

January 15, 1946

There being no further business, the Board adjourned to meet again at the
Call of the Chair.

S. C. Hittmar
Secretary

APPROVED:

President

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

January 31, 1946

The Civil Service Board met in special session in its office at 7 o'clock P.M.

PRESENT: Commissioners Deise and Root

ABSENT: Commissioner Cavanaugh

MINUTES, READING OF
Approved

RE: JAMES CONNORS
Request for Reclasi-
fication of Position

Minutes of the meeting of January 15, 1946, were ordered approved as read. Letter from R. E. Mittelstaedt, Superintendent of Water Division dated January 23, 1946, requesting that James Connors who recently returned from Military Service, be classified as Laborer, was read. After review of the records and discussion, the Secretary was instructed to survey the duties of the position occupied by Mr. Connors and report the findings at the next meeting of the Civil Service Board.

RE: SURVEY AND PREVAILING SCALE
Power Driven Equip. Operator
(St. Maintenance)

The Civil Service Board at its meeting January 15, 1946, requested the Secretary to survey the duties of the positions of Power Driven Equipment Operators and to obtain the prevailing scale of wages paid for such work in the City of Sacramento. A survey of the duties

of C. M. Devore, L. J. Engle, R. E. Fredericks, R. E. Leimbach, J. C. Patrick and Roy Wise classified as Power Driven Equipment Operators was made. Prevailing scale of wages was obtained from Sacramento Contractors for work performed similar to work performed by Power Driven Equipment Operators employed by the City of Sacramento. Mr. Ray Flint appeared before the Board, requesting information as to the result of the survey and as to the prevailing scale of wages. The Board continued the discussion of this survey and wage scale until its next regular meeting.

J. R. HARRIS

Duties of St. Maint. Foreman.

A letter from Chas. G. Haenggi, Superintendent of St. Maintenance, dated January 25, 1946, requesting information as

to the position of Foreman - Street Maintenance Division, was read. The letter requested an outline of the duties, typical tasks and minimum qualifications of this position. The Secretary was instructed to inform Mr. Haenggi that the position of Foreman - Street Maintenance Division, is exempt from the classified Civil Service.

AIRPORT ATTENDANT EXAMINATION

The Civil Service Board reviewed the announcement notice for Airport Attendant and set the date of February 23, 1946, as the last date to file an application for examination for this classification. The Board set March 2, 1946 as the date the Examination shall be held.

MARSH CROSS

Clarification of Classification

A letter from R. Hanagan, Chief Food and Market Inspector, dated January 22, 1946, requesting clarification of the classification of Marsh Cross, was read. After a review of the records and discussion, the Board requested the Secretary to write to Dr. A. F. Zipf, City Health Officer, requesting information and recommendation regarding this matter.

LIBRARY CLERK EXAMINATION

A letter from Grace Taylor Dean, City Librarian, dated January 24, 1946, requesting the Board consider the advis-

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ability of holding an examination for Library Clerk, was read. After discussion, it was the order of the Board that material be compiled for examination for Library Clerk.

GARBAGEMAN EXAMINATION

A letter from W. J. McQuillan, Superintendent Waste Removal Department, dated January 31, 1946, requesting that the Board consider the advisability of holding an examination for Garbageman, was read. After discussion, it was the order of the Board that material be compiled for examination for Garbageman.

TRAFFIC LINESMAN EXAMINATION

A letter from A. J. McNeil, Acting Traffic Engineer, dated January 28, 1946, requesting that the Board consider the advisability of holding an examination for Traffic Linesman, was read. After discussion, it was the order of the Board that material be compiled for examination for Traffic Linesman.

VACATIONS

Pursuant to the provisions of Section 183 of the City Charter, the Civil Service Board adopted Rules and Regulations on vacations for employees of the City of Sacramento and dated January 31, 1946. Copy of said rules is on file in the office of the Civil Service Board.

DEPARTMENTAL REPORTS
APPROVAL OF

After review and agreement, it was the order of the Board that the following Departmental Reports be approved:

City Attorney

Smith, Gussie G.H. - Temp. Appt. 1/17/46 Legal Secretary @ \$170 Month

City Library

Mayden, Helen - Temp. Appt. 11/1/45 Senior Librarian @ \$233 Mo. - Exempt

Crocker Art Gallery

Campbell, J. L. - Temp. Appt. 11/27/45 Attendant @ \$185 Mo. (Part Time)

ENGINEERING DEPARTMENT

- Blair, William H. - Temp. Appt. 8/20/45 Skilled Laborer @ \$166 Month
 Blood, Charles R. - Reinst. 11/14/45 Asst. City Engineer @ \$395 Mo. from Military Service
- Brunazzi, Robert - Temp. Appt. 12/15/45 Janitor @ \$161 Month
 Fields, George B. - Temp. Appt. 1/1/46 Foreman Sanitary Fills @ \$245 Month
 Frye, Jason L. - Temp. Appt. 10/29/45 Electrical Inspector @ \$289 Month
 Frye, Jason L. - Reinst. 11/30/45 Electrician @ \$289 Mo. from Layoff List
 Gostovich, E. - Reinst. 11/12/45 Laborer @ \$185 Month from Layoff List
 Marsh, Charles R. - Reinst. 1/14/45 Electrical Helper @ \$209 Mo. from Military Service
- Moyer, R. C. - Temp. Appt. 11/26/45 Foreman @ \$215 Month
 Shields, Charles C. - Temp. Appt. 11/16/45 Janitor @ \$179 Month

Fire Department

- Brown, E. G. - Reinst. 1/15/46 Junior Clerk @ \$180 Month from Military Service
- King, E. M. - Prob. Appt. 1/15/46 Uniform Fireman @ \$205 Mo. from List
 Lagomarsino, A. B. - Temp. Appt. 8/17/45 Record Supervisor @ \$187 Month
 Lagomarsino, A. B. - Reinst. 8/1/45 Junior Clerk @ \$200 Month from Layoff List
 Merritt, W. E. - Temp. Appt. 8/17/45 Record Supervisor @ \$201 Month
 Messner, J. P. - Reinst. 8/1/45 Captain @ \$260 Month from Layoff List
 Messner, J. P. - Reinst. 9/16/45 Uniform Fireman @ \$235 Mo. from Layoff List
 Petralia, M. - Reinst. 8/1/45 Captain @ \$260 Month from Layoff List
 Vieira, M. I. - Reinst. 1/11/46 Battalion Chief @ \$295 Mo. from Military Service

Health Department

- Dragone, Peter J. - Reinst. 12/1/45 Stenographer @ \$190 Month from Military Service
- Farewell, Thos. R. - Temp. Appt. 10/6/45 Rotent Control Foreman @ \$219 Month
 Isoard, Max - Temp. Appt. 1/1/46 Surgeon & Physician, Asst. @ \$350 Mo. - Exempt
- Jenkins, Mary - Temp. Appt. 12/27/45 Nurse @ \$185 Month
 Ogaard, Thos. - Temp. Appt. 1/1/46 Surgeon & Physician, Asst. @ \$350 Mo. - Exempt
- Patterson, Irene - Temp. Appt. 7/1/45 Supervisor of Foster Homes @ \$193 Month
 Peterson, Alice Claire - Temp. Appt. 12/15/45 Registered Nurse @ \$185 Month
 Rovane, John - Temp. Appt. 12/12/45 Clinician-Medical @ \$92.28
 Rovane, John - Temp. Appt. 12/19/46 Clinician-Medical @ \$92.28
 Yee, Donald - Temp. Appt. 1/21/46 Senior Dentist @ \$127.54

Memorial Auditorium

- Uplinger, Everett - Reinst. 1/16/46 Janitor @ \$179 Month from Military Service

Park Department

- Davis, R. E. - Reinst. 12/1/45 Handyman @ \$215 Month from Layoff List
 Jacinto, John - Reinst. 12/1/45 Skilled Laborer @ \$185 Mo. from Layoff List
 Pyle, Floyd - Temp. Appt. 12/17/45 Truck Driver @ \$185 Month

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Police Department

- Bennett, P. J. - Temp. Appt. 9/1/45 Captain @ \$285 Month
 Gapen, E. W. - Reinst. 11/1/45 Patrolman @ \$235 Month from Layoff List
 Keenan, Walter - Reinst. 11/16/45 Patrolman @ \$235 Month from Military Service
- Kunz, Ray - Prob. Appt. 9/1/45 Sergeant @ \$255 Month from List
 Kunz, Ray - Reinst. 11/1/45 Patrolman @ \$235 Month from Layoff List
 Lane, John - Reinstated. 12/1/45 Jr. Fingerprint Technician @ \$215 Mo. from Military Service
- Lane, John - Temp. Appt. 12/1/45 Intermediate Fingerprint Technician @ \$223 Month
- Baker, Geo. R. - Temp. Appt. 7/1/45 Intermediate Fingerprint Technician @ \$232 Month
- Laughlin, Henry - Reinst. 1/19/46 Patrolman @ \$235 Month from Military Service
- McKenzie, Wm. - Reinst. 12/1/45 Patrolman @ \$235 Month from Military Service
- Pierini, Ramona - Reinst. 1/1/46 Junior Clerk @ \$165 Month from Military Service
- Shields, Charles - Temp. Appt. 11/2/45 Janitor @ \$179 Month

Recreation Department

- Bertacchi, Otto - Reinst. 8/16/45 Laborer @ \$172 Month from Layoff List
 Campbell, Wm. K. - Reinst. 8/20/45 Laborer \$172 Mo. from Military Service
 Campbell, Wm. K. - Temp. Appt. 8/20/45 Truck Driver @ \$185 Month from List
 Jordan, Harold L. - Temp. Appt. 11/16/45 Recreation Leader @ 65¢ Hour
 Mangan, James G. - Reinst. 1/1/46 Recreation Supervisor @ \$260 Month from Military Service
- Renfree, Alfred H. - Temp. Appt. 1/1/46 Recreation Director @ \$178 Month
 Tronsen, Alex - Reinst. 9/16/45 Laborer - Camp. Sacto. @ \$172 Mo. from List
 Wolf, Helen - Temp. Appt. 1/15/46 Recreation Leader @ 65¢ Hour

Traffic Signs and Signals

- Downey, George - Temp. Appt. 1/15/46 Traffic Checker @ 95¢ Hour

Treasury Department

- King, Claire - Appt. 7/1/45 Asst. City Treasurer @ \$225 Mo. - Exempt
 King, Leberta - Appt. 7/1/45 City Treasurer @ \$235 Mo. - Exempt

Waste Removal Department

- Cervantes, Ernest - Reinst. 1/7/46 Truck Driver @ \$185 Month from Military Service

Water Department

- Connors, James L. - Reinst. 1/7/46 Janitor @ \$173 Mo. from Military Service
 Baker, O. A. - Reinst. 11/1/45 Skilled Laborer @ \$185 Mo. from Layoff List
 Jacobson, David - Temp. Appt. 11/16/45 Water Rate Inspector @ \$184 Month

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Water Department (Continued)

- Hoskinson, Carl M. - Reinst. 10/19/45 Chief Engineer @ \$435 Month
- Jennings, J. C. - Reinst. 12/31/45 Junior Engineer from Military Service
- Jennings, J. C. - Temp. Appt. 12/31/45 Asst. Engineer @ \$256 Month
- Lane, Arden - Reinst. 1/14/36 Skilled Laborer @ \$185 Mo. from Military Service
- Ostoja, John - Reinst. 1/7/46 Skilled Laborer @ \$185 Mo. from Military Service
- Van Norman, Conrad - Temp. Appt. 12/10/45 Laborer @ \$160 Month
- Paladino, Vincent - Reinst. 1/2/46 Skilled Laborer @ \$185 Mo. from Layoff List
- Rosa, Lawrence - Temp. Appt. 1/1/46 Sub-Foreman @ \$206 Month

Leave of Absence

- Oakley, Jos. - Leave of Absence from January 16, 1946 to April 15, 1946 without pay
- Sevier, Ernest - Leave of Absence from January 8, 1946 to February 7, 1946 without pay
- Sylvia, F. - Leave of Absence from July 16, 1945, without pay a/c Military Service

There being no further business, the Board adjourned to meet again at the Call of the Chair.

S. C. Wittman
Secretary

APPROVED:

Robert Root
President

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

February 19, 1946

The Civil Service Board met in special session in its office at 4:00 P.M.

PRESENT: Commissioners Cavanaugh, Deise and Root
ABSENT : None

RE: VACATION RULES AND REGULATIONS

Fritz Kaminsky, Assistant Chief of the Police Department, appeared before the Board, requesting that Rule II

Section 1 be amended to permit the granting of a vacation after the first year of

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City service during any subsequent calendar year. Mr. Theo. Lages, President of the Sacramento City Employees Association, accompanied by Messrs. Paul Savy, James Lyons and Arnold Gamble, appeared before the Board requesting a similar amendment to Rule II Section I and to allow for split vacations. Messrs. James Calvert and A. W. Boothby, Assistant Chiefs of the Fire Department and Captain Irvin A. Schultz and Mr. James Lane appeared before the Board requesting clarification of vacation days in relation to days off allowed by the administration to Uniform Fireman. After review and discussion, it was the findings of the Board that Sections 1, 2 and 6 be amended to read as follows:

SECTION 1: Vacations: After one year of continuous service, each employee of the City of Sacramento is entitled to fifteen days of vacation with pay, excluding time during which he is not regularly assigned to work. For the purpose of computing vacation time, each employee shall be considered to work not more than five days each week.

Each employee shall take all of one year's vacation allowance at one time.

SECTION 2: Accumulation of Vacation: In the event an employee is not permitted by his department head to take his vacation, he shall be permitted to accumulate the vacation time to his credit, except that he shall not be entitled to accumulate a greater total than thirty working days.

SECTION 6: Effect of Separation of Service on Vacation: Upon a separation from service after 6 months of continuous employment, an employee shall be entitled to a lump sum payment as of the time of separation for any unused or accumulated vacation on the basis of one and one quarter working days for each month of service. However, if an employee is dismissed or discharged pursuant to Sections 178 - 179 - 180 - 181 of the Charter of the City of Sacramento, or shall absent himself for one month from the City Service without leave, he shall be deemed to have forfeited his right to any accumulated or earned vacation. If an employee leaves the service and has taken his vacation prior to working his full employment year, there shall be deducted from his compensation the unearned portion of vacation computed on basis of one and one quarter days for each month of the uncompleted employment year.

BURT C. BACHMAN
FORREST E. BENNETT

Status as Airport Attendant.

Messrs. Bachman and Bennett appeared before the Board requesting a change of classification, stating they were

physically unable to perform the work required as Airport Attendant. Their names had been certified February 7, 1946 from the layoff list of Airport Attendant.

This matter was continued to the next meeting of the Board.

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RE: RADIO OPERATORS

The Board considered the advisability of holding an examination for the position of Radio Operator, the duties of which consist of announcing over the Police Radio Speaker and the reception of teletype messages. After discussion, it was the order of the Board that material be compiled for such examination.

GEORGE SANTOS
Reinstatement as Meat Inspector

Letter dated February 17, 1946 from Geo. Santos, requesting reinstatement to his position of Meat Inspector after resignation, was considered by the Board. Mr. Santos resigned from City service effective January 1, 1946. The Civil Service Board referred this matter to Dr. Zipf, City Health Officer for his consideration.

JOHN DRAGAS
Re Military Leave of Absence

A letter from John Dragas dated January 19, 1946, requesting a military leave of absence from the City of Sacramento was read. Attached to the request was a photostatic copy of Mr. Dragas' honorable discharge from the U.S. Navy, setting forth his date of enlistment as June 15, 1942 and date of discharge December 4, 1945. After review and discussion, it was the order of the Board that Mr. Dragas be granted a military leave of absence effective June 11, 1942.

CIVIL SERVICE STATUS
John Campbell
Idolo F. Caponero
Chester Cottongin
Chester Cunha
Frank McMahon
D. B. Parkton
Michael Sampo

Letters from Messrs. John Campbell, Idolo F. Caponero, Chester Cottongin, Chester Cunha, Frank McMahon, D. B. Parkton and Michael Samps, temporary Firemen, protesting their dismissal or proposed dismissal, were read.

These letters were referred to the City Attorney by the Civil Service Board.

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CIVIL SERVICE STATUS

Rod Campbell

A letter from Rod Campbell dated February 19, 1946, addressed to Mr. E. B. Sherwin, City Manager, and referred to the Civil

Service Board was read. This letter was referred to the City Attorney by the Board.

NAMES OFF LIST

After investigation, the following names were ordered removed from the eligible registers because certifications were

either returned by postal authorities, eligibles failed to report after certification, or eligibles waived three times:

Frank Sarmento	-	Assistant Building Inspector
Winfield L. Bogue	-	Airport Attendant
Merton E. Brinkerhoff	-	Airport Attendant
Glenn E. Roloff	-	Airport Attendant
Howard Severson	-	Airport Attendant
Ellis E. Brown	-	Laborer
Creed B. Card	-	Laborer
Roy N. Classen	-	Laborer
Arthur E. Desmangles	-	Laborer
Joe G. Devlin	-	Laborer
John F. Gomes	-	Laborer
Paul H. Hill	-	Laborer
Joseph F. Houk	-	Laborer
Lyle L. Lemke	-	Laborer
Louis J. Lenci	-	Laborer
Theo. Mandela	-	Laborer
Joe Martello	-	Laborer
Richard J. McFarland	-	Laborer
R. N. Marriner	-	Laborer
Tony Martin	-	Laborer
Ralph Neelan	-	Laborer
Andrew Nelson, Jr.	-	Laborer
Clifford D. Price	-	Laborer
John M. Rakela	-	Laborer
Edmund G. Robinson	-	Laborer
Abraham Salgado	-	Laborer
Larry A. Senna	-	Laborer
Harold E. Smith	-	Laborer
Wm. P. Taylor	-	Laborer
John E. Thompson	-	Laborer
Joseph Vaccaro	-	Laborer
Henry P. Warren	-	Laborer
Mervin E. Winchel	-	Laborer

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DEPARTMENTAL REPORTS
APPROVAL OF

After review and agreement, it was the
order of the Board that the following
Departmental Reports be approved:

Assessor-Collector

Green, Lorraine
Pope, Linfell

- Temp. Appt. 2/1/46 Junior Clerk @ \$145 Month
- Temp. Appt. 2/1/46 Deputy Assessor @ \$190 Month

City Clerk

Hosmann, Dorothy
Sather, Lola

- Temp. Appt. 2/4/46 Stenographer @ \$160 Month
- Temp. Appt. 2/4/46 Senior Clerk @ \$180 Month

City Library

Kittelton, Corinne

- Temp. Appt. 1/24/46 Junior Librarian @ \$175 Mo. - Exempt

City Purchasing

Seeber, William R.

- Temp. Appt. 2/4/46 Messenger @ 55¢ Hour

Fire Department

McClellan, R. M.
Simms, E. W.
Vitaich, T. H.

- Reinst. 1/2/46 Uniform Fireman @ \$235 Month from Mil. Service
- Reinst. 2/1/46 Uniform Fireman @ \$235 Month from Mil. Service
- Prob. Appt. 2/2/46 Uniform Fireman @ \$205 Mo. from List

Engineering Department

Adams, J. A.
Brinkmann, L. L.
Hammond, Gordon
Johnston, Jas. O.
Ledesma, Ray
Legate, Thomas
Parkton, Delton B.

- Temp. Appt. 2/1/46 Asst. Engineer @ \$245 Month
- Temp. Appt. 2/5/46 Painter @ \$249 Month
- Temp. Appt. 1/16/46 Janitor @ \$155 Month
- Temp. Appt. 9/25/45 Laborer @ \$172 Month
- Temp. Appt. 10/1/45 Truck Driver @ \$185 Month
- Temp. Appt. 1/21/46 P/T Car Dispatcher @ \$172 Month
- Reinst. 2/14/46 Semi-Skilled Laborer Opr. @ \$185 Mo. from
Layoff List
- Reinst. 11/1/45 Airport Supt. @ \$310 Mo. from Mil. Service

Health Department

Berman, Abe E.
Fourness, Alex
McKinnon, Donald D.
Mento, George
Rovane, John
Sekul, Thomas

- Temp. Appt. 1/15/46 Physician Child Hyg. Clinic @ \$112.50 Mo. -
Exempt
- Temp. Appt. 1/19/46 Senior Dairy Inspector @ \$242 Month
- Temp. Appt. 2/1/46 Asst. Emergency Physician & Surgeon
@ \$350 Month - Exempt
- Temp. Appt. 1/19/46 Sr. Food & Mkt. Inspector @ \$242 Month
- Temp. Appt. 1/1/46 Asst. Surgeon & Phy. @ \$350 Mo. - Exempt
- Reinst. 2/1/46 Asst. Poundmaster @ \$191 Mo. from Mil. Leave

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Memorial Auditorium

Kelley, Wm. J.
Thornton, Glenn

- Temp. Appt. 1/26/46 Watchman @ \$155 Month
- Reinst. 2/1/46 Janitor @ \$179 Month from Mil. Service

Park Department

Azevedo, Wm.
Oakley, Jos.

- Reinst. 2/4/46 Laborer @ \$172 Month from Mil. Service
- Reinst. 10/18/46 Tree Trimmer @ \$203 Mo. From Mil. Service

Police Department

Beede, David
Carr, Jeanne
Meredith, H. Daniel
Rauschert, Robert
Simmons, James
Stubbs, Betty Lou

- Reinst. 2/1/46 Patrolman @ \$235 Mo. from Military Service
- Temp. Appt. 2/6/46 Junior Clerk @ \$145 Month
- Reinst. 1/16/46 Patrolman @ \$235 Mo. from Mil. Service
- Reinst. 2/1/46 Patrolman @ \$235 Mo. from Mil. Service
- Reinst. 1/16/46 Patrolman @ \$235 Mo. from Mil. Service
- Temp. Appt. 2/5/46 Key Punch Opr. @ \$145 Month

Recreation Department

Womble, Wm. E.

- Temp. Appt. 10/16/46 Recreation Leader @ 65¢ Hr.

Traffic Signs & Signals

Arnoldy, Charles J.
Duke, Sylvan J.

- Temp. Appt. 2/8/46 Junior Clerk @ \$145 Month
- Reinst. 11/26/45 Foreman Traffic Linesman @ \$220 Mo.
from Military Service

Waste Removal Department

Brown, Herbert
Crowley, Frank

Silva, Norman

- Reinst. 2/1/46 Truck Driver @ \$185 Month
- Reinst. 1/28/46 Garbageman @ \$7.15 Day from Military Service
- Reinst. 2/11/46 Garbageman @ \$7.15 Day from Military Service

Water Department

Cosans, Louis M.
Phillips, William H.

- Temp. Appt. 2/8/46 Junior Clerk @ \$145 Month
- Temp. Appt. 1/19/46 Junior Clerk @ \$145 Month

Leave of Absence

Barbieri, A. (Tony)

Plato, Joanne

- Leave of Absence from January 21, 1946 to February 20, 1946, without pay
- Leave of Absence from February 15, 1946 to March 31, 1946, without pay

Transfer

Court, Robert

- Transfer 2/1/46 as Senior Clerk from City Clerk Office to Building Inspector @ \$180 Mo.