

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

August 21, 1942

The Civil Service Board met in special session in its office at 8:00 P.M.

PRESENT: Commissioners Cavanaugh and Deise

ABSENT : Commissioner Stacy

PHILIP HOLLAND, J. B. MARTIN
and SAM RIPPON

These gentlemen appeared to discuss seniority of Pump Operators in the Water Department and were accompanied

by Mr. Trout, a business agent. Mr. Rippon stated that he and Mr. Mansur worked in 1937 without certification from a list. Mr. Holland expressed the opinion that he could not afford employment only on a 3 or 4 day per week basis. The discussion centered around a decision to be made by the Board as to whether or not seniority as Pump Operator should date from first date of employment after an appointment from the Pump Operator's List or should be made from time of completion of the probationary period. After discussion, it was agreed that Messrs. Cavanaugh, Hoskinson and Holland would discuss the matter further with the City Manager.

MRS. GRETCHEN WITHROW

A letter from Mrs. Withrow on leave from the Waste Removal Department requesting that her leave be extended an additional three months in order that she might be with her husband in San Francisco while he was stationed with the United States Marines, and requesting an opinion as to whether or not it would be objectionable upon the part of the Board for her to accept a part-time position during her absence, was considered by the Board. After discussion, Mr. Deise moved that it be the opinion of the Board that they had no objection to her part-time employment and that her request for a three months extension for the period August 16 - November 16, 1942 be approved; seconded by Mr. Cavanaugh, thereupon becoming the order of the Board.

R. J. LANNON

A letter dated August 4, 1942, from Mr. Lannon requesting an extension of 6 months of his leave of absence which terminated July 14, 1942, was considered by the Board. His letter stated that he was employed at Mare Island Navy Yard. After discussion and agreement, it was the order of the Board that Mr. Lannon's request be denied because of Civil Service Board rules and exigencies of City employment.

MILITARY LEAVES

J. W. Oyster
E. A. Steffany
John Sumner

Requests for military leaves of absence were considered by the Board, and upon agreement it was ordered that action be continued awaiting copies of military orders.

GLORIA SOARES

A temporary appointment from John Strachan, Clerk of the Municipal Court, dated August 11, 1942, appointing Miss Soares as Junior Stenographer-Clerk was considered by the Board. After discussion, the Secretary was requested to have Miss Soares attend the next Civil Service Board meeting for interview, and upon agreement her temporary appointment was approved in accordance with provisions of the Municipal Court Act.

AUTO MECHANICS and MACHINISTS
Classifications

This matter continued from July 23, 1942 was again considered by the Board. After carefully reviewing letters from Harry Foster, Bus. Rep. #33 dated August 3, 7, 17, 1942, and letter addressed to James Dean, City Manager, August 26, 1942, as well as occupational duties as provided by each employee, with recommendations from department heads, and after careful examination of position definitions, it was agreed by the Board classifications of employees mentioned by Mr. Foster were as follows:

R. E. Herndon	Machinist	B. F. Morphew	Auto Mechanic
E. T. McCarthy	"	R. Gardner	Machinist
Geo. Schaedler	"	P. F. Cummings	Auto Mechanic
Roy Hendricks	Pump Operator	Geo. Huelsman	Machinist
Ed Lassner	Machinist Helper	Jack Adams	Auto Mechanic
R. W. Penney	" "	L. F. Neeley	Service Sta. Attd.
L. O. Kirchgater	Service Station Attd.		

August 21, 1942

MILTON FAIG

A letter from H. G. Denton, City Clerk, dated February 19, 1942, and previously considered by the Board, was again considered at the request of Mr. Denton, City Clerk. The letter requested that Mr. Faig be classified as Principal Clerk instead of Senior Clerk. After discussion, it was the order of the Board that the matter be continued, pending receipt of information from the Manager's Office relating to classifications.

MANUEL LAWRENCE

Due to extreme shortage of Truck Drivers and Pick-up Men, and after consideration of Mr. Lawrence's employment in the Waste Removal Department, it was the order of the Board that Mr. Lawrence be allowed to accumulate time toward completion of his probationary Laborer's appointment June 15, 1942, even though working temporarily as a Pick-up Man.

DEPARTMENTAL REPORTS.
APPROVAL OF

After review and agreement, it was the order of the Board that the following Departmental Reports be approved:

City Library

Bierwagen, Emma T.
O'Leary, Betty Lee
Webb, James

- Temp. Appt. 8/1/42 Branch Librarian @ \$175 Month
- Temp. Appt. 7/18/42 Library Page @ 45¢ Hour
- Temp. Appt. 6/20/42 Janitor @ \$130 Month from Laborer's List

Crocker Art Gallery

McMillan, Rhoda

- Temp. Appt. 8/11/42 Relief Secretary @ \$105 Month

Defense Contingent

Littlefield, Dorothy

- Temp. Appt. 7/1/42 Executive Secretary @ \$155 Month

Engineering Department

McKisson, D. R.
O'Connor, Charles
Renschler, Belle K.
Sheehan, Marilyn
Sowles, D. J.

- Reinst. 7/9/42 Laborer @ \$145 Month from Layoff List
- Temp. Appt. 7/29/42 Messenger @ 50¢ Hour
- Temp. Appt. 6/20/42 Relief Tel. Operator @ \$4.00 Da.
- Temp. Appt. 7/26/42 Relief Tel. Operator @ \$4.80 Da.
- Reinst. 7/9/42 Laborer @ \$145 Month from Layoff List

Fire Department

Dale, W. H.	- Prob. Appt. 8/1/42	Uniform Fireman @ \$170 Mo. from list
Glacken, W. W.	- Prob. Appt. 8/1/42	Uniform Fireman @ \$170 Mo. from list
Healy, Timothy J.	- Appointed 5/1/42	Battalion Chief @ \$260 Mo.
Waters, D. L.	- Prob. Appt. 7/18/42	Uniform Fireman @ \$170 Mo. from list

Health Department

Balshor, Manuel	- Temp. Appt. 8/14/42	Subst. Janitor @ \$140 Mo.
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Park Department

Bielefeld, Jeanne	- Temp. Appt. 8/1/42	Jr. Clerk @ \$125 Mo. from Sr. Cl. List
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Police Department

Bertolani, Edward F.	- Prob. Appt. 8/16/42	Patrolman @ \$170 Mo. from list
Espinosa, Edna	- Temp. Appt. 8/15/42	Relief Cook @ \$115 Month
Kiernan, Thomas P.	- Prob. Appt. 8/16/42	Patrolman @ \$170 Mo. from list
Kistle, O. A.	- Prob. Appt. 8/16/42	Patrolman @ \$225 Mo. from list

Recreation Department

Amoroso, Geneva	- Temp. Appt. 8/10/42	Recreation Leader @ 50¢ Hour
Irving, Marian	- Temp. Appt. 8/5/42	Recreation Leader @ 50¢ Hour
Kendall, Lorraine	- Temp. Appt. 8/1/42	Recreation Leader @ 50¢ Hour
Lawrence, Olive	- Temp. Appt. 8/12/42	Recreation Leader @ 50¢ Hour
Lovdall, Anna	- Prob. Appt. 7/1/42	Recreation Leader @ \$105 Mo. from list
Manolis, Paul	- Temp. Appt. 7/16/42	Attendant @ 50¢ Hour
Martin, Aloe	- Temp. Appt. 7/16/42	Laundryman @ 50¢ Hour
Mason, Robert	- Temp. Appt. 7/16/42	Life Guard @ 50¢ Hour
McClure, Frances	- Temp. Appt. 7/16/42	Life Guard @ 50¢ Hour
Monroe, Dorothy	- Temp. Appt. 7/16/42	Recreation Leader @ 50¢ Hour
Monroe, Helen	- Temp. Appt. 8/5/42	Recreation Leader @ 50¢ Hour
O'Brien, Genevieve	- Temp. Appt. 7/16/42	Attendant @ 50¢ Hour
Peyton, Marvin	- Temp. Appt. 7/16/42	Life Guard @ 50¢ Hour
Renfree, Jack	- Temp. Appt. 7/10/42	Recreation Leader @ 50¢ Hour
Roberts, Elsie	- Temp. Appt. 7/16/42	Recreation Leader @ 50¢ Hour
Robinson, Alice	- Prob. Appt. 7/21/42	Recreation Leader @ \$105 Mo. from list

Transportation Fund

Carrington, Jas.	- Temp. Appt. 7/26/42	Watchman @ \$5.50 Day
Haley, A. R.	- Temp. Appt. 7/15/42	Relief Night Watchman @ \$5.50 Day
McDonald, Fred	- Temp. Appt. 7/12/42	Relief Night Watchman @ \$5.50 Day

Waste Removal Department

Abney, Frank	- Temp. Appt. 7/25/42	Garbageman @ \$5.60 Day
DeMera, J.	- Prob. Appt. 8/8/42	Garbageman @ \$5.60 Day from list Ex. Bd.
Gomes, George	- Temp. Appt. 8/15/42	Garbageman @ \$5.60 Day Ex. Bd.
Jones, Buster	- Temp. Appt. 8/1/42	Garbageman @ \$5.60 Day from Laborer's List
Joseph, Mary	- Temp. Appt. 7/27/42	Junior Clerk @ \$100 Mo. from list
Lawrence, M.	- Temp. Appt. 7/12/42	Pick-up Man @ \$142 Mo. from Laborer's List
Lawrence, M.	- Temp. Appt. 6/15/42	Laborer @ \$120 Mo. from list

Waste Removal Department (Cont.)

- Owens, H. J. - Temp. Appt. 8/1/42 Garbageman @ \$5.60 Day
 Plato, Joanne - Temp. Appt. 7/28/42 Junior Clerk @ \$100 Month from list
 Schank, Kasper - Temp. Appt. 6/22/42 Laborer @ \$132 Month

Water Department

- Jacobsen, Chris - Temp. Appt. 8/1/42 Laborer @ \$137 Month

Change of Title

- Hosmann, Dorothy - From Stenographer to Sr. Steno.-Clerk 7/1/42
 Municipal Court @ \$145 Month
 King, Nelson C. - From Chief Deputy Clerk to Court Clerk 7/1/42
 Municipal Court @ \$165 Month
 Strachan, John R. - From Clerk of the Police Court to Clerk & Secretary
 Municipal Court @ \$250 Month

Leave of Absence

- Beauchamp, H. H. - Leave of Absence from August 1, 1942 to October 1,
 1942, without pay
 Fanning, R. E. - Leave of Absence from August 12, 1942, without pay
 a/c Military Service
 Kelley, S. W. - Leave of Absence from August 8, 1942, without pay
 a/c Military Service
 Kinney, J. T. - Leave of Absence from August 14, 1942, without pay
 a/c Military Service
 Kistle, Carl J. - Leave of Absence from July 10, 1942 to August 8, 1942
 without pay
 Kistle, Carl J. - Leave of Absence from August 8, 1942, without pay
 a/c Military Service
 Lish, J. V. - Leave of Absence from August 10, 1942 to September 9,
 1942, without pay
 Murphy, William R. - Leave of Absence from August 13, 1942, without pay
 a/c Military Service
 Petralli, Peter - Leave of Absence from August 1, 1942 to September 30,
 1942, without pay
 Rablin, Wm. - Leave of Absence from August 25, 1942, without pay
 a/c Military Service

Transfer

- Balshor, Manuel - Transfer 7/18/42 as Watchman from Waste Removal Dept.
 to Water Dept. @ \$145 Month
 Balshor, Manuel - Transfer 7/28/42 as Janitor from Water Dept. to Library
 @ \$140 Month
 Gailey, Robert - Transfer 7/27/42 as Janitor from Hall of Justice
 to Library @ \$130 Month from list
 Hood, Ethel - Transfer 8/10/42 as Junior Clerk City Health Admin.
 Div. to Child Clinic $\frac{1}{2}$ time @ \$125 Month from list
 Cronan, H. V. - Transfer 7/27/42 as Pick-up Man from Waste Removal
 to Hall of Justice @ \$142 Month (working as Janitor)