

1-2-63

There being no further business, the board 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      JANUARY 16, 1963

The Civil Service Board met in regular session at 817 - 10th Street at 2:00 p.m.

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

ABSENT: Member C. Alexander.

Minutes of the last regular meeting held January 2, 1963, were read and approved.

NEW EXAMINATIONS SCHEDULED:

been scheduled:

#752	Key Punch Operator
#753	Typist-Clerk I
#754	Library Clerk II (promotional)
#755	General Utility Worker

Secretary advised that the following examinations have

PATROLMAN EXAMINATION NO. 739  
 Eligible Register

Written test scores, Physical  
 Agility test scores and Personal

Interview ratings in Patrolman Examination #739, written test for which was held November 3, 1962, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 60 of a possible 100 items, qualifying 24 of 81 candidates appearing for the written test.

1-16-63

PATROLMAN EXAMINATION # 739 (CONT'D)

Qualifications Appraisal Board consisted of Bruce Guthrie, Police Headquarters Superintendent; A. J. Soulies, Police Sergeant; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective January 3, 1963:

PATROLMAN EXAMINATION NO. 739

#1.	Joseph E. Snyder	91.24%
#2.	Paul J. Salazar	89.48
3.	Eugene Buckley	89.33
4.	Francisco B. Silva Jr.	88.99
#5.	Kenneth L. Hatke	86.77
#6.	Robert L. Evans	85.54
7.	James A. Tedesco	84.49
8.	Robert Starnes	83.26
9.	Steven L. Hoig	82.65
10.	Kenneth F. Anater	82.11
11.	James D. Lloy	80.47
12.	Alfonso M. Marquez	78.79
13.	Steve C. Hewitt	78.68
14.	Alan Grundel	76.08
15.	John A. Dahl	76.07
16.	Thomas W. Hannah	75.20
17.	Harry D. Henricksen	74.66

(# Indicates applicant received 10 points Veteran's Credit.)

PLANT OPERATOR II EXAMINATION #748

## Eligible Register

Written test scores and Personal

Interview ratings in Plant Opera-

tor II Examination #748, written test for which was held December 18, 1962, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 111 of a possible 159 items, qualifying 12 of 63 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Bill Street, Civil Service Board member; Phil Macdonald, Personnel Technician; and William S. Hyde, Supervising Civil Engineer in the Water Department.

The following eligible register was made effective January 10, 1963:

1-16-63

PLANT OPERATOR II EXAMINATION NO. 748

(Promotional)

1.	Kenneth Haworth	77.11%
2.	Ralph Huckaby	75.88

(Open)

1.	Robert Dennis	85.84%
#2.	Arthur Gilchrist	85.42
#3.	Allyn Sing	84.48
#4.	David DeLaCruz	82.91
#5.	Paul Callander	82.29
6.	Frank Baumgartel	79.90
7.	Orrin Spross	78.86
8.	Frank Buress	78.54
9.	George Dunphy	78.34
10.	George Morrison	70.94

(# Indicates applicant received 10 points Veteran's Credit.)

REVISION OF CLASS SPECIFICATIONS:

Nurse  
Supervising Nurse

Secretary advised that the date of January 16, 1963, had been set for a hearing on adoption on

revised specifications for classes of Nurse and Supervising Nurse.

There being no objection, motion was made by Mr. Street that the revised specifications, copies of which are made a part of these minutes, be adopted.

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

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

NOES: None.

EXTENSION OF EXPIRATION DATES OF ELIGIBLE REGISTERS

Upon recommendation of the Secretary, it was the order of the Board that the following eligible registers be extended for one year to the dates indicated:

1-16-63

EXTENSION OF EXPIRATION DATES OF  
ELIGIBLE REGISTERS (CONT'D)

#651	Plumber	December 6, 1963
#652	Draftsman I	December 6, 1963
#653	Draftsman II	December 6, 1963
#656	Storekeeper	December 19, 1963
#658	Painter	January 26, 1964

ENTRANCE SALARY FOR PROBATIONARY  
APPOINTMENT INVOLVING DEMOTION:

It was the order of the Board

that the entrance salary for an exempt employee eligible for probationary appointment, presently earning a salary rate higher than the maximum rate of the class in which eligible for probationary appointment, is to be the step in the class which he would be receiving had his original appointment been in this class instead of the exempt class, in accordance with authority of the Board under Section 2.101 of the city code.

POUNDMAN ELIGIBLE REGISTER #634:

Recommendation was made by the Secretary that this eligible

register which was extended for one year to July 1963 be abolished in order that a new examination could be held immediately to fill a vacant position. Secretary further advised that present eligibles on this list are not acceptable to the appointing authority because of age and further stated that the new examination should have an age limitation of 45 years at time of appointment.

After discussion, as to the physical requirements involved for the position of Poundman, motion was made by Mr. Genshlea that the eligible list be abolished.

Motion seconded by Mr. Erickson with the following vote:

AYES: Members Joe Genshlea and F. Erickson.

NOES: Members Bill Street and J. Alexander.

Motion was thereupon declared lost by the board chairman, Mr. James Alexander.

NEW APPROACH TO ANNUAL SALARY SURVEY

Secretary advised that the date of  
January 16, 1963, had been set by the

Board for final action on the proposal submitted by the Personnel Officer to  
change procedures for preparation of the annual salary survey.

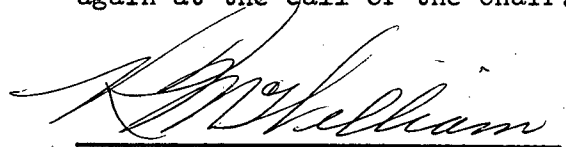
John Steely and Carl Fisher, representing Sacramento Firefighters Union  
Local #522, spoke in favor of the proposal and urged its adoption for the 1963  
survey.

Discussion followed as to the weightings which should be applied to the  
two index figures, and it was the recommendation of the Secretary that the local  
index figure should be weighted 67.3 and the state-wide police and fire index  
weighted 33.3, in order that the major emphasis would be placed on the movement  
of local salary rates. Representatives of the Firefighters Union disagreed, and  
stated that each index figure should be weighted equally.

Motion was made by Mr. Erickson that the Personnel Director be directed to  
proceed with the 1963 salary survey in the manner set out in his proposal, but  
that a decision on weighting of the two index figures be made after the Board has  
an opportunity to view the effect of various weightings on the index figures that  
are to be submitted immediately after May 1, 1963. Motion was seconded by Mr.  
Street and carried by the following vote:

- AYES: Genshlea, Street, J. Alexander, Erickson.
- NOES: None.

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

  
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 SECRETARY

  
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 PRESIDENT

Nature of Work:

This is nursing work in the care of patients at the Emergency Aid Station. The work involves general nursing activities without responsibility for supervision of the work of other employees, except when substituting for a nurse regularly charged with supervisory responsibility. The work is performed in accordance with detailed prescribed rules and regulations and professional practices, and work involves regular assignments at the Emergency Station, where the specifics of particular nursing tasks can be learned on the job, if an employee has some general experience in nursing.

Illustrative Examples Of Work:

Prepares and applies dressings, gives medication and nursing treatment as prescribed by physicians.

Cares for emergency patients, lifts and moves patients, cares for personal effects.

Takes temperature, pulse and respiration.

Cares for instruments, including cleansing, sterilization and replacement; lays out or passes required clinical instruments and supplies.

Treats injuries; cleanses and dresses wounds; assists in suturing and applying dressings, splints or other medication.

Answers telephone calls relating to emergency cases and arranges for hospitalization.

Assembles, counts, and sends out laundry.

Prepares and maintains routine records and clinical reports.

Performs related work as required.

Knowledges, Abilities and Skills:

Knowledge of nursing theory and practice, with ability to apply nursing techniques as related to medical and surgical cases and cases of sickness.

Knowledge of medical terminology and equipment, and skill in performing nursing work.

Ability to follow oral and written instructions in exact detail and to administer therapeutic prescriptions.

Ability to keep records and charts and to make reports and observations.

Ability to maintain a sympathetic attitude toward patients.

Necessary Special Qualification:

Possession of a certificate to practice nursing in the State of California