

AMENDMENT OF RULES AND REGULATIONS (Cont'd)
Section 15.7

5-3-61

Motion was seconded by James Alexander. Mr. Kenneth Wright, Executive Secretary of the Sacramento City Employees Association, spoke in opposition to the motion and recommended that revision #1 as presented at the meeting held April 19, 1961, be adopted in its place.

After general discussion the motion was adopted by the following vote:

AYES: Grebitus, J. Alexander, Street.

NOES: Genshlea, and C. Alexander.

APPLICATION OF PROBATIONARY PERIOD
Warren Denham
Airport Attendant

Communication from Don Smith, Airport Manager, dated April 24, 1961, requesting that Warren Denham, appointed as Airport

Attendant from the reinstatement list, be required to serve a six-month probationary period in accordance with Section 15.7 of the Rules and Regulations.

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

AYES: Grebitus, Genshlea, C. Alexander, J. Alexander, Street.

NOES: None

REQUEST - SALARY ADJUSTMENTS
Utilities Serviceman Helper
Utilities Serviceman
Water & Sewer Foreman I & II

Request for salary adjustments for employees in the classes of Utilities Serviceman Helper, Utilities Serviceman,

Water & Sewer Foreman I & II, filed by Neyhart & Grodin, Attorneys, representing Plumbers and Steamfitters Union, Local #447, to be given further consideration at meetings of the Board scheduled for purpose of salary hearings.


REQUEST - SALARY ADJUSTMENTS
Firefighter
Fire Engineer
Fire Captain

Supplemental request for salary increases and adjustments for employees in classes of Firefighter, Fire Engineer, and Fire

the salary survey report and for hearing salary adjustment request by employees and employee organization.

- Monday, May 15, 2:00 P.M. Presentation of salary survey report by Personnel Officer.
- Tuesday, May 16, 9:00 A.M. Joint Meeting with City Council Civil Service Committee and City Manager.
- Thursday, May 18, 8:00 P.M. Special Meeting of Board to hear salary adjustment requests.
- Wednesday, May 24, 2:00 P.M. Special Meeting of Board to hear salary adjustment requests.

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
 SPECIAL MEETING MAY 15, 1961

The Civil Service Board met in Special Session at 817 - 10th Street at 2:00 P.M.

PRESENT: Members Grebitus, Genshlea, C. Alexander, J. Alexander, Street.

ABSENT: None

The salary survey containing information relating to current city salary levels compared with salary levels in other cities, governmental agencies and private agencies; information on salary "trends" in such agencies and in private industry; and other factors to be considered in any decision of the Board

SPECIAL MEETING (Cont'd)


5-15-61

relating to recommendations for salary increases or for the maintenance of current salary levels, was presented to the Civil Service Board and explained in detail by the Personnel Officer.

Copies of the survey data were presented to representatives of the Sacramento Firefighters Union, the City Employees Association, and members of the press.

The survey data was taken under consideration by the Board and further meetings are to be held with the Civil Service Committee of the City Council as well as special meetings for the purpose of hearing salary requests by employees and/or employee representatives, before making any final recommendation on salary increases to the City Council.

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
 SPECIAL MEETING MAY 16, 1961

The Civil Service Board met in special session in the office of the City Manager in the City Hall at 9:00 A.M.

PRESENT: Members Grebitus, C. Alexander, J. Alexander, and Street.

ABSENT: Member Genshlea.

The Civil Service Board met in special session with Councilmen Richard Marriott and John Shelby, members of the City Council Civil Service Committee;

SPECIAL MEETING (Cont'd)

5-16-61

Bartley Cavanaugh, City Manager; and Milton Faig, Assistant City Manager, for the purpose of reviewing salary survey information prepared by the Personnel Officer, and to discuss salary matters generally.

The information contained in the salary survey prepared by the Personnel Officer was explained and discussed generally. It was the decision of the Board that another meeting with the Council Civil Service Committee should be scheduled upon completion of salary hearings by the Board, these hearings to be held May 18 and May 24, 1961.

There being no further business, the meeting adjourned at 11:00 A.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
 SPECIAL MEETING MAY 18, 1961

The Civil Service Board met in special session at 817 - 10th Street at 8:00 P.M.

PRESENT: Members Grebitus, C. Alexander, J. Genshlea, and Street.

ABSENT: Member J. Alexander.

The meeting was called to order by the Chairman, Ed Grebitus, who advised that this special meeting was being held for the purpose of hearing requests

SPECIAL MEETING (Cont'd)

5-18-61

of employees and employee groups for salary increases and adjustments, before making any final recommendation to the City Council.

John Steely appeared and spoke on behalf of the Sacramento Firefighters Local #522, reiterating the request of his organization for a one-step increase for the class of Firefighter and an additional one-step adjustment for the classes of Fire Engineer and Fire Captain. The results of the salary survey prepared by the Personnel Officer were also discussed and commented upon by Mr. Steely. Carl Fisher also spoke briefly on the request presented by the Firefighters. Also in attendance from the Firefighters' Union were Wm. J. Murphy, Estel L. Gray, Stanley Catlett, John O'Sullivan, and Mervin Strong.

Alvin Hollis, representing the Water and Sewer Workers' Association, appeared and made a request for a one-step general increase, and submitted salary data compiled by his organization showing salary levels for comparable classes in water and sewage treatment operations in other cities and governmental agencies. Mr. Hollis also requested that a special study be made of the salary level of his own position of Laboratory Assistant, which was referred to the Secretary.

William Payton, representing the Sacramento City Employees' Association, appeared and stated that because of other conflicting meetings on this date, the Employees' Association representatives would appear at the next salary hearing meeting scheduled for May 24, 1961, to present their requests in the area of salary adjustments and increases.

Secretary advised the Board that request had been received from William Francis of the Plumbers Union, representing employees in the classes of Utilities Serviceman Helper, Utilities Serviceman, Water and Sewer Foreman I & II

to present their salary adjustment requests on May 24, 1961.

There being no further business, the meeting adjourned at 8:30 P.M.


SECRETARY

P R E S I D E N T

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING May 24, 1961

The Civil Service Board met in regular session in the City Hall Council Chambers at 2:00 P.M.

PRESENT: Members Grebitus, C. Alexander, J. Alexander, and Street.

ABSENT: Member Genshlea.

The meeting was called to order by the Chairman, Ed Grebitus, who advised that further requests of employees and employee groups for salary increases and adjustments, would be heard.

Mr. William Francis, Business Representative of the Plumbers' Union, representing employees in the classes of Utilities Serviceman Helper, Utilities Serviceman, and Water and Sewer Foreman I and II, appeared before the Board to request salary adjustments for these classes, and introduced Mr. Joe Grodin, Attorney, who further explained and discussed the written brief filed with members of the Board, prepared by the firm of Neyhart & Grodin on behalf of the Plumbers' Union. The specific adjustment requests are below outlined:

REGULAR MEETING (Cont'd)

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Utilities Serviceman Helper: Maximum salary level of \$551 per month (equivalent to Building Construction Laborer Scale).

Utilities Serviceman: Maximum salary level of \$595 per month (equivalent to construction laborers rate for pipelayers).

Water & Sewer Foreman #1 Maximum salary level of \$667 per month (equivalent to construction laborer foreman).

Water & Sewer Foreman #2 Maximum salary level of \$761 per month (equivalent to journeyman plumber rate).

Mr. Grodin and Mr. Francis were advised by the Chairman that the adjustment requests would be taken under study and consideration by the Board, and were thereupon excused.

Mr. Ken Wright, Executive Secretary of the Sacramento City Employees' Association, appeared before the Board and outlined the details of the salary increase and adjustment requests made in his communication to the Civil Service Board dated May 10, 1961. Specifically requested was a one-step (approximately 5%) general increase for all employees; adjustment as recommended by the Personnel Officer to the Board; additional adjustments for the classes of Utilities Serviceman Helper, Utilities Serviceman, Water & Sewer Foreman I and II as requested by the Plumbers' Union; additional adjustments for the classes of Identification Technician II and Traffic Linesman. Specific objection was made by Mr. Wright that added fringe benefits provided city employees through the charter amendment, or the reduction in retirement system contributions, should be in any way considered as a substitute for salary increases or adjustments. Mr. Wright was advised by the Chairman that the requests of the Employees' Association would be taken under study and given consideration, and that he would be notified of

the next meeting of the Board when a decision on salary recommendations to the City Council would be made.

Mr. Francis McMahon appeared before the Board on behalf of four employees in the classes of Street Maintenance Foreman I and II and presented a letter signed by George Baker, Salvatore Vilaro, Eugene Williamson, and himself which outlined the compensation problem of the foremen, who are paid on a monthly salary basis, and who on July 1st will be receiving less in salary than many of the men under their supervision unless a salary adjustment is granted for the classes of Street Maintenance Foreman I and II. Secretary advised that this problem had been brought to the attention of the Board in the salary survey.

REQUEST - REINSTATEMENT

Ronald P. Cary
Patrolman

Communication from Ronald P. Cary, dated
May 18, 1961, requesting reinstatement as
a Patrolman in the Police Department,

having resigned from city service as a Patrolman on June 30, 1960, because of personal and financial problems was read and considered. Secretary advised that Mr. Cary had received a probationary appointment as Patrolman on February 16, 1953.

Communication from James V. Hicks, Chief of the Police Department, dated May 19, 1961, advising that Mr. Cary's services as a Patrolman were wholly satisfactory and recommending him highly for reinstatement, was read and ordered filed.

Communication from Clarence Azevedo, former Mayor of the City of Sacramento, dated May 20, 1961, with reference to Mr. Cary's request for reinstatement, was read and ordered filed.

REQUEST - REINSTATEMENT (Cont'd)

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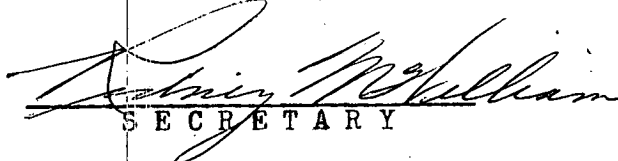
Ronald P. Cary
Patrolman

After determining that Mr. Cary's request for reinstatement met all the conditions as laid down on March 1, 1961, motion was made by Mr. Clarence Alexander that the request be approved, but that upon re-appointment, Mr. Cary would be required to meet the conditions with reference to sick leave credits, salary level, and probationary period as set out in 15.7 (a), (b), (c), and (d) of the rules and regulations. Motion was seconded by Mr. Street, and carried by the following vote:

AYES: Grebitus, C. Alexander, J. Alexander, and Street.

NOES: None.

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 JUNE 7, 1961

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

PRESENT: Members Grebitus, Genshlea, C. Alexander, J. Alexander, Street.

ABSENT: None.

The meeting was called to order by the Chairman, Ed Grebitus. Minutes

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of the meetings held May 3, May 15, May 16, May 18, and May 24, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have been scheduled:

- #674 Automotive Serviceman I
- #675 Electrical Inspector
- #676 Engineering Aide
- #677 Street Maintenance Foreman I (Promotional)
- #678 Motor Sweeper Operator (Promotional)
- #679 Utilities Serviceman Helper
- #680 Machinist
- #681 Plumbing Inspector

PATROLMAN EXAMINATION NO. 661
Eligible Register

Written test, physical agility, and personal interview scores in the

Patrolman Examination No. 661 held April 28, 1961, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 65 of a possible 100 items and that two Qualifications Appraisal Boards conducted personal interviews, consisting of (1) A. J. Soulies, Police Sergeant; Allen Gammage, Sacramento State College professor and Rodney McWilliam, Personnel Officer; (2) Bruce Guthrie, Police Captain; Earl Wilson, Personnel Technician; and Aubrey D. Majors, California State Highway Patrolman.

The following eligible register was made effective May 26, 1961:

PATROLMAN ELIGIBLE REGISTER NO. 661

#1.	James D. Miller	94.11%
#2.	Lee E. DeBord	92.38
#3.	Gerald Engelking	90.27
#4.	Glynn G. Allen	89.47
#5.	Elbert V. Johnson	88.89
6.	Michael J. O'Toole	88.81
7.	Michael J. O'Kane	88.41
#8.	Donald E. Willis	87.69
#9.	Dwight K. Harvill	86.00
#10.	Thomas C. Kronlund	85.96

16.	Lawrence Chee	81.10
17.	Orval Bruton	77.27
18.	James L. McCormack Jr.	73.90
19.	James D. Wiley	72.84
20.	William F. Tobia	70.60
21.	Victor F. Scotti	70.60

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

TABULATING MACHINE SUPERVISOR
EXAMINATION NO. 669
Eligible Register

Written test scores of Tabulating Machine Supervisor Examination No. 669, held May 16, 1961, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 91 of a possible 130 items and that personal interviews were eliminated since only one candidate qualified in the written test.

The following eligible register was made effective May 22, 1961:

TABULATING MACHINE SUPERVISOR
Eligible Register No. 669

- #1. Richard H. Bethenod 88.46%

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

CASHIER EXAMINATION NO. 671
Eligible Register

Written test scores of Cashier Examination No. 671 held May 4, 1961, were

reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 71 of a possible 110 items and that Qualifications Appraisal Board consisted of Clarence Alexander, Civil Service Board member; Robert Quinlan, Chief Cashier; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective May 18, 1961:

CASHIER EXAMINATION NO. 671 (Cont'd)
Eligible Register

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CASHIER ELIGIBLE REGISTER NO. 671

1.	Anna J. Mauck	90.71%
2.	Lorraine M. Long	86.77
3.	Ida M. Richards	84.61
4.	Concha Steel	83.01
5.	Rose Ella Lee	81.90
6.	Dorothy M. Gienger	80.78
7.	Dorothy A. Novak	80.18
8.	Uhunah B. Bishop	75.07
9.	Adela O. Schulz	72.31

FOREMAN I EXAMINATION NO. 670 - (Promotional)
Eligible Register

Written test scores of

Foreman I Examination No. 670

(Promotional) held April 25, 1961, were reviewed.

Secretary advised that minimum qualifying score in the written test was set at 91 of a possible 130 items (actual 70%) and that Qualifications Appraisal Board consisted of Earl Simons, Safety & Training Officer, Carl Jennings, Assistant City Engineer; and George Midwinter, State Buildings and Grounds Superintendent.

The following eligible register was made effective May 8, 1961:

FOREMAN I ELIGIBLE REGISTER NO. 670

1.	Halley Christopher	85.57%
2.	Dan Kness	85.26
3.	John Funk	82.73
4.	Arthur Kessler	81.22
5.	James Hilts	79.54
6.	Fred Christophel	78.77
7.	Joseph Santos	77.93
8.	Fred Froming	75.44
9.	Harley Keener	75.42
10.	Andrew Kern	75.28
11.	Buck Juelch	75.10
12.	Joseph Fernandez	73.64
13.	Joe Anderson	73.44
14.	James Jackson	73.27
15.	Thomas VanderWerf	72.89
16.	Wilton Vaughn	72.48
17.	James Bosley	72.37
18.	Terrance Murphy	72.16
19.	Ronald Hermann	71.11

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WAIVER OF RESIDENCE REQUIREMENT

Because of recruiting difficulties
it was the recommendation of the

Personnel Officer that the residence requirement be waived for the following
scheduled examinations; to permit recruitment from outside the city:

- #675 Electrical Inspector
- #681 Plumbing Inspector

Motion made by Mr. Street that the recommendation be approved. Motion
seconded by Clarence Alexander and carried by the following vote:

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

NOES: None.

CHANGE OF PREVAILING HOURLY RATES:
Plumbers Union

In accordance with rates outlined under
union contract between Plumbers Union

Local #447 and the Associated Plumbing and Mechanical contractors of Sacramento,
motion was made by James Alexander that hourly rates for the following classes
be adopted to conform with rates paid under this contract to become effective
July 1, 1961:

<u>Class</u>	<u>Hourly Rate</u>
Plumber	\$4.60 hr.
Plumber Foreman	\$5.06 hr.

SALARY ORDINANCE INTERPRETATION

Upon recommendation of the Personnel
Officer, it was the order of the Board

that provisions of the salary ordinance be interpreted to provide a one-step
increase for a Laborer, appointed as a temporary Truck Driver during pro-
bationary period as Laborer, upon completion of six months of service from
date of probationary appointment, while still employed in temporary capacity
as Truck Driver.

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OPINION OF CITY ATTORNEY
Clarification of Civil
Service Status -
 John Pieretti

In response to a request of the
 Civil Service Board for an opinion
 from the City Attorney in the matter

relating to the civil service status of John Pieretti, Waste Removal Superintendent, a written opinion from the City Attorney dated May 3, 1961, was read and considered. This opinion stated in part as follows:

"At the time this charter amendment was approved by the electors and went into effect, Mr. Pieretti was performing the duties of Waste Removal Division Superintendent. Prior to that time, he acted in capacity of foreman in the Waste Removal Division of the City, which was an exempt position.

His Civil Service status, however, is that of a driver. He has not performed the duties of foreman or driver for some little time. The next Civil Service status position below that of Superintendent is foreman, and he is asking that the Board give him his Civil Service status of foreman, the highest position in classified service below the position of Superintendent in the Waste Removal Division.

It seems to me that one who has performed the services of foreman for a good number of years and demonstrated his ability to perform the duties of the Superintendent of the Waste Removal Division recognized by the appointing power, is rightfully entitled to have his request approved.

This seems proper to me, in view of the new charter provisions concerning blanketing-in into classified service, which I have cited above. Further, the Board is given the powers to carry out this provision by rules and regulations. Therefore, in my opinion, it is within the lawful power of the Board to classify Mr. Pieretti to a position which was exempt at the time of his appointment to his present position."

After discussion, it was the order of the Board that the matter be laid over to a subsequent meeting for action and the Secretary was instructed to determine whether other employees might be affected by such action if the request of Mr. Pieretti for permanent status in a class formerly consisted "exempt" should be approved.

REQUEST FOR ESTABLISHMENT
OF NEW CLASSES
Sacramento City Employees'
Association

Request of Sacramento City Employees'
 Association, dated May 10, 1961, for
 the creation of new classes of Police

REQUEST FOR ESTABLISHMENT
OF NEW CLASSES (Cont'd)
Sacramento City Employees'
Association

6-7-61

Detective and Police Lieutenant, to be filled through promotional examination, was considered. Mr. Kenneth Wright, representing the Employees' Association appeared before the Board to outline reasons for the request to add these two new classes to the Classification Plan, and the matter was discussed at length.

The Personnel Officer advised that the feasibility of creating additional promotional classes in the Police and Fire Departments is presently under consideration by the Council Civil Service Committee and suggested that this request by the Employees' Association should be discussed with the Council Committee at a joint meeting.

Further advised that positions are classified as they are found to exist in the organizational structure of any department and that the feasibility of creating a new class of Police Lieutenant would be dependent upon organizational changes in the Police Department, if it was intended that a class of Police Lieutenant should be in addition to all of the classes presently existing.

Motion was made by Mr. Street that the request of the Employees' Association to establish these two new civil service classes be taken under consideration.

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

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

NOES: None.

REQUEST - SHIFT DIFFERENTIAL PAY

Request of Sacramento City Employees'
Association, dated May 10, 1961, for

consideration of shift differential pay of \$1.50 per day for work other than during 8:00 A.M. to 5:00 P.M., was considered.

REQUEST - SHIFT DIFFERENTIAL PAY (Cont'd)

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Secretary advised that this subject was currently under consideration by the Council Civil Service Committee and was probably a matter on which action should be taken by the City Council rather than by the Civil Service Board since an amendment of the salary ordinance would be necessary in order to establish any shift differential pay.

It was the order of the Board that this request should be referred to the Council Civil Service Committee for consideration.

DISCUSSION OF SALARY INCREASE
AND ADJUSTMENT REQUEST

It was the consensus of the Board that the following procedure should be fol-

lowed with reference to preparation and submission of salary increases and adjustment recommendations to the City Council:

"Procedure to be followed by the Board with reference to preparation and presentation of salary increase and adjustment recommendations to City Council: (1) general discussion of adjustment requests and recommendations of Personnel Officer, with board members indicating classes which they consider to warrant adjustments; (2) joint meeting with Council Civil Service Committee for further discussion of salary matters; (3) specific recommendations to be adopted by the Board at a regular or special meeting to be held after the joint meeting with Council committee.

Various adjustment recommendations were outlined by the Board members, to be taken under consideration for final action by the Board at a later date. Secretary instructed to arrange for a joint meeting with the Council Civil Service Committee, and to furnish Board members with a complete listing of the classes now under consideration for adjustment recommendations."

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


SECRETARY

PRESIDENT