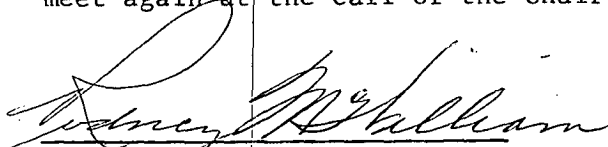


4-13-66

There being no further business, the meeting adjourned at 3:30 p.m. to meet again at the call of the Chair.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING MAY 4, 1966

The Civil Service Board met in regular session in the Conference Room at 819-10th Street at 2:00 p.m.

PRESENT: Members Street, Erickson, and Alexander.

ABSENT: Members Genshlea and Diepenbrock.

Minutes of the last meeting held April 13, 1966, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have

been scheduled:

- #911 Fire Captain (Promotional)
- #912 Landscape Architect
- #913 Supervising Traffic Signal Technician (Promotional)
- #914 Real Estate Assistant

CIVIL ENGINEER I EXAMINATION NO. 894:
Eligible Register

Personal Interview ratings in Civil Engineer I Examination

No. 894, held April 12, 1966, were reviewed.

Qualifications Appraisal Board consisted of Ron Parker, Assistant City Engineer; John Varozza, Assistant City Engineer; and Otto Steinbrenner Jr., Chief Building Inspector.

The following eligible register was made effective April 14, 1966:

CIVIL ENGINEER I EXAMINATION NO. 894

1.	Thomas J. Molohon	93.00%
2.	John W. Richardson Jr.	89.25
3.	Thomas R. Haag	83.25
4.	Arthur E. Knoefel III	81.00
#5.	Paul H. Skidmore	80.00
6.	Muhammad A. Aziz	75.00

(# Indicates applicant received 10 points veteran's credit.)

PATROLMAN EXAMINATION NO. 895:
Eligible Register

Written test, scores, Physical
~~Agility~~ Agility ratings, and

Personal Interview ratings in Patrolman Examination No. 895, written test for which was held March 12, 1966, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 68 of a possible 100 items, qualifying 99 of 351 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Bruce Guthrie, Police Headquarters Superintendent; Albert Soulies', Police Lieutenant; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective April 14, 1966:

PATROLMAN EXAMINATION NO. 895

#1.	Charles T. Winters	94.65%
#2.	Bobby Sanders	92.37
#3.	Russell W. Machen	92.04
#4.	Alex P. Flores	91.63
5.	Frank Dale	89.73
#6.	Donald J. Quattrociocchi	85.63
7.	Donald G. Wymore	85.57
8.	Thomas I. Sanson	85.42
9.	Lawrence A. Hinds	84.95
10.	Curtis A. Roth	84.46
11.	Jerry L. Goodman	83.88
12.	Richard F. Bailey	83.28
#13.	Mervin V. Ball	83.07
14.	Dale L. June	82.72
15.	Don D. Anderson	82.53
16.	Chester E. Hughes	82.13
17.	James P. Dodson	81.63
18.	Michael D. Myers	81.53
19.	Dean V. LaChapelle	81.19
20.	Gary Youngblood	81.18

PATROLMAN EXAMINATION NO. 895 (CONT'D)

21.	Thomas E. Horn	81.08%
22.	Thomas J. Harris Jr.	80.97
23.	Robert C. Swineford	80.77
24.	Richard W. Gregson	79.98
25.	Robert E. Kelley	79.91
26.	James A. Barclay	79.73
27.	Albert R. Anderson	79.45
28.	Wallace L. Groves	79.22
29.	Peter E. Willover	79.21
30.	James S. McGinnis	79.18
31.	Jack A. Wooding	78.82
32.	John J. DeAngelis	78.60
33.	Glenn P. Walker	78.49
34.	Carl B. Dixon	78.41
35.	Larry L. Swoboda	78.17
36.	Raymond W. Loeffler	78.11
37.	Albert Plesniarski	78.06
38.	Alan A. Hayes	78.05
39.	Stephen L. Stigall	77.16
40.	Billy O. Spurgin	76.86
41.	Edwin C. Montrose	75.99
42.	Jeremiah M. Hannah	75.67
43.	Dennis G. Vinsant	75.63
44.	Bruce A. Pollard	75.41
45.	Gayle M. Cowan	75.01
46.	Robert S. Walter Jr.	75.01
47.	Orlie A. Pane Jr.	74.60
48.	Alvin L. Aasletten	73.76
49.	Dale P. Peterson	73.70
50.	Charles A. Paulson Jr.	73.57
51.	Jimmy D. Holt	73.08
52.	John P. Bishop	71.94

(# Indicates applicant received 10 points veteran's credit.)

ENGINEERING AIDE EXAMINATION NO. 897:
Eligible Register

Written test scores and Personal
Interview ratings in Engineering

Aide Examination No. 897, written test for which was held March 23, 1966, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 38 of a possible 60 items, qualifying 16 of 31 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Earl Simons, Safety & Training Officer and Paul Schmidt, Construction Supervisor.

The following eligible register was made effective April 28, 1966:

ENGINEERING AIDE EXAMINATION NO. 897

1.	Timothy W. Thompson	88.00%
2.	Robert A. Winter	83.27
3.	Bruce R. Bowers	82.36
4.	Robert J. Hamilton	79.00
5.	James W. Anderson	77.64
6.	Robert J. Edwards	77.27
7.	Terry A. Record	76.73
8.	Dennis J. Woodard	76.73
9.	Harry J. Pascual	76.45
10.	Jekabs Zalte Jr.	73.27
11.	Robert L. Awe	73.24
12.	Barry A. Bates	72.42
13.	Raymond J. McGrew	71.40
14.	Ernest J. Fiorica	70.00

REQUEST FOR EXTENSION OF TIME FOR
MEETING RESIDENCE REQUIREMENT:

Gerald Neuburger
Patrolman

Communication from Gerald Neuburger,
Patrolman, dated April 28, 1966,
requesting an extension of time

beyond the one year expiring May 16, 1966, to move his residence into the city limits,
was considered.

Mr. Neuburger stated that he had made arrangements to have a house built in the
city and completed by September 15, 1966, at which time he would be able to meet the
city residence requirement.

Motion was made by Mr. Alexander that Mr. Neuburger be permitted to continue
his residence outside the city until October 1, 1966. Motion was seconded by Mr.
Street and carried by the following vote:

AYES: Members Street, Erickson, and Alexander.

NOES: None.

REQUEST-LEAVE OF ABSENCE:

Addie Reed Jr.
Refuse Collector

Communication from Addie Reed Jr.,
Refuse Collector, requesting a
four month leave of absence to

August 31, 1966, in order to settle the estate of a deceased sister in Detroit,
Michigan, was considered.

REQUEST-LEAVE OF ABSENCE: (CONT'D)

Motion was made by Mr. Street that the request of leave of absence be granted.

Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Street, Erickson, and Alexander.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:
Industrial Painter

Secretary advised that the date of May 4, 1966, had been set by the Board for public hearing on adoption of specification for the new class of Industrial Painter.

After review of the specification and there being no objections, motion was made by Mr. Street that the specification as prepared by the Personnel Officer and made a part of these minutes be approved; further, that recommendation be made to the City Council that this class be placed in the group paid under hourly prevailing rates in the Salary Ordinance. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Street, Erickson, and Alexander.

NOES: None.

REQUEST FOR INTER-CLASS TRANSFER:
Leland Willett
Parking Lot Attendant I

Communication from Leland Willett, Parking Lot Attendant I, dated May 1, 1966, requesting an approval of a transfer from the class of Parking Lot Attendant I to Zoo Gatekeeper, in accordance with provisions of Section 13.3 of the Rules and Regulations, was considered.

Secretary advised that the current salary range for both these classes is \$420-\$500.

Motion was made by Mr. Alexander that this request for inter-class transfer be approved. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Street, Erickson, and Alexander.

NOES: None.

5-4-66

EXTENSION OF ELIGIBLE REGISTER:

Upon recommendation of the

Secretary, it was the order of

the Board that the eligible registers below listed be extended for one year to the dates indicated:

Extended to:

#817	Plant Operator II	5/21/67
#824	Planning Assistant	6/15/67

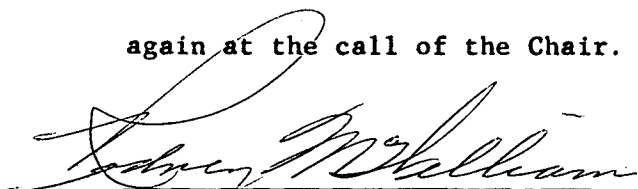
REPORT ON WESTERN REGIONAL CONFERENCE
PUBLIC PERSONNEL ASSOCIATION:

Mr. Erickson, Chairman of the


Board, reported on activities

and sessions of the Western Regional Conference of Public Personnel Association, held April 24-27, 1966, in Fresno which was attended by the Chairman and Rod McWilliam, Personnel Officer.

There being no further business, the meeting adjourned at 3:30 p.m. to meet again at the call of the Chair.



 SECRETARY



 PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING MAY 18, 1966

The Civil Service Board met in regular session in the Conference Room at 819-10th Street at 2:00 p.m.

PRESENT: Members Street, Erickson, Genshlea, Diepenbrock.

ABSENT: Member J. Alexander.

NEW EXAMINATIONS SCHEDULED:

scheduled:

#915 Steno-Clerk III
 #916 Dispatcher-Clerk
 #917 Industrial Painter

Secretary advised that the following examinations have been

AUTOMOTIVE SERVICEMAN II
EXAMINATION NO. 898:
 Eligible Register

Written test scores and Personal Interview ratings in Automotive

Serviceman II Examination No. 898, written test for which was held April 30, 1966, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 73 of a possible 104 items, qualifying 16 of 47 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Charles Inderbitzen, Automotive Maintenance Superintendent and Don Sandman, Personnel Technician.

The following eligible register was made effective May 4, 1966:

AUTOMOTIVE SERVICEMAN II EXAMINATION NO. 898

#1.	Toshio W. Tanaka	92.42%
#2.	Donald P. Moon	90.73
#3.	James R. Day	88.85
#4.	Douglas J. Wright	85.73
5.	Larry D. Scherman	84.46
6.	Larry G. Vessels	83.04
7.	Walter S. Tanaka	80.31
8.	Darrell J. Compton	80.11
9.	Graham H. Tucker	79.00
10.	Dale B. Tandy	79.00
11.	Bruce R. Bowers	78.77
12.	Andrew C. Waller	78.15
13.	James A. Rallens	74.73
14.	Edward J. White	73.85

(# Indicates applicant received 10 points veteran's credit.)

TYPIST-CLERK I EXAMINATION NO. 904:
Eligible Register

Written test scores in Typist-Clerk
I Examination No. 904, held May 4,

1966, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 98 of a possible 140 items, qualifying 53 candidates. Personal Interviews were not included as a part of the examination.

The following eligible register was made effective May 5, 1966:

TYPIST-CLERK I EXAMINATION NO. 904

1.	Susan M. Martino	95.36%
2.	Tuly Koshimizu	92.14
3.	Frances Lee	91.07
4.	Fern A. Sutton	89.64
#5.	Florence Saetes	88.21
6.	Shirley L. Campbell	87.86
7.	Vera M. Cole	87.14
8.	Mary L. Knight	87.14
9.	Pearl Castleman	84.26
10.	Patricia A. Schrier	82.14
11.	Lois D. Lapham	81.43
12.	Gail M. Crippen	81.07
13.	Elura M. White	80.71
14.	Zandra J. Esguerra	80.36
15.	Diane L. Mello	80.36
16.	Phyllis L. Ross	80.36
17.	Marjorie E. Petersen	80.00
18.	Margaret J. Russell	80.00
19.	Julie Nuttall	79.29
20.	Candy D. McCollum	78.93
21.	Arlene Kubaszewski	78.57
22.	Kawea Kaulukou	78.57
23.	Elfrieda C. Knebel	77.86
24.	Elizabeth J. Williams	77.86
25.	Ora J. Blevins	77.86
26.	Alexis H. Ragasa	77.50
27.	Owana Reaves	76.07
28.	Eilene M. Nannini	76.07
29.	Evangelina Madriago	75.36
30.	Blondean Kennedy	75.00
31.	Dorothy B. Duke	74.64
32.	Laura L. Winters	74.64
33.	M. Charlene Wolfe	74.29
34.	Joyce H. Bessey	73.93
35.	Anna Caldwell	73.57
36.	Edna M. Johnson	73.57
37.	Janie G. MacAyre	73.57
38.	Katherine Waite	73.57
39.	June A. Faber	73.21
40.	Helen Elaine Butler	72.86

TYPIST-CLERK I EXAMINATION NO. 904 (CONT'D)

41.	Myra J. Rockingham	72.86%
42.	Vilene McCauley	72.50
43.	Theresa S. Robinson	72.14
44.	Carolyn S. Marchini	72.14
45.	Rebecca C. Robinson	72.14
46.	Jennifer L. Winters	72.14
47.	Margie M. Emerson	71.43
48.	Maria T. Becerra	70.71
49.	Patricia A. Nunes	70.36
50.	Chris M. Snellings	70.36
51.	Carolyn J. Abbott	70.36
52.	Susan Meldrum	70.00
53.	Alberta I. Ralls	70.00

(# Indicates applicant received 10 points veteran's credit.)

LEAVE OF ABSENCE REQUESTS:

Caroline Landry-Typist-Clerk I
Jack Laracy-Utilities Serviceman I

Requests for leave of absence

from Caroline Landry, Typist-

Clerk I, and Jack Laracy, Utilities

Serviceman I, was considered.

Motion was made by Mr. Street that leaves of absence be granted as below outlined:

<u>Name</u>	<u>Class</u>	<u>Duration</u>	<u>Expiration Date</u>
Caroline Landry	Typist-Clerk I	4 months	10/13/66
Jack Laracy	Utilities Serviceman I	1 month	6/5/66

Motion was seconded by Mr. Diepenbrock and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Diepenbrock.

NOES: None.

CHANGE OF PREVAILING RATES:

Carpenter
Carpenter Foreman

In accordance with rates outlined

between Carpenters' Union and

Associated General Contractors,

motion was made by Mr. Genshlea that hourly rates for the following classes be adopted to become effective June 16, 1966:

Carpenter	\$4.90 hr.
Carpenter Foreman	\$5.40 hr.

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

AYES: Members Street, Erickson, Genshlea, Diepenbrock.

NOES: None.

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CHANGE OF PREVAILING RATES:

Painter
Painter Foreman

In accordance with rates outlined
between Painters' Union Local #487
and the Painting and Decorating

Contractors' Association, motion was made by Mr. Diepenbrock that hourly rates for
the following classes be adopted to become effective July 1, 1966:

Painter	\$4.97 hr.
Painter Foreman	\$5.28 hr.

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

AYES: Members Street, Erickson, Genshlea, Diepenbrock.

NOES: None.

CHANGE OF PREVAILING RATES:

Street Construction Classes

In accordance with rates outlined
under contract between General

Laborers' Union and Associated General Contractors, motion was made by Mr. Street
that hourly rates for the following classes be adopted to become effective June 16,
1966.

Laborer	\$3.92½
Asphalt Shoveler	4.02½
Asphalt Raker	4.17½
Cement Worker	4.02½
Jackhammer Operator	4.17½
Buckeye Spreader Operator	4.17½

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

AYES: Members Street, Erickson, Genshlea, Diepenbrock.

NOES: None.

CHANGE OF PREVAILING RATES:

Street Construction Classes

In accordance with rates outlined
under contract between Operating

Engineers' Union and Associated General Contractors, motion was made by Mr. Genshlea
that hourly rates for the following classes be adopted:

		<u>Effective Date</u>
Spreader & Boxman	\$4.57	June 16, 1966
Dragline Operator	5.69	June 16, 1966
Heater-Planer Operator	5.16	June 16, 1966
Heavy Duty Repairman	5.43	June 16, 1966
LeTourneau Pull Operator	5.46	June 16, 1966
Maintainer Operator	5.58	June 16, 1966

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CHANGE OF PREVAILING RATES: (CONT'D)

		<u>Effective Date</u>
Maintainer Operator	\$5.69	July 15, 1966
Pavement Roller Operator	5.16	June 16, 1966
Tractor-Loader Operator	5.46	June 16, 1966
Tractor Operator	5.43	June 16, 1966

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

AYES: Members Street, Erickson, Genshlea, Diepenbrock.

NOES: None.

CHANGE OF PREVAILING RATES:
Street Construction Classes

In accordance with rates outlined
under contract between Teamsters'

Union Local #150 and Associated General Contractors, motion was made by Mr. Genshlea that hourly rates for the following classes be adopted to become effective May 18, 1966:

Truck Driver	\$4.30
Winch Truck Driver	4.51½

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

AYES: Members Street, Erickson, Genshlea, Diepenbrock.

NOES: None.

POLICE LIEUTENANT EXAMINATION NO. 877:

Secretary advised that all item
protests in the written test

had been submitted to the Cooperative Personnel Services and the following recommendations on action to be taken had been submitted.

Test 2	Item 31	Delete
	39	Deny
	44	Deny
Test 3	58	Change key from "A" to "C"
	59	Delete
Test 4	68	Delete
Test 5	83	Deny
	86	Delete
	90	Delete

POLICE LIEUTENANT EXAMINATION NO. 877: (CONT'D)

Test 6	Item 95	Deny
	Item 99	Delete
	Item 102	Deny
	Item 104	Deny
Test 8	Item 122	Deny
	Item 134	Delete
Test 9	Item 148	Delete (Duplicate)
Test 10	Item 150	Deny
	Item 158	Deny

Motion was made by Mr. Street that the recommendations by Cooperative Personnel Services on all protested items be adopted, and written test scored accordingly.

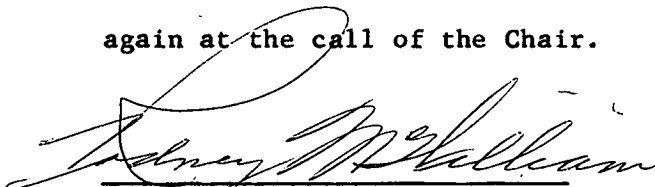
Motion was seconded by Mr. Diepenbrock and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Diepenbrock.

NOES: None.

Secretary advised that 28 candidates had qualified in the written test and that Personal Interviews had been scheduled for June 1, 2, and 3, with Qualifications Appraisal Board to consist of Joseph Rooney, Chief of Police; Fritz Erickson, Civil Service Board member; and Rod McWilliam, Personnel Officer.

There being no further business, the meeting adjourned at 3:00 p.m. to meet again at the call of the Chair.



 SECRETARY



 PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
 CITY OF SACRAMENTO
 REGULAR MEETING JUNE 8, 1966

The Civil Service Board met in regular session in the Conference Room at 819-10th Street at 2:00 p.m.

PRESENT: Members Street, Erickson, Genshlea and Diepenbrock.

ABSENT: Member J. Alexander

Minutes of the last meeting held May 18, 1966, were read and approved.

TESTS SCHEDULED:

Secretary advised that the following examinations have

#918 Electrician
#919 Zoo Attendant

CHIEF EXAMINATION NO. 902:

er

Written test scores and Personal Interview ratings in Survey Party

Examination No. 902, written test for which was held May 4, 1966, were reviewed.

Examinations Appraisal Board consisted of Paul Schmidt, Supervising Construction Inspector, and Phil Macdonald, Personnel Technician.

Following eligible register was made effective May 25, 1966:

SURVEY PARTY CHIEF EXAMINATION NO. 902

(Promotional)

1. John V. Trimmer 86.77%

(Open)

#1. Ralph Hunnicutt 82.21%
2. Robert T. Ralph 79.00

(Indicates applicant received 10 points veteran's credit.)

REPAIRMAN IEXAMINATION NO. 903:

er

Written test scores and Personal

Interview ratings in Auto Body

Examination No. 903, written test for which was held April 27, 1966,

Examinations Appraisal Board consisted of Charles Inderbitzen, Auto Maintenance Inspector, and Phil Macdonald, Personnel Technician.

Following eligible register was made effective May 20, 1966:

AUTO BODY REPAIRMAN I EXAMINATION NO. 903

#1. Wilbur D. Zimmerman 94.78%
2. Ronald R. Myers 79.47
3. Tony T. Fuji 76.57
4. Gary R. Dixon 76.00
5. John M. Polli 74.00
6. Forrest H. Bailey 73.10

POLICE LIEUTENANT EXAMINATION NO. 877:
(Promotional)
Eligible Register

Written test scores and Personal
Interview ratings in Police
Lieutenant Examination No. 877,

written test for which was held April 20, 1966, were reviewed.

Qualifications Appraisal Board consisted of Fritz Erickson, Civil Service Board member; Joe Rooney, Police Chief; and Rod McWilliam, Personnel Officer.

The following eligible register was made effective June 6, 1966:

POLICE LIEUTENANT EXAMINATION NO. 877

1. John M. Bibica	85.92%
2. Charles M. Asbury	85.64
3. Herbert Kunz	85.50
4. James R. Waters	85.19
5. Jerry V. Finney	84.64
6. Ralph V. Weber	84.06
7. Albert A. Guerrero	83.74
8. Bruce H. Thayer Jr.	82.85
9. Edward L. Burt	82.48
10. James E. McManus	82.47
11. William M. Lyons	82.12
12. George B. Mijares	80.43
13. Thomas G. Stark	79.65
14. Robert C. Benton	79.34
15. Joel I. Greenfield	79.29
16. Michael J. O'Kane	79.09
17. Gail C. Hamilton	79.05
18. Joseph P. Harrington Jr.	78.99
19. Thomas P. Higgins	78.39
20. Ernest S. Hollingshead	76.36

REQUESTS FOR LEAVE OF ABSENCE EXTENSIONS:

Requests were received for
extensions of leave of absence

from the employees below listed:

<u>Name</u>	<u>Class</u>	<u>Extended to</u>
June Bryant	Cashier	9-30-66
Jacqueline Snyder	Librarian I	9-1-66
Frank Whiteside	Refuse Collector	8-14-66

Motion was made by Mr. Diepenbrock that the requests be approved to the dates indicated. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Street, Erickson, Genshlea and Diepenbrock.

NOES: None

SUPERVISING CONSTRUCTION INSPECTOR

Nature of Work:

Under direction, to supervise, direct and occasionally perform the construction inspection of public improvements including streets, gutters, roads, bridges, and drainage structures required for subdivision and commercial development to insure compliance with applicable laws, ordinances, standards, plans, and specifications. An employee in this class supervises other construction inspectors and engineering survey parties engaged in the inspection of highway and street public improvements. He coordinates the inspection work, and may personally inspect the more difficult and complex phases of this type of construction.

Illustrative Examples of Work:

- Assigns and supervises inspectors according to project requirements.
- Audits field performance of inspectors to confirm accuracy of inspection and conformance with contract provisions, plans, specifications, and sound construction practices.
- Interprets and explains project plans and specifications.
- Confers with inspectors and other concerning contract disputes or problems.
- Makes estimates for progress payments to contractors.
- Provides reports as required concerning inspection work, construction progress, and other matters concerning construction.
- Trains new inspectors, investigates complaints, occasionally inspects the more difficult and complex phases of construction.
- Performs other related work as required.

Knowledges, Abilities, and Skills:

- Considerable knowledge of the materials and methods used in the construction and installation of streets, gutters, storm drains, culverts, and related public works facilities installed on public rights of way.
- Good knowledge of tools, instruments, and equipment used in public works construction.
- Good knowledge of paving methods and materials.
- Good knowledge of soil conditions, types and formations.
- Ability to apply general construction knowledge to varied and complex situations.
- Knowledge of the principles of effective supervision, and ability to direct the work of others.
- Ability to detect flaws in construction material; ability to keep records and make simple drawings and reports.
- Ability to deal tactfully and effectively with contractors, workmen, and the general public.

Desirable Experience and Training:

Any combination of training and experience equivalent to completion of the 12th grade and five (5) years of experience in general construction as contractor's foreman or superintendent, or as an inspector of highway or street construction. (Additional college level training may be substituted for experience on the basis of 16 units of engineering and mathematics courses for one year of experience.)

DEPUTY CITY COLLECTOR

Nature of Work:

This is specialized technical and administrative work in providing assistance to the City Collector in the overall operation of the Collector's office, including the interpretation of tax laws and license ordinances, the collection of city taxes and license fees, and with special emphasis on the collection of all unpaid delinquent bills, claims, and other fees. Work is performed under the general supervision of the City Collector, but the employee has considerable latitude for independent decisions and actions within the framework of laws, ordinances, and broad policies approved by the City Collector.

Illustrative Examples of Work:

Receives all delinquent bills, claims and other items from the City Controller and takes all necessary steps for collection, including the filing of legal proceedings and testifying in court.

Administers the hotel-motel tax ordinance, keeping necessary records, auditing records of all city hotels and motels, and making required financial reports to the City Collector.

Assists in the planning and organizing of work of clerical employees involved in the preparation of public improvement rolls, field maps, and transfer of property ownership; in issuance of licenses; and in the collection of taxes, licenses, permits and other fees.

Confers with employees on the effectiveness of techniques and methods, and recommends changes where indicated; acts as departmental personnel officer, approving vacation schedules, authorizing sick leave, and keeping time records.

Assists the City Controller in the reviewing of complaints concerning assessments; is responsible for the operation of the Collector's office in the absence of the City Collector.

Performs other related work as required.

Knowledges, Abilities and Skills:

Considerable knowledge of the charter provisions, ordinances, and general law pertaining to the collection of real property taxes, motel-hotel tax, issuance of licenses and collection of license fees.

Good knowledge of accounting and auditing principles and techniques, and ability to keep financial records and to prepare detailed financial reports.

Ability to plan, assign, and supervise the activities of a technical and clerical staff engaged in the collection and licensing activities.

Ability to establish and maintain effective working relationships with taxpayers, motel and hotel owners, and with subordinates.

Ability to read and understand maps, blueprints, specifications, and legal descriptions.

Desirable Experience and Training:

Considerable experience in progressively responsible administrative work, preferably including some experience involving responsibility for the collection and accounting for money; and graduation from an accredited college or university with specialization in accounting, public administration, or business administration.

6-8-66

CLASSIFICATION PLAN:
Construction Inspector
Collector

Communication from J. C. Jennings,
City Engineer, dated May 17, 1966,
and communication from the City

ice, requesting that the classification plan be amended in order to
classes of Supervising Construction Inspector and Deputy City Collector,
ed.

specifications for these classes were submitted to the Board for their
with recommendation for adoption at the next regular meeting of the Board
y Section 4.5 of the rules and regulations.

ATING PLAN:

Mr. Erickson, Chairman of the Board,
advised that a recommendation had

the Council, contained in the salary recommendation letter of transmittal
r 30, 1965, for the installation of a formalized performance rating plan
yees of the City of Sacramento. Further, it was Mr. Erickson's suggestion
action had been taken on the recommendation to this date, a resolution
the Board and presented to either the City Manager or the City Council,
the Personnel Department be instructed to instructed to proceed with the
of such a plan.

the suggestion of the Secretary that, prior to the adoption of any formal
meeting be held with the City Manager by the Chairman of the Board and
Officer, to discuss the feasibility of installing a formal performance
t the earliest possible date.

nsiderable discusson on the advantages and disadvantages of a performance
, the Chairman of the Board and the Personnel Officer were directed to
the City Manager to discuss the proposal.

ing no further business, the meeting adjourned at 3:30 p.m. to meet
call of the Chair.


ETARY


PRESIDENT