

March 1, 1939.

again at the Call of the Chair.

APPROVED:

Joseph T. Stacy
President

H. K. Jewett
Secretary

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING.

March 8, 1939

The Civil Service Board met in special session in the office of the Board at 7:30 P.M.

PRESENT: Commissioners Cavanaugh, Deise, and President Stacy.
ABSENT: None

PATROLMAN EXAM. #128

Personal Interviews

At this time the personal interviews were held for candidates who had successfully passed previous portions of this examination. Alex McAllister, Chief of Police, assisted the Board.

RODGERS, MAXWELL

Wm. M. McQuillan, Superintendent of the Waste Removal Department, and Mr. Rodgers were present to discuss Mr. Rodgers'

employment with the City. After reviewing Mr. Rodgers' prior employment record Mr. Cavanaugh moved that Mr. Rodgers be reinstated with his former classification of Garbageman; seconded by Mr. Deise and unanimously carried.

There being no further business, the Board recessed at 12:45 A.M. to meet again March 15, 1939, at 7:30 P.M.

R E C E S S

March 15, 1939

The Civil Service Board reconvened after recess at 7:30 P.M. in the office of the Board.

PRESENT: Commissioner Deise and President Stacy.
 ABSENT : Commissioner Cavanaugh.

PATROLMAN EXAM. #128

At this time personal interviews were held with candidates who had successfully passed previous portions of this examination.

BELL, RAY F.

Mr. Bell, accompanied by Mr. J. M. Inman, Attorney, reported to the Board that Mr.

Bell felt he was likely to be laid off and desired the Board's opinion as to his seniority as compared with that of Messrs. Tillotson, Peixoto, and Rhoades, who also were employed as Truck Drivers in the Waste Removal Department.

The Secretary was instructed to forward a letter to Mr. McQuillan, Superintendent, Waste Removal Department, outlining the period of employment and seniority of each of the above mentioned employees.

There being no further business, the Board recessed at 11:15 P.M. to meet again March 21, 1939, with the City Council.

R E C E S S

March 21, 1939.

The Civil Service Board reconvened after recess in special session with the City Council at 6:00 o'clock.

PRESENT: Commissioners Deise and Stacy.
 ABSENT : Commissioner Cavanaugh.

WAGE SCALES

The Board members and Council members again discussed duties, qualifications, and salary scales for the positions of Caulkers, Garbageman, Tree Trimmers, Truck Drivers, and Radio Operators.

There being no further business, the Board recessed at 9:40 P.M. to meet

March 21, 1939.

again March 22, 1939, at 7:30 P.M.

R E C E S S

March 22, 1939.

The Civil Service Board reconvened in special session at 7:00 P.M. in the office of the Board.

PRESENT: Commissioners Deise, Cavanaugh, and President Stacy.
ABSENT: None.

PATROLMAN EXAM. #128

At this time personal interviews were held for those candidates who had successfully passed previous portions of this examination. Alex McAllister, Chief of Police, assisted the Board.

BELL, RAY F.
TILLOTSON, JOHN D.

Wages?

Messrs. Bell and Tillotson, accompanied by J. M. Inman, Attorney, met with the Board to discuss the duties and dates of appointments of Truck Drivers in the Waste Removal Department. Mr. Tillotson stated that if he became unemployed because of layoff in the future, he desired to register a protest with the Civil Service Board, feeling that he had seniority sufficient to continue employment.

The Secretary was instructed to secure a report from the City Attorney pertaining to the seniority of Messrs. Bell and Tillotson, also requesting information from Mr. McQuillan as to whether or not Mr. Tillotson was entitled to vacation at this time.

There being no further business, the Board recessed at 12:00 midnight to meet again March 29, 1939, at 7:30 P.M.

R E C E S S

March 29, 1939.

The Civil Service Board reconvened after recess in the office of the Board at 7:30 P.M.

PRESENT: Commissioners Deise and Cavanaugh.

ABSENT : President Stacy.

Mr. Cavanaugh arrived at 8:45 P.M.

PATROLMAN EXAM. #128

Personal Interviews

The personal interviews for this examination were held at this time for those candidates who had successfully passed

previous portions of the examination. Chief of Police Alex McAllister assisted the Board.

Mr. Cavanaugh left at 11:15 P.M.

There being no further business, the Board recessed at 11:45 P.M. to meet again April 5, 1939, at 7:30 P.M.

R E C E S S

April 5, 1939.

The Civil Service Board reconvened after recess in special session at 7:30 P.M.

PRESENT: Commissioners Deise, Cavanaugh, and President Stacy.

ABSENT : None

PATROLMAN EXAM. #128

Personal Interviews
Papers Reviewed

Chief of Police A. K. McAllister was present assisting the Board in holding personal interviews for candidates who had passed

previous portions of the examination.

Mr. Cavanaugh left at 9:30 P.M.

After personal interviews and during a review of questions as requested by candidates during the thirty day period, Mr. Frank C. Starr was given credit for question #36 of Form B. In reviewing papers of those on the following list, it was found that even though credit was given for all questions contested by candidates, sufficient grades could not be obtained in order that these candidates might receive a passing grade; hence, the Secretary was requested to so notify these candidates:

April 5, 1939

Amos Aivaz
 Frank S. Dichiaro
 Robert W. Haenggi
 Leo G. Herberger

Louis Jurach
 Thomas McMahon
 Gerald W. Swanston

BELL, RAY F.
TILLOTSON, JOHN D.

Seniority

At this time the Board reconsidered the request of Mr. Bell regarding seniority and reviewed a letter from Hugh B. Brad-

ford, City Attorney, dated March 24, 1939, which read in part as follows:

"His certification was on September 24, 1929; your letter states that the certification of Mr. Tillotson was on September 29, 1933. It therefore appears that Mr. Bell's certification was four years prior to that of Mr. Tillotson and, therefore, he has seniority under Section 2 of Rule VIII of your Board."

After discussion, the Secretary was requested to notify Messrs. Bell and Tillotson, sending a copy of the letter to Mr. Inman, attorney for Mr. Bell.

POTTER, HELENA

Name Restored
 Jr. Clerk List #84

After reviewing circumstances causing removal of Helena R. Potter's (nee Lewis) name from the Junior Clerk Eligible Register #84, it was the order of the Board that her name be returned to the list.

SILVA, GEORGE

Discharge

After a review of a letter received from Mr. Silva, dated March 16, 1939, requesting a hearing before the Civil Service Board relating to his discharge from the Corporation Yard, the Secretary was instructed to advise Mr. Silva that it was the Civil Service Board's opinion that his matter was one to come before the City Council under provisions of the City Charter.

CAPTAIN-FIRE DEPT.
EXAMINATION

After discussing the need for an examination for this position, Dr. Stacy moved that an examination be held May 11, 1939,

with the following scope; seconded by Mr. Deise, thereupon becoming the order of the Board:

SCOPE OF EXAMINATION
CAPTAIN--FIRE DEPARTMENT (PROMOTIONAL)

<u>SUBJECT</u>	<u>RELATIVE WEIGHT</u>
1. Written test to determine knowledge of: General Information, Arithmetic, First Aid, Knowledge of the City, Fire Problems, Rules and Duties.	40
2. Physical Condition - Certificate by City Physician:	20
1. Rope jump -- 4th floor.	
2. Operate second floor window with nozzle, hook-in.	
3. One man, 2 ladders to top floor.	
4. Gas Masks, fundamentals.	
5. Gas Masks, smoke room, (run to top floor of tower, return to smoke room)	
6. 20 ft. extension ladder, one man.	
3. Efficiency Rating	15
4. Personal Interview	25
5. Seniority	
<u>CAPTAIN-FIRE DEPT.</u> <u>ELIGIBLE REGISTER #91</u>	After reviewing names upon this eligible register, Mr. Stacy moved that it be the intention of the Board to abolish the Captain-Fire Dept. Eligible Register #91; seconded by Mr. Deise, thereupon becoming the order of the Board.
Intention to Abolish Register	
<u>SMITH, CLARENCE</u>	The Secretary reported that in accordance with instructions of the Board, Mr. Smith had been notified to be present for discussion of his case. Inasmuch as Mr. Smith was not present, it was the order of the Board that his name be removed from the Junior Clerk Eligible Register #96.
Name off Jr. Clerk list.	
<u>PROPOSED AMENDMENTS TO</u> <u>RULES AND REGULATIONS</u>	After discussion of existing rules pertaining to promotional examinations in the Police and Fire Departments, Mr. Deise moved that the following amendment be introduced for consideration; seconded by Dr. Stacy, thereupon becoming the order of the Board.
Following Sections of Rule VI amended to read as follows:	
Section 9 - <u>Promotion in the Police Service.</u> In examinations for promotion in the police service, the scope of the examination shall be approved prior to posting of Announcement Notice and weights of the different parts of the examination shall be approved prior to date of written examination.	

Seniority - As provided in Section 6 of this Rule, credit for seniority shall be given for length of active employment in the uniformed service of the department, in accordance with the following schedule:

- Each full year of the first five years of service.....3
- Each full year of the next five years of service.....2
- Each full subsequent year.....1

One-tenth of the sum of each credit shall be added to the average of complete proficiency in the other subjects of examination, taken as a whole.

Efficiency - A required rating as shown upon the Announcement Notice and as provided in Section 7 of this Rule.

For purposes of promotional examination, promotion from classifications shall be as outlined in the Announcement Notice.

Section 10 - Promotion in the Fire Service. In examinations for promotion in the fire service, the scope of the examination shall be approved prior to posting of Announcement Notice and weights of the different parts of the examination shall be approved prior to date of written examination.

Seniority - As provided in Section 6 of this Rule, credit for seniority shall be given for length of active employment in the uniformed service of the department, in accordance with the following schedule:

- Each full year of the first five years of service.....3
- Each full year of the next five years of service.....2
- Each full subsequent year.....1

One-tenth of the sum of each credit shall be added to the average of complete proficiency in the other subjects of examination, taken as a whole.

Efficiency - A required rating as shown upon the Announcement Notice and as provided in Section 7 of this Rule.

For purposes of promotional examination, promotion from classifications shall be as outlined in the Announcement Notice.

DEPARTMENTAL REPORTS
APPROVAL OF

After review of the following reports
it was the order of the Board that they
be approved:

Assessor-Collector

Nelson, Clarence - Temp. Appt. 3/6/49 Deputy Assessor @ \$142.50 Month.

City Attorney

Glenn, Everett M. - Temp. Appt. 3/20/39 Relief Pros. Atty. @ \$225. Month Exempt.

City Library

Schuerman, Esther - Appt. 2/20/39 Jr. Librarian @ \$125.00 Month Exempt.

Engineering Department

Alexander, Floyd - Temp. Appt. 1/31/39 Elevator Operator @ \$125. Mo. from Janitor List.
 Alexander, Floyd - Temp. Appt. 3/5/39 Janitor @ \$125. Mo. from list.
 Churchill, N. J. - Temp. Appt. 12/1/38 to 2/28/39 Inspector on Sewers @ \$7.00 Day (Docket 1981-F)
 Dittmar, Shirley C. - Temp. Appt. 3/1/39 Real Estate Salesman @ \$250. Month.
 Johnson, Henry - Temp. Appt. 3/13/39 Carpenter @ \$9.50 Day from list.
 Merlino, Louis N. - Temp. Appt. 3/3/39 Janitor @ \$125. Month from Laborer list.
 Merlino, Louis N. - Temp. Appt. 3/13/39 Laborer @ \$5.00 Day from list.
 Moran, John - Temp. Appt. 3/13/39 Carpenter @ \$9.50 Day from list.
 Silveaus, M. F. - Temp. Appt. 1/12/39 Sewers Inspector @ \$7.00 Day.

Fire Department

Aldrich, S. J. - Prob. Appt. 2/15/39 Captain @ \$225. Month from list.
 Evans, T. L. - Reinst. 2/15/39 Engineer @ \$215. Month from layoff list.
 Meredith, H. Daniel - Prob. Appt. 2/3/39 Uniform Fireman @ \$170. Month from list.
 Polkinghorne, Geo. - Reinst. 3/1/39 Engineer @ \$215. Month from layoff list.
 Steely, John L. - Prob. Appt. 3/1/39 Uniform Fireman @ \$170. Month from list.

Health Department

Dillon, Joseph - Temp. Appt. 12/26/38 Substi. Surgeon @ \$5.00 Day Exempt.
 Eiler, Henry - Temp. Appt. 2/7-14/39 Meat Insp., Extra Time, @ \$170 Mo. *from list*
 Harding, W. F. - Temp. Appt. 1/1/39 Substi. Surgeon @ \$5.00 Day Exempt.
 Hardy, Justine - Temp. Appt. 3/2/39 Nurse @ \$5.00 Day Exempt.
 Pucci, Ugo - Temp. Appt. 10/-/38 Relief Physician @ \$1.50 Hour Exempt.
 Radonich, Victor G. - Temp. Appt. 3/16/39 Temp. Dentist @ \$220. Month Exempt.
 Weiss, Olga H. - Temp. Appt. 3/27/39 Public Health Nurse @ \$150. Mo. Exempt.

Memorial Auditorium

Seay, Lowden B. - Temp. Appt. 2/18/39 Janitor @ \$125. Month from list.

Police Department

Ochsner, Frank J. - Prob. Appt. 4/1/39 Patrolman @ \$170 Month from list.

Police Court

Orr, Silas - Temp. Appt. 3/16/39 Act. Police Judge @ \$375. Mo. Exempt.

Purchasing Agent

Lewis, Selby - Temp. Appt. 4/3/39 Messenger @ \$30. Month.

April 5, 1939

Recreation Department

Athanassiou, Sam - Reinst. 4/1/39 Laborer @ \$120 Month from layoff list.
 Johnson, Elmer F. - Reinst. 4/1/39 Laborer @ \$120 Month from layoff list.
 Sherman, Elnathan S. - Prob. Appt. 3/1/39 Custodian, Oak Park Clubhouse @ \$135
 Month from list.

Waste Removal Department

Merlino, Louis - Temp. Appt. 3/24/39 Laborer @ \$5.52 Day from list.

Water Department.

Dewell, Robert - Temp. Appt. 1/18/39 Resident Engineer @ \$300. Mo.
 Edwards, Ralph R. - Temp. Appt. 3/20/39 Draftsman @ \$165. Month.
 Harwitz, Jake - Temp. Appt. 3/25/39 Oiler @ \$175. Month from Pump Operator
 list.
 Nathan, Birdie - Temp. Appt. 1/23/39 Stenographer @ \$110. Month from list.
 Russell, Alexander - Temp. Appt. 1/1/39 Inspector, Sewers, @ \$200 Month.

Leave of Absence.

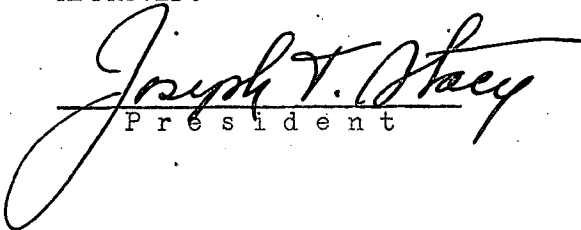
Lindahl, Carl A. - Leave without pay from January 30, 1939 to July 31, 1939.

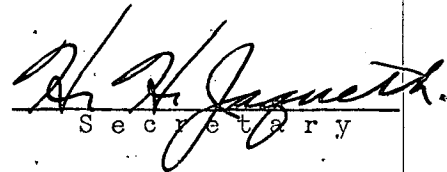
Transfers

Nathan, Birdie - Transferred 3/11/39 to Planning Commission from Water Dept.
 as Stenographer @ \$110. Month.
 Wilson, Charles - Transferred 2/15/39 as Custodian from Oak Park to Clunie
 Clubhouse @ \$160 Month (\$25.00 deducted for rent.)

There being no further business, the Board adjourned at 11:30 P.M. to meet
 again at the Call of the Chair.

APPROVED:


 President


 Secretary