

Request of Joe Perrone, Laborer, in
 the Park Department, for an extension
 of his leave of absence for an additional

two-months to July 15, 1961, because of passport delay involved in bringing his wife from Poland, was considered.

Motion was made by Mr. Street that the request be approved. Seconded by Mr. Genshlea and unanimously carried.

LIBRARIAN I EXAMINATION NO. 663
Recommendation for Continuous
Examination

Secretary advised that after residence
 requirements were waived and extensive
 recruiting, only six applications were

received for the Librarian I examination, four of which were filed by present

LIBRARIAN I EXAMINATION NO. 663 (Cont'd)
Recommendation for Continuous
Examination

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temporary employees, and recommended that applications be taken on a continuous basis, in accordance with Section 7.1(c) of the Rules and Regulations, due to the shortage of qualified applicants.

Motion was made by Mr. Clarence Alexander that the recommendation be approved, to provide for accepting Librarian I applications on a continuous basis. Motion seconded by Mr. Grebitus and unanimously adopted.

EMPLOYER-EMPLOYEE RELATIONS POLICY

An Employer-Employee Relations Policy statement which was recommended to the

City Council by the Sacramento City Employees' Association, was submitted to the Civil Service Board for information and reference.

No formal action was taken since the proposed policy statement is under consideration by the City Council and the Secretary was instructed to provide each member of the Board with a copy thereof.

SALARY ADJUSTMENT RECOMMENDATIONS
Preliminary Report

As per instructions of the Civil Service Board on date of January 18, 1961, the

following recommendations were made by the Personnel Officer for adjustments in salary ranges of certain classes, for certain new classes to be established and old classes to be abolished, and class title changes as below outlined:

<u>Class</u>	<u>Proposed Salary Adjustments</u>		<u>No. Steps Adjustment</u>
	<u>Present Salary Range</u>	<u>Proposed Salary Range</u>	
Fire Captain (Drill-master)	\$575-690	\$600-720	1
Poundmaster	460-550	525-630	3
Dispatcher-Clerk	360-440	380-460	1
Chemist	525-630	575-690	2
Safety & Training Officer	600-720	660-785	2

SALARY ADJUSTMENT RECOMMENDATIONS (Cont'd)
Preliminary Report

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<u>Class</u>	<u>Present Salary Range</u>	<u>Proposed Salary Range</u>	<u>No. Steps Adjustment</u>
Asst. City Treasurer	\$525-630	\$575-690	2
Asst. Airport Manager	550-660	600-720	2
Civil Engineer II	660-785	690-820	1
Property Clerk	460-550	480-575	1
Identification Supt.	550-660	600-720	2
Buyer	500-600	525-630	1

Proposed New Classes

<u>Class</u>	<u>Salary Range</u>	<u>No. Steps Adjustment</u>
Traffic Linesman II	\$420-500	2
Car Pool Supervisor	440-525	2
Recreation General Supervisor	630-750	2
Auditorium Maintenance I	345-420	2
Auditorium Maintenance II	380-460	2
Auditorium Maintenance Supervisor	460-550	2

Recommendation for Reduction in Number of Steps in Salary Range

<u>Class</u>	<u>Present Range</u>	<u>Proposed Range</u>
Custodian I	\$315-330-345-360-380	\$315-345-380
Custodian II	345-360-380-400-420	345-380-420

Recommended Class Title Changes

<u>Present</u>	<u>Proposed</u>
Traffic Linesman	Traffic Linesman I
Asst. Surgeon & Physician	Physician
Chief Surgeon & Physician	Emergency Hospital Director
Fire Alarm Operator	Communications Operator
Battalion Chief	Battalion Fire Chief
Assistant Chief	Assistant Fire Chief
Parking Lot Foreman	Parking Lot Operations Supervisor

SALARY ADJUSTMENT RECOMMENDATIONS (Cont'd)
Preliminary Report

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Classes Recommended to be Abolished

Sports Supervisor
 Playgrounds Supervisor

Recommendation for Establishment of Special
 Salary Ranges for Entrance Level Classes in
 Engineering Department and City Library

Jr. Civil Engineer	\$550-575-600
Librarian I	\$420-440-460

Secretary advised that in making these recommendations, study had been given to the request made in 1960 by many employees and employee representative for adjustments as well as an overall review of the entire compensation plan. Further advised that the total cost of the recommendations made would be approximately \$19,000 for the fiscal year 1961-1962. The recommendation of the Personnel Officer were discussed at length by the Board members.

John Steely, representing Sacramento Firefighters Union Local #522, addressed the Board and requested that consideration be given for inclusion of salary adjustment recommendation for Fire Engineer and Fire Captain in the salary recommendation report to be made by the Civil Service Board to the City Council.

Chairman of the Board, Ed Grebitus, advised that the recommendations of the Personnel Officer would be taken under consideration pending presentation of the complete salary survey report by the Personnel Officer which is expected to be received by May 15, 1961.

Secretary was advised to notify employees and employee representatives that further requests for salary adjustments would be heard by the Board at the meetings scheduled for May 17 and May 24, 1961, provided that formal written requests be submitted not later than April 26, 1961.

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TRAFFIC CHECKER ELIGIBLE
REGISTER NO. 576
One-Year Extension

Upon recommendation of Secretary,
Traffic Checker Eligible Register
No. 576, presently containing names

of ten eligibles, was ordered extended for one year to April 30, 1962.

PLANNING ASSOCIATE EXAMINATION
NO. 666
Eligible Register

Secretary advised that evaluation of
training and experience for applicants
for Planning Associate Examination

No. 666, had been completed by Qualifications Appraisal Board consisting of James Alexander, Civil Service Board member; C. E. Rhodes, Assistant City Controller; and Earl Simons, Safety and Training Officer, and the following eligible register was established and made effective March 22, 1961:

PLANNING ASSOCIATE ELIGIBLE REGISTER NO. 666

#1. George Vincent	100.00%
2. Tokuo Masuda	83.33

(# Indicates applicant received 10 points Veteran's Credit.)

STREET CONSTRUCTION LABORER
EXAMINATION NO. 662 (Promotional)
Eligible Register

Secretary advised that the minimum
qualifying score in the written test
was set at 100 of a possible 125 items;

Qualifications Appraisal Board consisted of Carl Jennings, Assistant City Engineer; Clarence Alexander, Civil Service Board member; and Phil Macdonald, Personnel Technician and the following eligible register was established and made effective March 31, 1961:

STREET CONSTRUCTION LABORER ELIGIBLE REGISTER NO. 662

1. Joseph Moreno	82.65%
2. Fred Froming	79.44
3. Harold Rowell Jr.	79.04
4. Terrance Murphy	78.05
5. William E. Oliver	77.96
6. Charles E. West	77.76
7. Guadalupe Valenzuela	76.47
8. Joe Urioste	76.02
9. Jack Morrison	75.41

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REAL ESTATE ASSOCIATE EXAMINATION
NO. 665
Eligible Register

Secretary advised that as a result of
Personal Interviews held March 14, 1961,
with Qualifications Appraisal Board

consisting of James Alexander, Civil Service Board member; C. E. Rhodes, Assistant
City Controller; and Earl Simons, Safety and Training Officer, the following
eligible register was established and made effective March 22, 1961:

REAL ESTATE ASSOCIATE ELIGIBLE REGISTER NO. 665

- | | |
|----------------------|--------|
| 1. Merlin A. Shumway | 94.67% |
| 2. Peter E. Louie | 87.33 |
| 3. Ceasar A. Cordano | 83.33 |
| 4. Fred L. Freitas | 82.75 |
| 5. James L. Sutton | 77.67 |
| 6. Ted C. Dolce | 75.33 |

DEPUTY CITY CLERK EXAMINATION
NO. 660 (Promotional)
Eligible Register

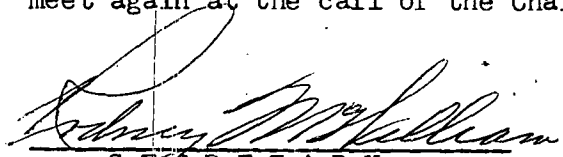
Secretary advised that minimum
qualifying score in the written test
was set at 105 of a possible 185 items

and that Qualifications Appraisal Board consisted of Joe Genshlea, Civil Service
Board member; C. E. Rhodes, Assistant City Controller; and Rodney McWilliam,
Personnel Officer. The following eligible register was established and made
effective March 3, 1961:

DEPUTY CITY CLERK ELIGIBLE REGISTER NO. 660

- | | |
|------------------|--------|
| 1. Hubert Rogers | 84.35% |
| 2. Harry Warner | 76.72 |
| 3. John Dixon | 75.75 |
| 4. Joseph Bevel | 75.15 |

There being no further business, the meeting adjourned at 4:00 P.M. to
meet again at the call of the Chair.


SECRETARY

PRESIDENT