

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
SPECIAL MEETING

June 15, 1933

The Civil Service Board met in special session in the office of the Board, Room 106, City Hall, at 4:20 o'clock P.M., President Weisman presiding.

PRESENT: Commissioners Chenu, Deise, and President Weisman.  
ABSENT : None.

The minutes of the previous meeting were read, and there being no errors, were ordered approved.

A. L. BOUST  
REQUEST FOR INFORMATION

, Mr. Boust, an employee in the Water Department, was present and addressed the Board, stating

that at present he had been laid off from his position as Operator and that he desired information from the Board relative to the possibility of his being given the position as Machinist Helper now being held by R. W. Penney during the summer months, stating that he had held a similar position during the summer of 1932. After investigating the records, the Board informed Mr. Boust that no eligible list existed for the position of Machinist Helper and that Mr. Penney had been appointed to that position by the Water Department for the summer due to the condition that he had had a longer period of City service than had Mr. Boust, and because of no Machinist Helper list the Water Department had the privilege of appointing him to the position.

CORRESPONDENCE RE: WATER  
DEPARTMENT EMPLOYEES

A letter dated June 7, 1933, from R. E. Mittelstaedt, Superintend-

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ent of the Water Department,

referring to the status of R. W. Penney, an employee at Sump No.1, was read to the Board. Mr. Mittelstaedt explained that occasionally it became necessary in the various divisions of the Water Department to use men as emergency employees and that it was their policy where possible to use men who had received training by actual experience on the work when such emergencies arose, and that such was the condition in Mr. Penney's case.

Mt. Mittelstaedt further explained the Civil Service rating and qualifications of the following men: R. W. Penney, Caulker; A. L. Boust, Operator; Roy Hendricks, Machinist Helper; W. L. Quillinan, Oiler; C. J. Castle, Oiler; J. H. Brock, Electrical Operator; Frank Davis, Laborer; and stated that he did not feel they should be permitted to "bump" others in the service, but that his department would appreciate the privilege of using them in more than one classification.

After discussion, the Secretary was directed to inform Mr. Mittelstaedt that the Board agreed with his suggestions in that an employee in one classification should not be permitted to "bump" another from a different classification and the Secretary was to further inform Mr. Mittelstaedt that the use of an employee with any one classification in a position out of his regular classification for which there existed an eligible register was to all intents and purposes "bumping".

J. Q. LEANDRO, CITY  
ENGINEER RECOMMENDATION

A letter addressed to Fred. J. Klaus, City Engineer, from Charles R. Blood, Assistant City Engineer,

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and dated June 8, 1933, stating that Mr. Leandro had absented himself from city service without providing doctor's certificate or any other reason for his absence, was forwarded to the Board by Mr. Klaus and read at this time.

After discussion, the President directed the Secretary to write the City Engineer and inform him as to the provisions of the Charter covering cases where employees are to be laid off, suspended or discharged.

L. ROWLAND  
INFORMATION RE: EXAMINATIONS

Mr. L. Rowland appeared before the Board, stating that he was representing the Sacramento

Federation of Veterans and that he desired to secure information relating to the holding of examinations for such municipal positions where employees were temporarily employed and who had not yet been classified. The Board members informed Mr. Rowland that it was the intent of the Board to study all temporary appointments and hold such examinations as were felt advisable.

STENOGRAPHERS EXAMINATION  
INFORMATION RE:

Due to the condition that there is a need for men stenographers and that the existing list is composed of only women of whom only one or two are available for work, Commissioner Chenh moved that an examination be held for this classification July 21, 1933, at 7:00 o'clock P.M. Seconded by Commissioner Deise and unanimously carried.

In discussing the Scope of the Examination, Commissioner Deise moved that a Relative Weight of 60% be established for the written portion of the Stenographer's examination and a Relative Weight of

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40% for the Personal Interview portion of the examination, and that the examination be open to both men and women. Seconded by Commissioner Chenu and unanimously carried.

Commissioner Chenu moved that the period for receiving applications be July 5, 1933, until 12:00 o'clock Noon July 15, 1933. Seconded by Commissioner Deise and unanimously carried.

**STENOGRAPHERS ELIGIBLE REGISTER - ABOLISHMENT**

Due to the condition that the Board had ordered an examination for the position of Stenographer to be given on July 21, 1933, and that only one or two names were available upon the existing eligible register (Examination No. 55), Commissioner Deise moved that it be the intent of the Civil Service Board to abolish the existing Stenographer's Eligible Register July 10, 1933, and that those names appearing on the list be so notified. The motion was seconded by Commissioner Chenu and unanimously carried.

**JANITORS EXAMINATION INFORMATION RE:**

Due to the condition that no eligible register exists for the position of Janitor, Commissioner Chenu moved that an examination for this position be held at 7:00 o'clock P.M. July 17, 1933. Seconded by Commissioner Deise and unanimously carried.

Commissioner Deise moved that in the Scope of the examination that the written portion have a Relative Weight of 70% and the Personal Fitness Interview have a relative weight of 30%. Seconded by Commissioner Chenu and unanimously carried.

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Commissioner Chenu moved that July 3, 1933, until 5:00 o'clock P.M. July 12, 1933, be established as the period during which applications may be filed. Seconded by Commissioner Deise and unanimously carried.

## DEPARTMENTAL REPORTS

The following departmental reports were submitted:

## Health Department

Paolino Paoli, Temporary appointment as Laborer May 18, 1933.

## Park Department

C. J. Aumer, Temporary appointment as Laborer May 8, 1933.  
A. Meyers, Temporary appointment as Laborer May 15, 1933.  
J. Burns, Temporary appointment as Laborer June 1, 1933.

## Police Court

Lillian Hill, Temporary appointment as Stenographer June 12, 1933.

## Police Department

A. L. Boust, Temporary appointment as Porter May 19, 1933.  
Mrs. E. White Temporary appointment as Matron June 3, 1933.  
L. E. Richert, Temporary appointment as Porter June 8, 1933.

## Engineering Department

Julie Schneider, Temporary appointment as Telephone Operator June 8, 1933.

## Library

Mary R. Germolis, Transfer to Jr. Assistant June 1, 1933.  
Carmen MacGovern, Transfer to Catalog Assistant June 1, 1933.  
Margaret Dewing, Transfer to Cataloger June 1, 1933.  
Esther Bickmore, Transfer to Deputy Librarian June 1, 1933.

## Recreation Department

Alfred Snider, Temporary appointment as Kitchen Help May 17, 1933.  
Fred Schroeder, Temporary appointment as Dining Room Stewart May 18, 1933.  
Otto Dicks, Temporary appointment as Kitchen Helper May 20, 1933.  
Euel Labhard, Temporary appointment as Kitchen Helper May 20, 1933.  
Jack Moore, Temporary appointment as Kitchen Helper May 20, 1933.  
Dew. F. Stevens, Temporary appointment as Vegetableman May 22, 1933.  
Mrs. E. B. Chappell, Temporary appointment as Camp Hostess June 1, 1933.

July 1, 1933.

After review of the reports by the Board, Commissioner Deise moved that they be approved. Seconded by Commissioner Chenu and unanimously carried.

There being no further business, the Board adjourned at 12:45 Noon to meet again at the call of the President.

*H. H. Jewett*  
Secretary.

APPROVED:

*H. H. Jewett*  
President.