

8-12-64

LIBRARY CLERK I
EXAMINATION NO. 822:
Eligible Register

Written test scores and Personal
Interview ratings in Library

Clerk I Examination No. 822, written test for which was held May 5, 1964, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 52 of a possible 92 items, qualifying 29 of 76 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Phil Macdonald and Don Sandman, Personnel Technicians; Dorothy Drake, City Librarian; and Lucille Sappenfield, Librarian III.

The following eligible register was made effective July 9, 1964:

LIBRARY CLERK I EXAMINATION NO. 822

| | |
|---------------------------|--------|
| 1. Janice D. Silver | 94.74% |
| 2. Lois D. Lapham | 89.22 |
| 3. Patricia M. Verser | 86.07 |
| 4. Antonia R. Valdez | 83.78 |
| 5. Connie R. Galloway | 83.78 |
| 6. Beth E. Young | 83.64 |
| 7. Bonnie L. Chirco | 80.93 |
| 8. Norma I. Johnson | 80.93 |
| 9. Beth N. Sutherland | 79.93 |
| 10. Andrea A. Wollesen | 79.64 |
| 11. Nancy R. Reed | 78.36 |
| 12. Mary E. Jackson | 77.78 |
| 13. Joanne M. Gomes | 77.22 |
| 14. Sandra L. Johnson | 77.22 |
| 15. Martha J. Johnson | 77.07 |
| 16. Elinor Schiro | 76.86 |
| 17. Catherine H. Knobloch | 76.64 |
| 18. Mildred C. Tima | 76.22 |
| 19. Martha J. Kercheval | 75.14 |
| 20. Bretta A. Reed | 75.14 |
| 21. Geneive L. Nicosen | 73.86 |
| 22. Marion H. Maddox | 73.86 |
| 23. Bernadine L. Waters | 71.64 |
| 24. Erna Zalitis | 70.64 |
| 25. Sara J. Puisis | 70.00 |
| 26. Nila McAllister | 70.00 |
| 27. Bernice A. Ignacio | 70.00 |

REQUEST FOR HEARING:

John F. Coughlin
Laborer

Communication from John J. Cordano,
Attorney, dated August 3, 1964,
representing John F. Coughlin,

and requesting a hearing before the Civil Service Board to appeal Mr. Coughlin's dismissal from city service, was read and considered.

It was the order of the Board that the hearing for Mr. Coughlin be scheduled for August 18, 1964, at 2:00 p.m. at 817 - 10th Street.

HEARING TO APPEAL DISCIPLINARY ACTION:

John Dutra
Auditorium Maintenceman I

Secretary advised that the date
of August 12, 1964, had been set
to hear Mr. John Dutra, Auditorium

Maintenceman I, appeal his discharge from city service by Mr. Bert Geisreiter, Auditorium Manager.

The notice of discharge to Mr. John Dutra from Mr. Geisreiter dated June 22, 1964, was read by the Secretary. Sections 17.2 and 17.5 (j) of the Civil Service Board Rules and Regulations, referred to in the letter of dismissal were also read.

Mr. Geisreiter was questioned by Assistant City Attorney Joe Coomes, relating to events leading up to the dismissal action. Mr. Geisreiter was also questioned by Mr. Thomas Wahl, Attorney, representing Mr. Dutra. Mr. Ed Hunt, Auditorium Maintenance Supervisor was also present and related his knowledge of conversations between Mr. Geisreiter and Mr. Dutra relating to Mr. Dutra's dismissal. Mr. Hunt was also questioned by Mr. Wahl.

Mr. Dutra was called to testify and was questioned by Mr. Wahl. Mr. Dutra related his version of incidents leading to his dismissal and stated that it was his understanding that he had been discharged verbally over the telephone because he intended to take time off for a niece's funeral. Mr. Dutra was also questioned by Mr. Coomes and by members of the Board.

Minutes of the last regular meeting held August 12, 1964, were read and approved.

HEARING TO APPEAL DISCIPLINARY ACTION:
John F. Coughlin
Laborer

Secretary advised that the date of August 18, 1964, had been set by the Board for the purpose of hearing Mr. John F. Coughlin, Laborer in the Parks Department, in the matter of an appeal of his discharge from city service by Mr. William Chorley, Parks Superintendent.

Communication dated July 28, 1964, to Mr. Coughlin from Mr. Chorley notifying Mr. Coughlin of his discharge and the reasons therefor were read by the Secretary. Mr. Coughlin was represented by his attorney Mr. John Cordano, and also present were William Chorley, Parks Superintendent; N. R. Bascherini, Foreman II; and John Zraggen, Foreman I.

Mr. Chorley was called upon by the Chairman to outline the reasons leading up to the dismissal, and Mr. Coughlin's record of employment including other disciplinary actions was also given by Mr. Chorley.

Mr. John Cordano, Attorney for Mr. Coughlin appeared before the Board and requested that consideration be given to reinstating him in order that he might continue working for one year until such time as his invalid wife became eligible for Social Security benefits. Mr. Cordano admitted that the charges on which Mr. Coughlin was discharged were in fact true.

All parties were then excused, and after discussion, motion was made by Mr. Street that the Civil Service Board sustain the action taken by Mr. Chorley to discharge Mr. Coughlin from city service. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members C. Alexander, J. Alexander, Genshlea, Erickson, and Street.

NOES: None.

Minutes of the last regular meeting held August 18, 1964, were read and approved.

DECISION ON APPEAL
BY JOHN DUTRA:

Secretary advised that the date of August 25, 1964, had been set by the Board for further consideration of the appeal by Mr. Dutra, Auditorium Maintenceman I, in the matter of his discharge from city service by Mr. Geisreiter, Auditorium Manager.

Mr. Everett Glenn, City Attorney, and Joe Coomes, Assistant City Attorney, were present at the meeting to answer any legal questions which might be involved.

After further discussion of the case, motion was made by Mr. Genshlea that Mr. Dutra be reinstated to his position of Auditorium Maintenceman I, effective August 31, 1964, without allowance for any back pay from the date of his discharge. The motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Genshlea, Street and J. Alexander.

NOES: Members Erickson and C. Alexander.

REQUEST FOR LEAVE OF ABSENCE:
Barry Bates
Street Construction Laborer

Communication from Barry Bates, Street Construction Laborer, dated August 25, 1964, requesting permission to take a 9 month leave of absence from city service in order to return to college, was considered.

Motion was made by Mr. Erickson that the request be granted. Motion seconded by Mr. James Alexander and carried by the following vote:

AYES: Members C. Alexander, J. Alexander, Genshlea, Erickson, Street.

NOES: None.

TRAFFIC CHECKER EXAMINATION NO. 830 (CONT'D)

Engineer and Earl Simons, Safety & Training Officer.

The following eligible register was made effective September 21, 1964:

TRAFFIC CHECKER EXAMINATION NO. 830

| | | |
|-----|-----------------------|--------|
| #1. | Clayton J. Nead | 93.50% |
| #2. | Haruo S. Sasaki | 89.00 |
| #3. | Herman R. Howell | 86.75 |
| #4. | Wenston C. Cunningham | 82.38 |
| #5. | John K. Joe | 81.98 |
| #6. | Edward E. Fishcer | 81.88 |
| 7. | Simplicio R. Tagupa | 79.50 |
| 8. | Fletcher M. Wong | 79.38 |
| 9. | David J. Bacher | 78.38 |
| 10. | Robert P. Dunzweiler | 76.73 |
| 11. | Phillip M. Abid | 72.15 |

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

IDENTIFICATION TECHNICIAN I
EXAMINATION NO. 831:
Eligible Register

Personal Interview ratings in
Identification Technician I

Examination No. 831, held August 11, 1964 (written test not included as a part of the examination), were reviewed.

Qualifications Appraisal Board consisted of Bruce Guthrie, Headquarters Superintendent; Norman Readdy, Identification Technician III; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective August 12, 1964:

IDENTIFICATION TECHNICIAN I EXAMINATION NO. 831

| | | |
|----|------------------|--------|
| 1. | Donald G. Wymore | 90.00% |
| 2. | Delbert Lynn | 80.00 |
| 3. | Leon H. Taylor | 71.66 |

CIVIL ENGINEER I EXAMINATION NO. 833:
Eligible Register

Personal Interview ratings in
Civil Engineer I Examination

No. 833, held September 24, 1964, (written test not included as a part of the examination), were reviewed.

CIVIL ENGINEER II EXAMINATION NO. 834 (CONT'D)

| | | |
|-----|---------------------|--------|
| #7. | Robert Grotheer | 81.50% |
| #8. | Richard E. Ranson | 81.50 |
| #9. | Clarence H. Praught | 80.00 |
| 10. | Wilfred S. Yee | 75.00 |

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

UTILITIES SERVICEMAN II
EXAMINATION NO. 829:
(Promotional)
Eligible Register

Written test scores and Personal

Interview ratings in Utilities

Serviceman II Examination No. 829,

written test for which was held August 18, 1964, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 65 of a possible 100 items (approved by the Civil Service Board) qualifying 10 of 23 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Harry Behrens, Supervising Sanitary Engineer; Bill Street, Civil Service Board member; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective September 3, 1964:

UTILITIES SERVICEMAN II EXAMINATION NO. 829

| | | |
|-----|---------------------|--------|
| 1. | Paul E. Lawrence | 83.76% |
| 2. | Thomas A. Reshke | 81.73 |
| 3. | Joseph G. Fernandez | 80.40 |
| 4. | Lawrence Santos-Coy | 80.10 |
| 5. | DeWitt Lyman | 79.16 |
| 6. | Alfred H. Anderson | 78.00 |
| 7. | Richard Shanrock | 76.74 |
| 8. | Jesus A. Guerrero | 76.19 |
| 9. | Lynn P. Larsen | 73.60 |
| 10. | George E. Koller | 73.28 |

CLERK III EXAMINATION NO. 836:
Minimum Qualifying Score

Upon recommendation of the Secretary, it was the order of the

Board that the minimum qualifying score in the written test be established at 102 of a possible 160 items, qualifying 7 of 29 candidates appearing for the written test.

| <u>NAME</u> | <u>SALARY</u> | <u>DAYS SICK LEAVE</u> | <u>VACATION AFTER 1/1/65</u> | <u>APPT.^{1/} DATE</u> | <u>ANNIVERSARY DATE FOR SALARY INCREASE</u> |
|--|---------------|----------------------------|--------------------------------------|------------------------------------|---|
| Smith, Maschek Ref. Coll. (TD) | 525 | 25 | 3 wks. | 6/1/51 | At Maximum |
| Bryant, Lincoln Refuse Collector | 480 | 25 | 4 wks. | 3/2/48 | At Maximum |
| Cunningham, Doward Refuse Collector | 480 | 2-1/2 | 3 wks. | 11/13/52 | At Maximum |
| Ray, Ike Refuse Collector | 480 | 0 | 7-1/2 days ^{2/} | 10/1/62 | At Maximum |
| Smith, Ollis Refuse Collector | 480 | 0 | - <u>3/</u> | 1/13/58 | At Maximum |
| Compton, Terry L. Utilities Svmm. I | 460 | 2 | 9 1/2 days | 1/20/64 | 8/1/65 |
| Page, Gwyn B. Clerk II | 525 | 18 | 3 wks. | 10/6/52 | At Maximum |
| Rogers, Geraldine Clerk II | 525 | 22 1/2 | 3 wks. | 10/21/52 | At Maximum |

1/ Date to be used for seniority, layoff, eligibility for additional vacation allowance, and longevity pay.

2/ Was off without pay for 3 months in 1964, hence reducing amount of vacation allowance in 1965.

3/ Has been off without pay since April 30, 1964, and is still off.

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

AYES: Members J. Alexander, Genshlea, and Street.

NOES: None.

APPEAL TO CITY COUNCIL:
Frank J. Crowley

Communication from R. H. Boggs,
City Clerk, dated September 3,

1964, regarding a complaint from Frank J. Crowley, former employee in the Waste Removal Department, addressed to the City Council and advising that the complaint was being referred to the Civil Service Board, was read.

VACATION ALLOWANCE ACCUMULATION:
Margaret Dinsmoor

Communication from Dorothy Drake,
City Librarian, dated September 23,

1964, requesting permission for vacation accumulation beyond the maximum permitted under Civil Service rules, because of Mrs. Dinsmoor's assignment as Acting County Librarian, making it impossible for her to use her 1963 accumulation prior to January 1, 1965, was considered.

Motion was made by Mr. Genshlea that Mrs. Dinsmoor be permitted to carry over such 1963 vacation allowance into 1965 as may be necessary because of this special assignment. Motion seconded by Mr. Alexander and carried by the following vote:

AYES: Members J. Alexander, Genshlea, and Street.

NONES: None.

SUPERVISING PLANT OPERATOR
EXAMINATION:

Communication from Ray Jones,
Water Division Superintendent,

dated September 21, 1964, requesting a new examination for Supervising Plant Operator to be limited on a promotional basis to employees in the classification of Plant Operator III at the Sewage Treatment Plant, was considered.

Secretary advised that present incumbent Mr. Harry Voss, failed to complete his probationary period as a Supervising Plant Operator, and only two names remain on the present eligible register, neither of which has had any experience at the Sewage Treatment Plant.

It was the order of the Board that a new Supervising Plant Operator Examination be scheduled on a promotional basis as requested, but with the understanding that present Eligible Register No. 723 be maintained in effect to fill any future vacancies in the class at the Water Treatment Plants.

ENTRANCE SALARY STEP B (CONT'D)

by Mr. Genshlea and carried by the following vote:

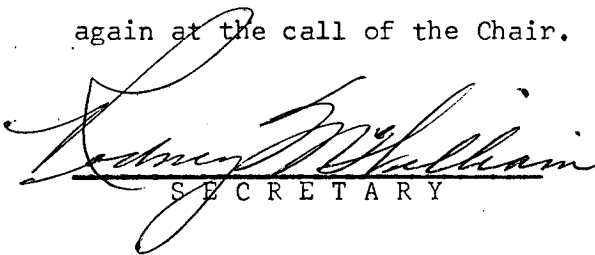
AYES: Members J. Alexander, Genshlea, and Street.

NOES: None.

PATROLMAN EXAMINATION NO. 837:

Secretary advised that as a result of waiving the residence requirement, extensive recruitment through classified ads, radio and television spot announcements and a "flyer" placed in 55,000 city water bills, 515 applications were accepted with the written test scheduled for October 3, 1964.

There being no further business, the meeting adjourned at 4:00 p.m. to meet again at the call of the Chair.


S E C R E T A R Y

P R E S I D E N T

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING OCTOBER 14, 1964

The Civil Service Board met in regular session in the Planning Office Conference Room.

PRESENT: Members J. Alexander, Erickson, and Street.

ABSENT: Members C. Alexander and Genshlea.

Minutes of the last regular meeting held October 8, 1964, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have been scheduled:

REQUEST - LEAVE OF ABSENCE EXTENSION:
Alfred Maxwell

Communication from Alfred Maxwell,
Laborer in the Parks Department,

dated September 21, 1964, requesting an extension of leave of absence for 90 days until December 31, 1964, because of illness, was considered.

Motion was made by Mr. Erickson that the request be approved. Motion seconded by Mr. Alexander and carried by the following vote:

AYES: Members J. Alexander, Erickson, and Street.

NOES: None.

PATROLMAN EXAMINATION NO. 837:
Joe S. Enloe

Communication from Joe S. Enloe,
dated October 14, 1964, requesting

permission to complete the examination for Patrolman given on October 3, 1964, was considered.

Mr. Enloe stated that after having qualified in the written test he was unable to compete in the other parts of the examination held the same day because of other necessary commitments.

It was the order of the Board that Mr. Enloe be permitted to complete the examination for Patrolman, as requested.

REQUEST FOR REINSTATEMENT:
Rayburn C. Payne

Mr. Rayburn C. Payne, former
Patrolman in the Police Department

and his attorney Mr. L. Archie Harris, appeared before the Board to request reconsideration of the Board's decision on July 16, 1964, to deny Mr. Payne's request for reinstatement privileges.

Letters from Sergeants Lloyd Houghton, William McKenzie, and Edward Martin Jr., were submitted to the Board attesting to Mr. Payne's personal characteristics and ability as a police officer.

REQUEST FOR REINSTATEMENT (CONT'D)

Mr. Harris also outlined further reasons why he felt that the Board should give favorable consideration to Mr. Payne's request for reinstatement. Mr. Payne and Mr. Harris were questioned by the Board members and then excused.

Motion was made by Mr. Erickson that a decision on this appeal be held over pending further investigation and study. Motion was seconded by Mr. Alexander and carried by the following vote:

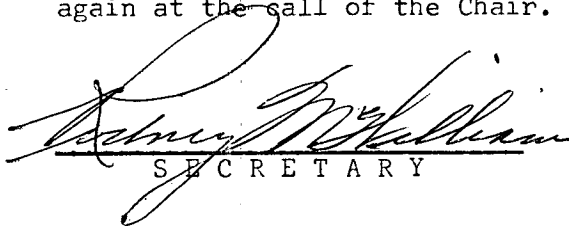
AYES: Members J. Alexander, Erickson, and Street.

NOES: None.

CERTIFICATION FROM DIFFERENT LIST:

Upon recommendation of the Secretary, approval was granted to certify from Plant Utilityman Eligible Register #826 to fill vacancy as Watchman in accordance with Section 11.6 of the Civil Service Board rules and regulations.

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


S E C R E T A R Y

P R E S I D E N T

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING OCTOBER 28, 1964

The Civil Service Board met in regular session in the Planning Office Conference Room.

PRESENT: Members J. Alexander, Erickson, and Street.

ABSENT: Members C. Alexander and Genshlea.

Minutes of the last regular meeting held October 14, 1964, were read and approved.

10-28-64

REQUEST FOR REINSTATEMENT:
Rayburn C. Payne

Secretary advised that Sergeant William McKenzie and Superintendent of Traffic, Patrick Bennett, were requested to appear at this meeting in connection with the request made by Rayburn C. Payne, for reinstatement as a Patrolman, since Mr. McKenzie and Mr. Bennett were Mr. Payne's supervising officers in the Police Traffic Division.

Mr. McKenzie and Mr. Bennett were questioned at length regarding Mr. Payne's record of service as a Patrolman in the Traffic Division, and then excused.

Motion was made by Mr. Alexander that Mr. Payne's request for reinstatement privileges as a Patrolman be approved subject to conditions as outlined in Section 15.7 of the Rules and Regulations. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members J. Alexander, Erickson, and Street.

NOES: None.

PATROLMAN EXAMINATION NO. 837:
Charles J. Sickels

Communication from Charles J. Sickels, dated October 27, 1964, requesting permission to complete the examination for Patrolman given on October 3, 1964, was considered.

Mr. Sickels stated that after having qualified in the written test, he did not complete the balance of the examination because he felt he could not meet the vision requirements, but that a recent check by an ophthalmologist indicated that his vision met the required standards.

It was the order of the Board that Mr. Sickels be permitted to complete the examination for Patrolman as requested.