

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

August 30, 1939

The Civil Service Board met in special session in the office of the Board at 8:00 o'clock P.M.

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

Mr. Deise moved that the minutes of the meetings of June 7, June 28, July 19, 26 and 27, 1939, be approved as read; seconded by Mr. Cavanaugh and unanimously carried.

CUSTODIAN EXAMINATION #133

Written Exam. Held

At this time candidates who were present were given a written examination to determine qualifications and knowledge

of duties, said examination commencing at 7:30 P.M. and concluding at 9:45 P.M.

CAPTAINS--FIRE DEPT.

Seniority

Pursuant to a request of officials in the Fire Department, the Board reviewed rules and regulations relating to

seniority and after discussion interpreted the section of the rule ".....his first appointment from the list" referred to the list from which an employee was employed. It was the opinion of the Board that when a new list becomes effective, all eligibles were to start out with new employment years to be determined by their first appointment from the new list.

SILVA, GEORGE

Mr. George Silva, accompanied by Mr.

Earl Desmond, Attorney, appeared to

discuss Mr. Silva's Civil Service

status. Mr. Desmond discussed Mr. Silva's case at length, referring to the date of appointment of Mr. Silva and Mr. P. F. Cummings and discussed seniority of both. Mr. Desmond also referred to a letter received by Mr. Silva from Jas.

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S. Dean, City Manager, dated April 18, 1939 and also referred to Mr. Dean's letter to the Civil Service Board dated April 27, 1939. Mr. Desmond stated that he did not feel Mr. Dean's request to the Civil Service Board was in accordance with his letter to Mr. Silva dated April 18, 1939. Mr. Desmond contended there was nothing on record before the Civil Service Board that Mr. Silva had waived his Auto Mechanic rights and that Mr. Silva signed his transfer from the classification of Auto Mechanic to that of Laborer-Handyman under protest, although no record of such protest appears upon the signed transfer dated April 27, 1939. It was Mr. Desmond's contention that Mr. Cummings was not employed as an Auto Mechanic at the time Mr. Silva first was appointed as Auto Mechanic. Mr. Deise pointed out that City Manager Dean addressed his letter to the Civil Service Board April 27, 1939 and had written Mr. Silva on April 18, 1939, during which period of time no doubt some agreement had been arrived at between the City Manager and Mr. Silva regarding Mr. Silva's employment as Laborer-Handyman. Mr. Desmond felt that the Civil Service Board should definitely decide the correct date of appointment of Mr. Cummings and Mr. Silva and as to which held seniority as Auto Mechanic.

After discussing the matter it was the conclusion of the Civil Service Bd. that the matter should be continued until such time as City Manager Dean and City Attorney Hugh Bradford could be present at a meeting.

Mr. Desmond and Mr. Silva left at 10:10 P.M. Before leaving, Mr. Desmond requested a copy of the minutes relating to this case since his appearance for Mr. Silva.

MANSUR, BENJAMIN B.

The Board considered a letter from Louis J. Kroeger, Executive Officer, California State Personnel Board, dated August 22, 1939,

reading in part as follows:

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"On July 20 we wrote to advise you that Mrs. Mabel Mansur was at that time a Senior Clerk with the State Board of Equalization. We have a more recent report from the Board of Equalization on the basis of which it now appears that Mrs. Mansur is not employed by that agency."

The Board also reviewed a letter from H. B. Bradford, City Attorney, dated August 29, 1939, which, in referring to Mr. Kroeger's letter, read as follows:

"This obviates the bar raised by said Section 165 and Mr. Mansur reverts to his regular civil service status."

After discussion Mr. Cavanaugh moved that because of the opinion of City Atty. Hugh B. Bradford, dated August 29, 1939, that Mr. Mansur be considered as eligible for employment; seconded by Mr. Deise and unanimously carried.

STEVENS, PAUL G.

Veteran Credit
Laborer Exam. #83

A letter from Mr. Stevens dated July 14, was read, stating that he felt Veteran Credit was due him and ten points should be

added to his grade on the Laborer Eligible Register #83. Mr. Stevens accompanied his letter with a certified copy from the County Recorder's office of his discharge from the U. S. Naval Reserve Force indicating that he had served in the U. S. Naval Reserve Force during the period April 6, 1917 to June 13, 1919.

After review of a letter from City Attorney Hugh B. Bradford, dated August 15, 1939, Mr. Cavanaugh moved that Paul G. Stevens be given veteran credit on his grade shown upon the Laborer Eligible Register #83; seconded by Mr. Deise and unanimously carried.

JUNIOR CLERK EXAMINATION #135

Date Set for Exam.
Scope of Examination

After reviewing the condition of the existing Junior Clerk Eligible Register, it was the opinion of the Board that a

new examination should be held for this position. Mr. Cavanaugh moved that October 4, 1939 be set as the date for the written portion of the examination, said examination to have the following scope; seconded by Mr. Deise and unanimously carried:

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SCOPE OF EXAMINATION
JUNIOR CLERK EXAMINATION NO. 135

<u>Subjects</u>	<u>Relative Weight</u>	<u>Required Minimum Rating</u>
1. Qualifying typing test. (Net speed required: Women 40 words per minute; Men 20 words per minute.)		
2. Written test to measure applicants' clerical aptitude, knowledge of office practice, spelling, grammar, arithmetic, general information and ability to get along with others.	7	70 %
3. Personal interview to determine qualifications and personal fitness for the position.	3	70 %

JUNIOR CLERK
ELIGIBLE REGISTER #84 & 96

Abolish, Intention to

Inasmuch as a new examination is to be held for this position, Mr. Cavanaugh moved that it be the intention of the Civil Service

Board to abolish the Junior Clerk Eligible Registers ^{and #96} #84/ and that notices be sent to those whose names appear upon the lists notifying them to take the new examination; seconded by Mr. Deise and unanimously carried.

STATISTICIAN EXAMINATION #131

Elig. Reg. Established

After determining that the thirty day period had elapsed for review of the tentative eligible register, Mr. Cavanaugh moved that

the following eligible register be established for Statistician, effective September 1, 1939; seconded by Mr. Deise and unanimously carried.

STATISTICIAN ELIGIBLE REG. #131

<u>No.</u>	<u>Name</u>	<u>Grade</u>
1	Robert S. Brown	79.41
2	Gerald A. Williams	79.24
3	Howard C. Bliss	77.07
4	Julian J. Goodpasture	75.55
5	S. T. Russell	74.60
6	Marvin L. Blanchard	74.21
7	Robert L. Lung	72.77
8	Carlton J. Peterson	72.62
9	Abe M. Osofsky	71.60

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WILLIAMS, GERALD A.

The Board considered a letter from Mr. Williams dated August 1, 1939, stating that in his opinion he felt that in the event of appointment from the Statistician eligible register his wife should not need to resign from employment by the State Unemployment Reserve Commission. After review of letters from H. B. Bradford, City Attorney, and Carl Hyde, Executive Director, California State Department of Employment, it was the order of the Board that Mrs. Williams would be classified as employed by the State and Mr. Williams would need to conform to the provisions of Sec. 165 of the City Charter.

NAMES OFF LIST

The following names were removed from eligible registers either because of failure to report after being certified or because certifications were returned by postal authorities.

<u>Name</u>	<u>Eligible Register</u>
Paul J. Barisich	Garbage List #124
Elizabeth Davison	Library Clerk List #119
Glen F. Kelly	Garbage List #124
Lawrence A. Miller	Truck Driver List #95
Walter J. Rose	Truck Driver List #95
Eddie H. Syas	Garbage List #124
James C. Truitt	Garbage List #124
John E. Williams	Truck Driver List #95
Ruby M. Yuke	Library Clerk List #119

DEPARTMENTAL REPORTS
APPROVAL OF

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

City Attorney

Glenn, Everett M. - Temp. Appt. 7/31/39 Relief Pros. Atty. @ \$225. Month Exempt.

City Library

Wheeler, Loring S. - Temp. Appt. 7/17/39 Janitor @ \$125 Month from list.

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City Manager

Nathan, Birdie H. - Temp. Appt. 7/24/39 Stenographer @ \$125 Mo. from list.

Dept. of Accounts

Crawford, Conita - Temp. Appt. 7/26/39 Stenographer @ \$110 Mo. from list.

Engineering Department

Adams, John - Temp. Appt. 8/3/39 Laborer @ \$5.00 Day from list.
 Arthurs, John - Temp. Appt. 7/24/39 Laborer @ \$125 Month from list.
 Fredericks, R. E. - Temp. Appt. 7/12/39 Truck Driver @ \$125 Month from list.
 Gage, Jess - Temp. Appt. 8/1/39 Street Inspector @ \$7.00 Day.
 Lee, Anthony - Temp. Appt. 7/24/39 Laborer @ \$125 Month from list.
 Opdyke, Alva - Temp. Appt. 7/15/39 Carpenter @ \$9.50 Day from list.
 Reed, Raymond J. - Temp. Appt. 7/24/39 Laborer @ \$125 Month from list.

Health Department

Baker, Sylvia - Temp. Appt. 9/16/39 Substitute Nurse @ \$150 Month Exempt.
 Hardy, Justine - Temp. Appt. 8/21/39 Substitute Nurse @ \$150 Month Exempt.
 Pratt, Ella - Temp. Appt. 8/27/39 Substitute Nurse @ \$5.00 Day Exempt.
 Yoerk, George - Temp. Appt. 8/2/39 Meat Inspector @ \$86.67 Month.

Park Department

Bianchi, L. - Temp. Appt. 7/21/39 Laborer @ \$120 Month from list.
 Chargin, J. - Temp. Appt. 7/20/39 Laborer @ \$120 Month from list.
 Nathan, Birdie - Temp. Appt. 8/7/39 Stenographer @ \$125 Month from list.

Police Department

Darwin, Wm. M. - Temp. Appt. 8/6/39 Act. Capt. Juvenile Div. @ \$225 Month.
 House, Joseph H. - Prob. Appt. 8/26/39 Jr. Fingerprint Techn. @ \$145 Month from list.
 James, G. H. - Temp. Appt. 8/13/39 Stenographer @ \$135 Month.
 Wonacott, Elma - Temp. Appt. 8/19/39 Matron @ \$130 Month from list.

Recreation Department

Miller, George - Temp. Appt. 8/1/39 Laborer @ \$120 Month from list.
 Mills, John - Temp. Appt. 7/29/39 Kitchen Helper @ \$40. Month.
 Roof, Bob - Temp. Appt. 7/30/39 Life Guard @ \$3.25 Day.
 Vernatchi, Margaret - Temp. Appt. 7/29/39 Piano Player @ \$25. Month.

Sacto. City Housing Authority

Nathan, Birdie - Reinst. 7/31/39 Stenographer @ \$110 Month from layoff list.

Water Department

Rippon, Sam J. - Prob. Appt. 6/5/39 Oiler @ \$175 Month from list.

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Waste Removal Department

Brandon, R. L. - Temp. Appt. 7/24/39 Garbageman @ \$5.05 Day.
 Garfinkle, Allen - Temp. Appt. 7/27/39 Junior Clerk @ \$140 Month from list.
 Gomes, John - Temp. Appt. 7/24/39 Garbageman @ \$5.05 Day from list.
 Harbeke, Gretchen - Temp. Appt. 8/9/39 Addressograph Operator @ \$100 Month
 from list.
 Mariante, J. J. - Temp. Appt. 7/19/39 Garbageman @ \$5.05 Day from list.
 Murchison, William - Temp. Appt. 8/8/39 Garbageman @ \$5.05 Day from list.
 Parker, DeWitt - Temp. Appt. 7/24/39 Garbageman @ \$5.05 Day.
 Schulze, W. E. - Temp. Appt. 7/26/39 Truck Driver @ \$130 Month from list.

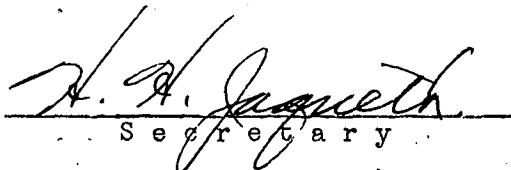
Leave of Absence

Barbeau, Louis - Leave of Absence a/c illness from 7/18/39 to 8/18/39.

There being no further business the Board adjourned at 11:40 P.M. to meet again at the Call of the Chair.

APPROVED:


 President


 Secretary

MINUTES OF CIVIL SERVICE BOARD
 CITY OF SACRAMENTO
 SPECIAL MEETING

September 27, 1939

The Civil Service Board met in special session in their office at 8:00 o'clock P.M.

PRESENT: Commissioner Deise and President Stacy.

ABSENT: Commissioner Cavanaugh

SILVA, GEORGE

Status, (Con't.)

Mr. George Silva, accompanied by Earl

Desmond, his attorney, were present.

Court Reporters T. J. Franklin and B. A.

Rice were present at the request of Mr. Desmond. Mr. Desmond requested that the records show that the court reporters, City Manager Jas. S. Dean, City

Attorney Hugh B. Bradford, Superintendent of City Corporation Yard Ernest B. Chappell, R. Permin Everett, Senior Clerk in the Civil Service Office, and H. H. Jaqueth, Secretary of the Civil Service Board were present. Mr. Desmond also stated that if a transcript of the proceedings were made by the court reporters that the Civil Service Board Office would be provided with a copy. Mr. Desmond stated that he understood this meeting was to be devoted to discussion with the City Attorney, City Manager and the Civil Service Board relating to details of the case.

Dr. Stacy advised Mr. Desmond that the powers of the Civil Service Board relating to hearings were very limited. Mr. Desmond desired that certain stipulations which he had previously prepared be agreed to by the City Manager and the Board and Mr. Desmond read part of the stipulations stating that he would file a copy with the Civil Service Board.

During the discussion Mr. Desmond stated that he was under the impression that Mr. Silva was to hold an additional classification of Laborer-Handyman as well as an Auto Mechanic's classification, having gained this impression from the discussion with the City Manager. Mr. Dean correct Mr. Desmond stating that he (Mr. Dean) had informed Mr. Desmond that so far as he was concerned it was only a problem as to whether or not Mr. Silva was to retain a classification of Auto Mechanic. Mr. Dean stated that he had informed Mr. Desmond that the question of employee classification was one which should be decided by the Civil Service Board. Mr. Dean stated that he had received information from the Civil Service Board that Mr. Cummings' seniority dated from February 4, 1935 and Dr. Stacy stated that the Civil Service Board had determined that Mr. Cummings' duties had been those of an Auto Mechanic dating from February 4, 1935 and that Mr. Cummings was entitled to be carried on the rolls as an Auto Mechanic from that date. Mr. Dean requested that his letter addressed to Mr. Silva, dated April 18, 1939, and his letter dated April 27, 1939, addressed to the Civil

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Service Board be read at this time and the letters were then read. Mr. Dean stated that he could not agree with Mr. Desmond in the contention that he, Mr. Dean, had agreed to transfer Mr. Silva and that Mr. Silva was to maintain both the classification of Laborer-Handyman and Auto Mechanic. Mr. Dean stated that it was very clear to him that he had given Mr. Silva the opportunity of accepting either one or the other classification. Mr. Desmond stated that he was under the impression that Mr. Silva was laid off at the Corporation Yard because of insufficient work and Mr. Dean stated that he had no record of Mr. Silva being laid off because of a lack of work.

Mr. Dean stated that he could not give Mr. Silva a classification of Auto Mechanic or Laborer-Handyman. Mr. Desmond stated that he had not wanted Mr. Silva to sign the transfer dated April 27, 1939, as it would affect his Auto Mechanic classification and Mr. Silva stated that he signed the transfer with the understanding that the transfer was to be a layoff until his matter could be settled.

Mr. Deise stated that Mr. Silva had been mailed a "Notice of Certification" (CSB 1M 12-33) on January 29, 1935, certifying Mr. Silva for appointment as Auto Mechanic and, Mr. Silva failing to report, his name was then removed from the Auto Mechanic Eligible Register #41 on February 5, 1935, and Mr. Deise requested that the following sentence from the certification notice, "Your name will be dropped from the eligible register, if you fail to report within three days exclusive of Sundays and holidays from the date hereof, and no further notice will be sent you regarding future openings for this position." be inserted in the minutes.

Mr. Dean stated that so far as an understanding was concerned, he never had felt that Mr. Silva's transfer could be interpreted as a layoff. Messrs. Desmond and Dean discussed a letter from Mr. Desmond to Mr. Dean wherein it was understood by Mr. Desmond that Mr. Silva's name was to remain on the Auto Mechanic list. Messrs. Dean and Desmond discussed the charges and recommenda-

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tions dated March 15, 1939, of Mr. H. L. Holbrook, Machine Shop Foreman, and E. B. Chappell, Superintendent of the City Corporation Yard, wherein it was recommended that Mr. Silva be dismissed from the position of Auto Mechanic inasmuch as he was not qualified to do the required work and Mr. Dean stated that the Civil Service Board was the proper group to decide whether or not Mr. Silva was to retain a classification of Auto Mechanic and that Mr. Silva has been transferred upon that basis. Mr. Desmond asked the question as to whether or not Mr. Silva had held the classification of Auto Mechanic or Laborer-Handyman and stated that Mr. Silva wanted to hold a Laborer-Handyman classification and be placed on the Auto Mechanic layoff list. Mr. Dean stated that he assumed Mr. Silva would prefer to be a Laborer-Handyman rather than unemployed as an Auto Mechanic.

Mr. Bradford stated that in his opinion the Civil Service Board would have to revoke its action taken on Mr. Silva's transfer dated April 27, 1939, if Mr. Silva accepted the transfer because there seemed to be no work as an Auto Mechanic. Mr. Bradford stated that the charges were removed by the City Manager in the nature of a compromise. Mr. Desmond stated that he felt Mr. Silva should retain the status of Auto Mechanic and should be on the Auto Mechanic layoff list due to lack of work and further that the Civil Service Board should have determined that Mr. Silva should have been laid off. Mr. Dean again stated that the decision made in his office with Mr. Desmond and Mr. Silva was that Mr. Silva would be a Laborer-Handyman rather than be laid off as an Auto Mechanic. Mr. Desmond stated that he felt the Civil Service Board should decide who should be laid off from various positions. Dr. Stacy stated that the question seemed to be one of seniority. Mr. Bradford stated that decisions of the Civil Service Board were final or should be taken to court.

Mr. Desmond stated that he felt there were two problems involved: (1) As to whether or not Mr. Silva could hold his present position and remain on the

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Auto Mechanic layoff list and (2) the question of seniority. Mr. Desmond stated that he did not feel Mr. Cummings was entitled to an Auto Mechanic's classification and that the question of whether or not the Civil Service Board had a right to classify an employee depended upon whether the individual was working at a particular classification. Mr. Bradford pointed out that the Civil Service Board rules and regulations provided that an employee could not hold two classifications and Mr. Desmond contended that an employee was entitled to hold a position on an eligible list and a position at the same time.

Prior to leaving, Mr. Desmond stated that he would provide the Civil Service Board with a corrected copy of his stipulations and stated that he did not know whether or not he wished to appear before the Civil Service Board when all members were present. Dr. Stacy advised Mr. Desmond that no action would be taken at this time as the Board decided to discuss the matter with all members present and thereupon the matter was ordered continued by the Board.

MILK INSPECTOR

Qualifications

A letter from L. J. Kroeger, Executive Officer, California State Personnel Board, dated August 19, 1939, relating to new qualifications pertaining to milk inspection was considered by the Board. After discussion it was the order of the Board that a copy of the Act be secured for future study and the matter was continued.

DOYLE, CHARLES F.

Status

A letter from R. E. Mittelstaedt, Superintendent of the Water Department, dated August 31, 1939, explaining the duties of Mr. Doyle was considered by the Board and after discussion the matter was continued until next meeting.

JUNIOR CLERK EXAMINATION #135

Ex. Material Approved

At this time the Board reviewed examination material and questions, after which Mr. Deise moved that same be

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approved; seconded by Dr. Stacy, thereupon becoming the order of the Board.

DEPARTMENTAL REPORTS
APPROVAL OF

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

City Attorney

Malone, Dallas - Temp. Appt. 9/29/39 Stenographer @ \$125 Month Exempt.

City Library

Kelliher, Elisabeth - Prob. Appt. 9/11/39 Library Clerk @ \$95 Month from list.
McNeal, Vida R. - Prob. Appt. 10/1/39 Library Clerk @ \$95 Month from list.

Engineering Department

Alexander, F. W. - Temp. Appt. 8/8/39 Relief Janitor @ \$125 Month from list.
Alexander, F. W. - Temp. Appt. 9/11/39 Relief Janitor @ \$125 Mo. from list.
Campbell, William K. - Temp. Appt. 9/21/39 Laborer @ \$120 Month from list.
Crawford, Conita H. - Reinst. 9/5/39 Stenographer @ \$125 Month from layoff.
Hayes, Roy P. - Temp. Appt. 9/21/39 Lineman @ \$11.00 Day from list.
Magers, Archibald - Temp. Appt. 9/21/39 Laborer @ \$120 Month from list.
Repp, Elmore - Temp. Appt. 9/11/39 Relief Custodian @ \$170 Month.

Health Department

Hauge, Ronald T. - Temp. Appt. 9/11/39 Part-time Meat Inspector @ \$175 Mo. from list.
Latson, Carma - Temp. Appt. 9/18/39 Ass't. Laboratory Techn. @ \$125 Mo.
Martoosevich, Henrietta - Temp. Appt. 9/23/39 Ass't. Social Service Worker @ \$4.00 Day, Exempt.

Park Department

Matranga, Frank - Temp. Appt. 8/9/39 Laborer @ \$120 Month from list.

Police Department

Darwin, W. M. - Temp. Appt. 9/11/39 Act. Capt. Juvenile Div. @ \$225 Mo.
Drennan, Rose M. - Temp. Appt. 9/15/39 Stenographer @ \$130 Mo. from list.
Gamble, P. C. - Temp. Appt. 9/18/39 Act. Capt. of Detectives @ \$225 Mo.
Lincecum, M. W. - Temp. Appt. 9/18/39 Act. Chief of Detectives @ \$250 Mo.
Morebeck, Elsie - Reinst. 9/25/39 Stenographer @ \$135 Month from layoff.
Wheeler, Loring S. - Temp. Appt. 9/18/39 Janitor @ \$125 Month from list.

Recreation Department

Brady, Elizabeth - Temp. Appt. 9/11/39 Recreation Leader @ 50¢ Hr.
Fuson, Angeline - Temp. Appt. 9/1/39 Recreation Leader @ 50¢ Hr.
Gannon, Isabel - Temp. Appt. 9/1/39 Recreation Leader @ 50¢ Hr.
Gilmore, Mary - Temp. Appt. 9/11/39 Recreation Leader @ 50¢ Hr.
Nieri, Dante - Reinst. 9/16/39 Recreation Leader @ \$105 Month from layoff list.

Recreation Department

Riola, Joe - Temp. Appt. 9/11/39 Recreation Leader @ 50¢ Hour.
 Tronsen, Alex - Temp. Appt. 9/1/39 Laborer @ \$120 Month from layoff.

Waste Removal Department

Alameda, Peter - Temp. Appt. 9/2/39 Garbageman @ \$5.05 Day.
 Douglas, Eli D. - Temp. Appt. 9/1/39 Garbageman @ \$5.05 Day.
 Evers, Henry - Temp. Appt. 9/1/39 Truck Driver @ \$5.98 Day from list.
 Gomes, John - Temp. Appt. 8/28/39 Garbageman @ \$5.05 Day.
 Gray, Norman T. - Temp. Appt. 8/31/39 Truck Driver @ \$5.98 Day from list.
 Harris, William - Temp. Appt. 8/30/39 Truck Driver @ \$5.98 Day from list.
 Hartges, William - Temp. Appt. 9/13/39 Garbageman @ \$5.05 Day.
 Horn, Raymond - Temp. Appt. 9/1/39 Garbageman @ \$5.05 Day.
 Jackson, Harry - Temp. Appt. 9/1/39 Garbageman @ \$5.05 Day.
 Lester, Chauncey - Temp. Appt. 9/2/39 Garbageman @ \$5.05 Day from list.
 Peeler, Claude - Temp. Appt. 8/30/39 Truck Driver @ \$5.98 Day from list.
 Pompa, J. H. - Temp. Appt. 8/31/39 Truck Driver @ \$5.98 Day from list.
 Semas, Manuel - Temp. Appt. 9/13/39 Truck Driver @ \$5.98 Day from list.
 Statum, R. L. - Temp. Appt. 9/14/39 Garbageman @ \$5.05 Day from list.
 Steele, Harry B. - Temp. Appt. 8/30/39 Truck Driver @ \$5.98 Day from list.
 Winchester, L. N. - Temp. Appt. 8/30/39 Truck Driver @ \$5.98 Day from list.

Water Department

Bagley, Joe - Emerg. Appt. 8/17-21/39 Filter Operator @ \$190 Month.

Leave of Absence

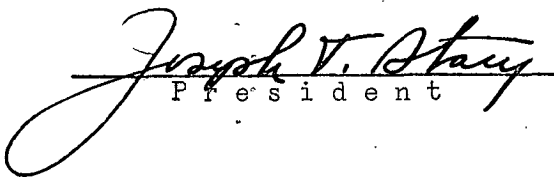
Dehority, Marie L. - Leave without pay from 9/13/39 to 9/1/40 a/c to take
 Librarianship course at San Jose Teachers College.
 Anderson, Mrs. L. - Leave without pay from 10/9/39 to 10/22/39.

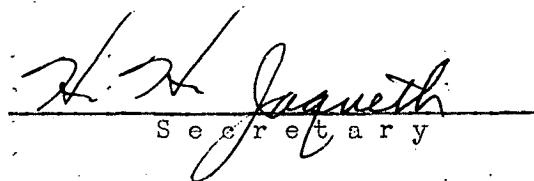
Transfer

Chappell, Ernest B. - Trans. 9/1/39 from Manager, Camp Sacto. to Supt.,
 Corporation Yard @ \$250 Month.
 Winslow, George F. - Trans. 9/18/39 from City Engr. to Police and Fire Alarm.
 Woldit, Lester E. - Trans. 9/20/39 as Electrician from Electrical and Radio
 to Street Lighting Division @ \$220. Month.

There being no further business, the Board adjourned at 11:25 P.M. to meet
 again at the Call of the Chair.

APPROVED:


 President


 Secretary