

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING

February 14, 1956

The Civil Service Board met in regular session at 7:30 P.M.

PRESENT: Commissioners Deise and Finks

ABSENT : Commissioner Wright

Minutes of the previous meeting were approved as read.

PARKING LOT ATTENDANT EX. #430

Written test scores of the Park-
ing Lot Attendant Examination
No. 430 held January 31, 1956,

were reviewed.

It was the order of the Board that the qualifying score be set at 400 out of a possible total of 600 and that Personal Interviews be eliminated from the examination.

The scores were identified and the following eligible register established to become effective upon the expiration of the ten day period for filing protests:

PARKING LOT ATTENDANT ELIGIBLE REGISTER NO. 430

#1.	Alleen S. Donahue	98.94%
#2.	Charles E. Haskell	96.18
#3.	C. Stanley Doyle	95.99
#4.	Robert H. Rolufs	94.76
#5.	George H. Phillips	90.65
6.	Wayne L. Wade	89.46
7.	Oliver M. Logan	86.11
#8.	Douglas C. Van Maren	84.48
#9.	Willie M. Tompkins	84.41
#10.	Anthony B. Rose	81.20
11.	George J. Aroujo	80.78
#12.	Stanley W. Wolfe	80.60
13.	Rene A. Mutti	75.55
14.	Carl E. Rigglesworth	73.45
15.	Herbert N. Leak	71.95

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

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GARBAGEMAN EX. #431
Rejections of Applicants

It was the order of the Board that the following applicants for Garbage-man Examination No. 431 be rejected

for the reasons shown:

Adams, Theodore	-	Unsatisfactory City employment record
Alexander, Richard	-	" " " "
Brown, Clyde	-	" " " "
Clark, Powell Jr.	-	Police Record
Coleman, Joseph O.	-	Residence requirement
Dunlap, Fred L.	-	Police Record
Harrison, Arthur	-	Unsatisfactory employment record
Scott, Edmond	-	Physical condition
Turner, John C.	-	Police Record
Washington, James A.	-	Police Record

TREE TRIMMER EX. #432
Announcement Notice

Upon recommendation of the Secretary, Announcement Notice for Tree Trimmer Examination was

approved, the present eligible register containing only one name, the final date for accepting applications having been set at February 10, 1956.

CITY EMPLOYEES' ASSN.
Wage increase request

Resolution adopted by the Executive Board of the Sacramento City Employees' Association requesting

a general wage increase for the employees of the City of Sacramento, was read and ordered filed.

LOCAL NO. 522 INTERNATIONAL
FIRE FIGHTERS ASSOCIATION
Request for wage increases
and salary adjustments

Request from the Fire Fighters Union for salary increases and adjustments for various classes

in the Fire Department along with comparative data on salaries paid in other jurisdictions, was considered.

The request for an oral hearing before the Board to discuss the request was granted and date of March 13, 1956 was set for this hearing, to be held at 7:30 P.M. in the Civil Service Office.

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SALARY SURVEY

Preliminary data was submitted by the Secretary relative to wage trends in other local jurisdictions and private industry and increases for prevailing union rates since July 1, 1954 for those classes paid on a prevailing rate basis. A survey showing the present position of maximum salaries for Patrolman and Fireman in the City of Sacramento compared with other California cities and local agencies, was also submitted.

It was the order of the Board that the Secretary be instructed to make a comprehensive salary study and survey in order that recommendations on salaries may be made to the City Council at the earliest possible date.

WORK PERMITS

The following work permits, approved by department heads in conformity with Civil Service policy, were filed:

Martin, Edwin F.	Auto Serviceman	Stage Work
Allen, Manuel	Garbageman	Gardening
Haslam, Charles	Plant Operator II	Auto repairs

WORK PERMIT

Russell M. Baugh

Request made by Russell M. Baugh, Parking Lot Attendant to accept outside employment in excess of

8 hours per week because of hardship reasons, was considered.

This request having been approved by the Parking Lot Foreman and Traffic Engineer and caused by unforeseen financial difficulties, it was the order of the Board that the permit for ten hours per week be approved.

BARTENDERS UNION LOCAL #600
Letter of Protest

Communication from Kenneth J. Ryam, Secretary-Treasurer of the Bartenders Union, protesting against

the extra outside employment of Jack Otwell, Uniform Fireman as a bartender, was referred to the Board.

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The matter having been investigated by the Chief of the Fire Department and no evidence of violation of the City Charter provisions prohibiting Uniform Fireman of having other sources of income having been found, the matter was referred to Mr. Harry Finks for further investigation and report at the next meeting.

DEPARTMENTAL REPORTS
APPROVAL OF

After review and agreement, it was the order of the Board that the following Departmental Re-

ports be approved:

Temporary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Alexander, Elverma	Library Page (P.T.)	City Library
Clawson, Elmer	Recreation Leader	Recreation
Foster, Ronnie	Recreation Leader	Recreation
Grant, Patricia	Recreation Leader	Recreation
Hermansen, Walter	Recreation Leader	Recreation
Jensen, Franklin	Recreation Leader	Recreation
Lambert, Robert W.	Garbageman	Waste Removal
Myrick, Ted	School Crossing Guard	Police
Toney, Samuel E.	Garbageman (E.B.)	Waste Removal
Williams, Kathryn	Recreation Leader	Recreation
Zenor, David	Recreation Leader	Recreation

Probationary Appointments

Alves, J.	Laborer	Park
Haynie, Herman	Garbageman	Waste Removal
King, Robert	Garbageman	Waste Removal
Martin, Henry J.	Laborer	Park
Miller, Louis A.	Laborer	Park
Shepherd, Thomas H.	Automotive Serviceman II	Corporation Yard

Limited Term Appointments

Castle, Lucille	Junior Clerk	Assessor
Petralli, Evelyn	Junior Clerk	Collector

Reinstatement

Rose, Anthony	Janitor	Hall of Justice
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Leave of Absence

Hilts, James - Leave of Absence from 12/28/55 to 12/30/55 Serviceman Helper
Military Service

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There being no further business, the Board adjourned at 8:30 P.M. to meet again at the Call of the Chair.

James P. Sullivan
Secretary

APPROVED:

President

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING

MARCH 13, 1956

The Civil Service Board met in regular session at 7:30 P.M.

PRESENT: Commissioners Deise, Finks and Wright

ABSENT : None

Minutes of the previous meeting were approved as read.

NATHA MANNING
Request for Reinstatement

Communication from Natha Manning dated March 1, 1956, requesting reinstatement to her former position as Stenographer-Clerk in the Health Department, was read.

Communication from Dr. I. O. Church, City Health Officer, approving her request and stating that the department would like to reinstate her to her former position, was also read.

Motion made by Mr. Deise, seconded by Mr. Finks that the request for reinstatement be approved, with retention of all accumulated sick leave benefits and salary rights as of date of resignation. Motion was unanimously passed.

Motion made by Mr. Deise, seconded by Mr. Finks that the request for reinstatement be approved, with retention of all accumulated sick leave benefits and salary rights as of date of resignation. Motion was unanimously passed.

TREE TRIMMER EX. #432
Cancellation

The Secretary advised that there was an insufficient number of qualified candidates filing applications for Tree Trimmer Examination No. 432 and that after discussion with

applications for Tree Trimmer Examination No. 432 and that after discussion with

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Mr. Renfree, Director of Recreation and Parks, it was recommended that this examination be cancelled and be rescheduled in approximately three months, during which time Groundmen and Laborers in the Recreation and Park Department are to be trained in this work. Upon motion properly made and passed, the Secretary was instructed to notify the candidates of the cancellation.

EXAMINATIONS SCHEDULED

Announcement Notices for the following examinations were read and approved:

- No. 433 Automotive Serviceman II
- " 434 Traffic Checker
- " 435 Policewoman
- " 436 Stenographer-Clerk I
- " 437 Supervising Account Clerk

AUTOMOTIVE SERVICEMAN EX. #433

In order to facilitate establishment of an eligible register, the Secretary was authorized to establish qualifying scores on the written test, this test having been scheduled on March 15, 1956, and to eliminate Personal Interviews from the examination.

REJECTION OF APPLICANTS - AUTOMOTIVE SERVICEMAN EX. #433

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|----------------------|--------------------------------------|
| Albert, Cecil | - Lack of qualifying experience |
| Cannedy, Murray | - Application not properly filed |
| Giorgi, Dante | - Lack of qualifying experience |
| Harbaugh, John N. | - Experience not within past 5 years |
| Oreb, Anthony J. | - Experience not within past 5 years |
| Phillips, Sheldon R. | - Lack of qualifying experience |
| Robinson, Guy | - Lack of qualifying experience |
| Smallwood, Albert | - Lack of qualifying experience |

BARTENDERS' UNION LOCAL #600
Letter of Protest

Communication from Bartenders' Union protesting extra outside employment of Jack Otwell, Uniform Fireman, as a Bartender, which had been referred to Mr. Harry Finks for investigation and report at this meeting, was discussed.

Mr. Finks reported that after discussion with Mr. Ryan, Secretary-Treasure of the Bartenders' Union and with the owner of the establishment

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where Mr. Otwell was reported to have been working, there was no evidence of any violation of the City Charter provisions prohibiting Uniform Firemen from having other sources of income.

WORK PERMITS FILED

The following work permits, approved by department heads in conformity with Civil Service

policy, were filed:

<u>Name</u>	<u>Class</u>	<u>Type of Work</u>
Anthony Oreb	Janitor	Cleaning Truck Driver
Gilbert Broadbeck	Engineering Aide	Ambulance Driver
Harry Williams	Laborer	Janitor; Laborer
Alfred Renfree	Sports Supervisor	Officiating games
William Bordisso	Radio Technician	Radio Engineer KFBK
Norman Wrenn	Truck Driver	Cab Driver

ELIMINATION OF CLASSES FROM SALARY ORDINANCE

Communication from Reg Renfree, Director of Recreation and Parks, recommending that the classifica-

tion of Dance Director with a salary range of \$220 - \$264 per month be eliminated from the salary ordinance, was discussed. Mr. Renfree stated that the salary range did not attract qualified personnel after extensive recruiting, and that in his opinion the duties and responsibilities of a Dance Director are equivalent to those of Junior Recreation Director, which has a salary range of \$276 - \$330. Motion made by Mr. Deise, seconded by Mr. Wright and unanimously carried, that recommendation be made to the City Council to amend Salary Ordinance No. 1871 to eliminate the class of Dance Director and Music Director, and that this amendment be considered as a part of the new salary ordinance which will become effective July 1, 1956.

It was the further order of the Board that positions formerly allocated to the classes of Dance Director and Music Director be allocated to Junior Recreation Director (Dance) or Junior Recreation Director (Music).

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SICK LEAVE REPORT
JANUARY 1956

Analysis of sick leave for the month of January 1956, showing number of days used for regular sick leave and number of days for special leave, was read and ordered filed.

ASSISTANT BUILDING INSPECTORS
Request for salary adjustment

Communication dated March 9, 1956 signed by four Assistant Building Inspectors, Merlin A. Shumway,

Kenneth E. Jones, Don W. Berry and Robert E. Court, requesting consideration of establishing a pay range for Assistant Building Inspector equivalent to the range of Electrical and Plumbing Inspectors, was read and discussed. It was the order of the Board that this matter be filed for future consideration and study prior to filing of the official salary survey report.

DISPATCHER CLERK
Salary increases for Messrs. Bachman and Bennett

The Secretary reported that two Dispatcher Clerks, Messrs. Bachman and Bennett, are presently receiving

a salary which is one step above the maximum established for the class of Dispatcher Clerk, and the question of the proper salary increase, if increases are granted, for these two employees, was discussed.

It was the order of the Board that a job survey be made of the positions held by Messrs. Bachman and Bennett to determine whether they are properly allocated to the class of Dispatcher Clerk.

UTILITYMAN GRADE I
ELIGIBLE REGISTER #362

Upon recommendation of the Secretary, it was the order of the Board that Eligible Register for Util-

ityman Grade I No. 362, which expires February 23, 1956, be extended for one year - to February 23, 1957.

SALARY HEARINGS
City Employees' Assn.
and International Fire
Fighters Union Local #522

Mr. Hale B. Stevens, Mr. Peter Hanretty and Mr. Arnold Gamble, representing the Sacramento City

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Employees' Association, appeared before the Board for discussion of salary increases for employees for the coming fiscal year. Appreciation was expressed by the representatives that a one and one half step increase was being considered. On behalf of the Detectives in the Police Department, Mr. Gamble requested that consideration be given in the salary study to establishing a higher range for Patrolmen who are assigned to Detective duty, as his survey of salaries paid in other cities and agencies for Detective indicated that the salaries paid for Detective in the City of Sacramento were below those in other agencies.

Messrs. John Lewis, Gene Duart, John Gross and Kenneth Severit, representing Fire Department employees belonging to Local 522 of the International Fire Fighters Union appeared before the Board to amplify their request of January 30, 1956 for adjustments in salaries for most classes in the Fire Department as follows:

<u>Position</u>	<u>Present Maximum Monthly Salary</u>	<u>Proposed Maximum Monthly Salary</u>
Uniform Fireman	\$400	\$440
Engineer	420	480
Captain	460	525
Director of Training	460	600
Battalion Chief	550	600
Assistant Chief	600	690
Chief	860	900

After lengthy discussion of their report, methods used in arriving at their conclusions and other factors, these representatives were advised that their requests would be taken under consideration in preparing the salary survey report.

DEPARTMENTAL REPORTS
APPROVAL OF

After review and agreement,
it was the order of the Board
that the following Departmental

Reports be approved:

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Temporary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Blackburn, Ann	Dance Leader	Recreation
Costello, George R.	Recreation Leader	Recreation
Duarte, Joseph B.	Recreation Leader	Recreation
Erdman, W. J.	Recreation Leader	Recreation
Hall, Alfred A.	Garbageman	Waste Removal
Halstead, Aubrey	Recreation Leader	Recreation
Hartwig, Walter	Janitor	Auditorium
Hathaway, John E.	Recreation Leader	Recreation
Horner, Dorateo	Jr. Rec. Dance Director	Recreation
Jackson, Thomas	Janitor	Auditorium
McGee, Robert E.	Garbageman	Waste Removal
Miller, Patricia D.	Library Page	Library
Missouri, Matthew	Garbageman	Waste Removal
Parino, Notch	Recreation Leader	Recreation
Rhoades, Jack L.	Recreation Leader	Recreation
Richardson, Floyd	Recreation Leader	Recreation
Sattler, Julius	Janitor	Hall of Justice
Sharp, Delores	Dance Leader	Recreation
Slaff, Stewart	Recreation Leader	Recreation
White, Leamon Jr.	Garbageman	Waste Removal
Crocker, Robert	Janitor	Hall of Justice
Hughes, Julia M.	Library Clerk	City Library
Lavell, Nancy	Library Clerk	City Library
Osborn, Melvin E.	Janitor	Hall of Justice

Exempt Appointment

Maxwell, Donald	Asst. Physician & Surgeon	Health
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Appointment

Stevens, D. F.	Traffic Engineer	Traffic
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Probationary Appointments

Binion, William	Laborer	Water
Cochran, James	Laborer	Water
Cox, Elma	Library Clerk	City Library
Eres, Jacob P.	Engineering Aide	City Engineer
Gagle, Edward A.	Electrician-Lineman	Electrical
Gillean, Van	Machinist Helper	Water
Gomes, Amos	Laborer	Water
Jackson, James	Sweeper Operator	St. Cleaning
Jenkins, Robert	Plant Opr. Gr. I	Water
Nielsen, Patricia	Junior Clerk	Police
Wise, Albert N.	Automotive Serviceman II	Corporation Yd.
Yamada, Kay	Auto Mechanic	Corporation Yd.

Reinstatement

Valenzuela, Al	Truck Driver	St. Cleaning
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Limited Term Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Berry, Bernice	Junior Clerk	Electrical
Brown, Daniel L.	Senior Clerk	Controller
Coshow, Oliver	Depty. Per. Property Assr.	Assessor
Dick, Warren E.	Depty. Per. Property Assr.	Assessor
Flahive, George T.	Depty. Per. Property Assr.	Assessor
Ford, Luther M.	Depty. Per. Property Assr.	Assessor
Gay, Eloi A.	St. Const. Worker	St. Maint.
Hall, Eddie	Sander and Rubber	Corp. Yard
Jackson, Thomas	Sander and Rubber	Corp. Yard
Labrie, Geo. E.	Depty. Per. Property Assr.	Assessor
Paulucci, Joe A.	St. Const. Worker	St. Maint.
Reeves, Charles C.	Depty. Per. Property Assr.	Assessor
Ruppin, Milton	Depty. Per. Property Assr.	Assessor
Sprogis, Harold L.	St. Const. Worker	St. Maint.
Tsuji, Bill	Automotive Serviceman II	Corp. Yard
Watson, Leonard	Sander and Rubber	Corp. Yard
Yniquez, Rudy	Laborer	Water
Zimmerman, William E.	Carpenter	Corp. Yard

Leaves of Absence

Haley, Ralph - Leave of Absence from 2/29/56 to 3/2/56, Superv. Record Bureau, Military Service

McGrath, Robert B. - Leave of Absence from 3/11/56 to 3/14/56, Uniform Fireman, Military Service

Transfer

Berringer, Barbara S. - Transfer 2/23/56 Junior Clerk from Police to Controller

McDonagh, Michael - Transfer 3/1/56 Superintendent from Wm. Land to Haggins Oaks Golf Course

There being no further business, the Board adjourned at 9:30 P.M. to meet again at the Call of the Chair.


Secretary

APPROVED:

President