

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING

December 5, 1956

The Civil Service Board met in regular session at 6:00 P.M.

PRESENT: Commissioners Deise, Finks and Wright

ABSENT : None

Minutes of the previous meeting were approved as read.

NEW EXAMINATIONS SCHEDULED

Announcement Notices of the following examinations were approved:

No. 475 Parking Lot Attendant
" 476 Library Clerk

SENIOR CLERK EX. #469

Combined written test scores and
Personal Interview ratings of
Senior Clerk Examination No. 469

held November 8, 1956, were reviewed.

It was the order of the Board that the following Eligible Register containing both a promotional list and an open list of successful candidates be established, to become effective November 27, 1956:

SENIOR CLERK ELIGIBLE REGISTER NO. 469

(Promotional List)

1.	Bert Bléuel	87.27%
2.	Fern W. Smith	85.02
3.	Helen S. Smith	83.71
4.	Florence M. Vesey	82.65
5.	Ruth M. Hopkins	82.09
6.	Irene Huss	81.78

(Open List)

#1.	Lester J. Charles	94.58%
#2.	Leon Juarros	86.49
#3.	Donald A. Grennell	85.34
#4.	William McClintock	84.67
5.	Helen C. Wong	84.45
#6.	Jonathan M. Cook	83.71

SENIOR CLERK ELIGIBLE REGISTER NO. 469 (Cont'd.)

7.	David H. Pinsler	83.48%
8.	Lillian E. Deise	82.11
9.	Virginia Montgomery	79.81
10.	Constance Lower	78.62
11.	Audrey M. Strode	77.02
12.	Mary V. McDonald	76.37
13.	Audrey Lysaught	76.32
14.	Beverly Blanks	75.68
15.	Alberta D. Hooper	74.68
16.	Mary D. Smith	74.53
17.	Rosemary Tamblyn	73.81
18.	Walter K. Lobay	73.28
19.	Hilda E. Blom	73.16

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

SR. PARKING LOT ATTENDANT EX. #473
(Promotional)

Written test scores of the Senior
Parking Lot Attendant Examination
No. 473 held November 29, 1956,

were reviewed.

It was the order of the Board that the minimum qualifying score be set at 390 of a possible 600; that the Personal Interviews be eliminated and the following Eligible Register established, to become effective December 13, 1956:

SR. PARKING LOT ATTENDANT ELIGIBLE REGISTER #473 (Promotional)

1.	Paul G. Stevens	80.85%
2.	Edgar F. Hamilton	80.05
3.	Robert I. Kennedy	72.97
4.	Henry L. Hardy	72.67
5.	Norman E. Westerman	72.59
6.	Kenneth A. Ashby	72.00
7.	Russell M. Baugh	70.95

REQUEST FOR REINSTATEMENT
Henderson S. Ford, Jr.

Communication from Henderson S.
Ford, Jr. dated November 28, 1956,
requesting reinstatement to his

former status as a Garbageman, was read.

After discussion wherein it was pointed out that Mr. Ford had resigned after 16 months of service to accept another position, it was properly moved and passed that application for reinstatement be denied.

12-5-56

SICK LEAVE REPORT
OCTOBER 1956

Sick Leave Report for the month of October 1956, showing number of days used on regular sick leave

and number of days on special leave, was read and ordered filed.

PATROLMAN - DETECTIVES
Request for increased
pay differential

Communication signed by Arnold Z. Gamble, Don Fox and E. V. Engelbrite, members of the

Detective Division of the Police Department dated November 16, 1956, requesting an increase in the differential paid for Detectives, and suggesting that the title of Inspector be established for members of the Detective Division, was read and considered.

After discussion, it was the order of the Board that this matter be included for consideration in connection with the preparation of the present salary survey.

CHANGE OF RULE XIX
VACATIONS

Upon recommendation of the Secretary and at the request of the City Employees' Association, Rule

XIX pertaining to vacations for city employees, was amended by unanimous vote of the members of the Board to read as follows:

Section 2. WHEN ENTITLED: After one year of continuous service, each employee of the City of Sacramento is entitled to fifteen days of vacation with pay, excluding time during which he is not regularly assigned to work. For the purpose of computing vacation time, each employee shall be considered to work not more than five days each week.

Each employee shall take at least two weeks of each year's vacation allowance at one time or in periods of not less than one week. With prior approval of the department head, an employee may be permitted to use one week of each year's vacation allowance in periods of not less than one day; however, accumulated vacation time may not be used in this manner, and portions of vacation allowance of less than one week periods may not be accumulated.

Add the following sentence to Section 6. - "Accumulation of Vacations":

"Portions of vacation time of less than one week periods may not be accumulated."

The Secretary was instructed to notify the employees, department heads and the City Employees' Association, advising them of the action taken and the manner in which this revised rule is to be administered.

SALARY SURVEY

previously authorized.

The Board was advised by the Secretary of the progress to date in preparing the salary survey pre-

The Secretary was instructed to communicate with the City Council for the purpose of scheduling a meeting with the Civil Service Committee of the Council to be held either late in December or early in January in order to discuss the findings of the survey.

BOARD MEETINGS

Service Board be changed to 5:30 P.M. on the first and third Wednesday of each month. Seconded by Mr. Wright and motion carried.

After discussion by members of the Board, it was moved by Mr. Finks that the meeting time of the Civil

WORK PERMITS FILED

were filed:

The following work permits approved by department heads in accordance with Civil Service Board policy,

<u>Name</u>	<u>Class</u>	<u>Type Work</u>	<u>Approved by</u>
Jack Coughlin	Traffic Checker	Bartending	D. F. Stevens
V. Ghilarducci	Gardener	Janitor work	R. Renfree
Amos J. Gomes	Laborer	Barbering	Ray Jones

(All of above in accordance with Civil Service Board Policy not to exceed 8 hours per week.)

DEPARTMENTAL REPORTS
APPROVAL OF

be approved:

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

Temporary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Brinsky, Nora	Dance Leader	Recreation
Butts, Barbara	Junior Clerk	Health
Carlson, Dora O.	Library Clerk	City Library
Cooper, Donald	Recreation Leader	Recreation
Corcoran, Carole	Library Clerk	City Library
Crocker, Robert E.	Watchman	Corporation Yd.
Dean, P. B.	School Crossing Guard	Police
Fernandes, Claudia	Recreation Leader	Recreation
Garabedian, Sandra	Music Leader	Recreation
Goodrich, Francis K.	Electrical Inspector	Corporation Yd.
Haskell, Charles E.	Parking Lot Attendant	Parking Lot Maint.
Hughes, Wesley	Chief Survey Party	City Engineer
Jackson, Hazel L.	Library Page P/T	City Library
Luck, Myron J.	Parking Lot Attendant	Parking Lot Maint.
Marek, Frank	Recreation Leader	Recreation
Maxwell, Alfred	Truck Driver	Waste Removal
Morris, Barbara	Recreation Leader	Recreation
Nastro, Anthony	Electrical Inspector	Corporation Yd.
Olson, Richard	Painter	Corporation Yd.
Phillips, C. W.	Parking Lot Attendant	Parking Lot Maint.
Proske, Carole	Library Page P/T	City Library
Rigglesworth, Carl E.	Parking Lot Attendant	Parking Lot Maint.
Smith, Horace	School Crossing Guard	Police
Smith, Maureen	Junior Clerk	Civil Defense
Sprague, Fred	Recreation Leader	Recreation
Torgerson, Raymond T.	Parking Lot Attendant	Parking Lot Maint.
Valine, Robert	Parking Lot Attendant	Parking Lot Maint.
Walker, Audrey	Dispatcher Clerk (Relief)	Police
Williams, Elbert C.	Parking Lot Attendant	Parking Lot Maint.
Wolfe, Stanley W.	Parking Lot Attendant	Parking Lot Maint.
Wycoff, Hyman	Garbage man	Waste Removal

Exempt Appointments

Campbell, Wm.	Recreation Maint. Supvr.	Park
Ickes, D. J.	Water & Sewer Maint. Supvr.	Water
Kirchgater, Roy	Water & Sewer Foreman II	Water
Marks, Dennis	Clinician	Health
Ralph, J. C.	Clinician	Health
Sainburg, F. P.	Child Hygiene Clinician	Health
Williamson, E. D.	Foreman I	St. Maintenance

Probationary Appointments

Behringer, Ed	Plant Operator II	Water
Cheshire, Louis J.	Junior Clerk	Police
Chinn, F. S.	Gardener	Park
Cooper, Charles W.	Uniform Fireman	Fire
Doyle, Stanley	Parking Lot Attendant	Parking Lot Maint.
Gomez, Lester	Garbage man	Waste Removal
Hollis, Edward T.	Power Mower Opr.	Park
Horn, R.	Gardener	Park

Probationary Appointments (Cont'd.)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Jackson, Ronald	Groundman	Park
King, Dallas	Tabulating Mach. Opr. II	Controller
Martinez, Simon	Laborer	Water
Messner, Roy	Plant Operator I	Water
Morris, William T.	Engineering Aide	City Engineer
Mutti, Rene	Parking Lot Attendant	Parking Lot Maint.
Pierce, J.	Plant Operator II	Water
Puccinelli, George	St. Const. Worker	St. Maintenance
Short, Gladys L.	Intermediate Clerk	Controller
Slaybaugh, Mildred	Special Activities Supvr.	Recreation
Van Vranken, Louise G.	Junior Clerk	Controller

Limited Term Appointments

Baroutis, Nick	Laborer	St. Cleaning
Bennett, Lewis S.	Journeyman Electrician	Corporation Yd.
Bettag, Irven L.	Truck Driver	St. Cleaning
Buehler, Al	St. Const. Worker	St. Maintenance
Criswell, Paul J.	Journeyman Electrician	Corporation Yd.
Hall, Eddie	St. Const. Worker	St. Maintenance
Horton, Glen	Carpenter	Corporation Yd.
Houck, Charles C.	Truck Driver	St. Cleaning
Knight, Gene	St. Const. Worker	St. Maintenance
Lateano, Michael	Truck Driver	St. Cleaning
Malnburg, Howard	Foreman I	St. Maintenance
McNamara, Francis T.	Truck Driver	St. Cleaning
Nieto, Solomon	Truck Driver	St. Cleaning
Struck, William	St. Const. Worker	St. Maintenance
Vilardo, S.	Foreman I	St. Maintenance
Westlake, James H.	Truck Driver	St. Cleaning

Reinstatements

Armstrong, Kenneth	Garbageman	Waste Removal
Iane, Arden	Water & Sewer Foreman I	Water
Vilardo, S.	Foreman II	St. Maintenance

Leave of Absence

Berringer, Barbara - Leave of Absence 11/1/56 to 4/30/56 Junior Clerk
 Gonzales, Ruffino - Leave of Absence 11/10/56 to 11/23/56 Custodian I
 Military Service
 Haley, Ralph J. - Leave of Absence 11/7/56 to 11/9/56 Supt. Bureau of Records
 Military Service
 Johnson, Kenneth G. - Leave of Absence 11/2/56 to 11/4/56 Deputy Civil Defense
 Director, Military Service

Voluntary Demotion

Becker, Keith - Voluntary Demotion 11/8/56 from Gardener to Laborer

There being no further business, the Board adjourned at 7:00 P.M. to meet again at the Call of the Chair.

APPROVED:

President

Adney McWilliam
Secretary