

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

February 28, 1952

The Civil Service Board met in special session in its office at 7:30 P.M.

PRESENT: Commissioners Deise and Marty
ABSENT : Commissioner Wright

Minutes of the previous meeting were approved as read.

ENGINEERING AIDE EX. #302

The Board conducted Personal Interviews for those candidates who had successfully passed the written portion of Engineering Aide Examination No. 302 which was held on February 7, 1952.

After reviewing the results of said examination, it was the order of the Board that the following eligible register be established to become effective upon the expiration of the 10 day period for filing appeals:

ENGINEERING AIDE ELIGIBLE REGISTER NO. 302

* 1	James H. Schneider	97.40%
* 2	Joseph Shirshac	92.71
* 3	Fred Morales	90.66
* 4	Donald A. Sanderson	90.56
* 5	Alfred J. Krasovec	87.15
6	Paul E. Testerman	84.64
7	Kenneth G. McLaughlin	80.13

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

SERVICEMAN HELPER EX. #301

The Board conducted Personal Interviews for those candidates who had successfully passed the written portion of Serviceman Helper Examination No. 301 which was held February 1, 1952.

After reviewing the results of said examination, it was the order of the Board that the following eligible register be established to become effective upon the expiration of the 10 day period for filing appeals:

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SERVICEMAN HELPER-ELIGIBLE REGISTER NO. 301

* 1	William W. Schulze	98.69%
* 2	Vernon L. Wardlaw	93.89
* 3	Harold B. Horn	92.58
* 4	Clayton F. Ball	89.75
* 5	Tony Sena	87.91
* 6	Raymond L. Scruggs	86.87
7	Robert D. Himebauch	86.51
* 8	Joseph L. Meyer	85.30
* 9	Camele D. Ball	84.87
10	Kenneth G. McLaughlin	84.75
11	Carroll J. Ragland	82.90
12	Howard E. Date	80.06
13	Paul J. Gallagher	78.11
14	Sanford F. Cate	77.36
15	Harry A. Freidenfelt	76.77

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

GARBAGEMAN EX. #306

Mr. Deise moved that Announcement
Notice for Garbageman Examination
No. 306 and the scope of said ex-

amination contained in said notice be approved; seconded by Mr. Marty and
motion carried.

WILLIAM H. WHITTINGTON
Dismissal

Communication from the City Clerk
stating that a motion was adopted
by the City Council on February 20,

1952, dismissing William H. Whittington from the Police Force was read and
ordered filed.

MILTON J. RUPPIN
Re: Resignation

Resignation from Milton J. Ruppín,
Uniform Fireman, because of perma-
nent disability not incurred in

line of duty and in order to accept a temporary employment as Senior Clerk
in the office of the Building Inspector, was ordered filed.

In accordance with Section 12 of the salary ordinance, Mr. Marty moved
that Mr. Ruppín's salary be established at the fifth step of \$300 per month
for Senior Clerk classification by reason of the foregoing voluntary demotion;

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seconded by Mr. Deise and motion carried.

Mr. Deise moved that the records show that the foregoing voluntary demotion will not have the effect of granting permanent civil service status as a Senior Clerk to said employee; seconded by Mr. Marty and motion carried.

G. R. BRUTON

Re: Change of classification

In accordance with recommendation of the department heads,

Mr. Deise moved that request of Mr. G. R. Bruton, now employed as a Service Station Attendant Grade A, Engineering Department, to accept voluntary demotion to Service Station Attendant Grade B, Engineering Department, be approved; seconded by Mr. Marty and motion carried.

Mr. Marty moved that said employee be granted permanent civil service status as a Grade B. Service Station Attendant from date of original appointment and in accordance with Section 12 of the salary ordinance salary be established at the fifth step of \$264 per month; seconded by Mr. Deise and motion carried.

RALPH LEHMAN

FLOYD KEMPER

Re; Civil Service status

In accordance with recommendation of the Health Officer, Mr.

Deise moved that Ralph Lehman and Floyd Kemper, now employed as Dairy Inspectors, be granted permanent civil service status six months from their original appointment dates, said employees having been certified and appointed from the State Milk Inspector Eligible Register, in accordance with provisions of the Agricultural Code; seconded by Mr. Marty and motion carried.

SURVEY OF CLERICAL CLASSIFICATIONS - HEALTH DEPT.

The Secretary presented a comprehensive survey report of all clerical classifications within

the Health Department as requested by the Health Officer, which was ordered

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filed and action postponed pending further study.

DEPARTMENTAL REPORTS
APPROVAL OF

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

approved:

City Engineer

- Fairbairn, E. A. - Temp. Appt. 2/1/52 City Engineer @ \$820 Month
- Jennings, J. Carl - Temp. Appt. 2/1/52 Assistant City Engineer @ \$660 Month

City Library

- Jacobs, Jennie - Emerg. Dur. Appt. 2/12/52 Library Clerk @ \$200 Month
- Strain, Patricia - Temp. Appt. 2/18/52 Library Clerk @ \$200 Month

Civil Defense

- Schu, Ruth - Temp. Appt. 2/5/52 Junior Clerk @ \$200 Month

Fire Department

- Schnider, Conrad - Prob. Appt. 2/1/52 Uniform Fireman @ \$300 Mo. from list

Hall of Justice

- Buford, Richard - Temp. Appt. 2/15/52 Janitor @ \$210 Month

Park Department

- Hill, Lester E. - Reinst. 2/11/52 Tree Trimmer @ \$315 Month
- Jamison, W. - Temp. Appt. 2/11/52 Laborer @ \$230 Month
- Santiago, J. - Temp. Appt. 2/8/52 Laborer @ \$220 Month
- Watkins, Paul - Temp. Appt. 2/13/52 Laborer @ \$220 Month
- White, D. - Temp. Appt. 2/13/52 Laborer @ \$220 Month

Police Department

- Hubbard, Barbara J. - Prob. Appt. 2/11/52 Junior Clerk @ \$200 Mo. from list

Recreation Department

- Morrow, George - Temp. Appt. 2/7/52 Recreation Leader @ 83¢ Hour

Street Cleaning Division

- Harris, James - Temp. Appt. 2/15/52 Laborer @ \$220 Month

Street Maintenance Division

- Fernandez, Joseph G. - Prob. Appt. 2/4/52 St. Const. Worker @ Hourly rate from list

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Waste Removal Department

- Cyrus, Logan - Emerg. Dur. Appt. 2/1/52 Garbage man @ \$230 Month
- Higgins, Sylvester - Temp. Appt. 2/1/52 Garbage man @ \$230 Month

Water Department

- Maldonado, I. - Temp. Appt. 2/12/52 Serviceman @ \$300 Month

Leave of Absence

- Tarbell, Marion - Leave of Absence from February 10, 1952 to February 23, 1952 - Military Leave

There being no further business, the Board adjourned to meet again at the Call of the Chair.

Secretary

APPROVED:

President

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

March 6, 1952.

The Civil Service Board met in special session in its office at 7:30 P.M.

PRESENT: Commissioners Deise, Marty and Wright
ABSENT : None

Minutes of the previous meeting were approved as read.

RICHARD LAW

Re: Classification

Mr. Deise moved that Richard Law now working on probationary appointment as a Junior Draftsman

in the Engineering Department be granted permission to complete probationary time under said classification while working under temporary appointment as a Senior Draftsman in the same department; seconded by Mr. Marty and motion carried.

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REPORT OF SURVEY - Health Dept.
CLERICAL POSITIONS

In response to a request from
Dr. I. O. Church, City Health
Officer, the Secretary presented

a comprehensive survey of all clerical classifications within the Health Department, including recommendations for classification adjustments and additional office help. Dr. Church personally appeared before the Board, discussing the contents of said report and expressed approval of all recommendations.

Mr. Deise moved that a special meeting be set for March 18, 1952, at 8 P.M. for further discussion of said report; seconded by Mr. Wright and motion carried.

REPORT OF SURVEY
OF SALARIES

In accordance with provisions of
Section 23 of the salary ordinance,
the Secretary presented a prelimin-

ary report resulting from a survey of prevailing salaries and wages of positions in private industry and other governmental agencies for positions comparable to city service, which was ordered filed.

Mr. Deise moved that the Civil Service Committee of the City Council be invited to attend a joint meeting with the Board and the City Manager on March 10, 1952, at 7 P.M. in the Del Prado Restaurant for the purpose of discussing said report; seconded by Mr. Wright and motion carried.

EXEMPT POSITIONS

Mr. Wright addressed the Board
stating that he had been studying
the number of positions in city

service which are now classified as "Exempt" under the provisions of the City Charter and requested that the Secretary compile data with reference to exempt positions in other cities. So ordered.

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AGE LIMITS FOR
SEASONAL WORK

After discussing the present employment situation and lack of applicants for city service, Mr. Wright moved that the Secretary be instructed to accept applicants for employment for seasonal work only, between the ages of 18 to 21; seconded by Mr. Deise and motion carried.

DEPARTMENTAL REPORTS
APPROVAL OF

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

approved:

City Library

Desenfants, Sally - Temp. Appt. 2/26/52 Library Page @ 95¢ Hour

City Planning

DelRe, Audrey - Temp. Appt. 2/20/52 Intermediate Clerk @ \$220 Mo.
Sanderson, Donald - Temp. Appt. 2/25/52 Engineering Aide

Controller

Morgan, Drucilla - Temp. Appt. 2/18/52 Jr. Key Punch Opr. @ \$200 Mo.

Fire Department

Tastad, Robert E. - Prob. Appt. 2/2/52 Uniform Fireman @ \$288 Mo.
from list

Hall of Justice

Butler, Albert - Temp. Appt. 2/21/52 Elevator Opr. @ \$200 Mo.

Health Department

Farewell, Thomas - Prob. Appt. 2/18/52 Sanitary Insp. @ \$380 Mo. from list
Puliz, Anthony - Prob. Appt. 2/18/52 Sanitary Insp. @ \$345 Mo. from list
Taylor, Robert - Prob. Appt. 2/18/52 Sanitary Insp. @ \$315 Mo. from list
Vernon, Louis - Prob. Appt. 2/18/52 F. & M. Insp. @ \$345 Mo. from list
Wilson, Wm. - Prob. Appt. 2/18/52 Sanitary Insp. @ \$330 Mo. from list
Wire, Dorothy L. - Temp. Appt. 2/18/52 Public Health Nurse @ \$288 Mo.

Police Department

Anderson, Charles - Prob. Appt. 2/19/52 Motorcycle Officer @ \$300 Mo.
from list
Hart, Wm. - Prob. Appt. 2/20/52 Patrolman @ \$288 Mo. from list
Lucia, Arthur - Prob. Appt. 2/20/52 Patrolman @ \$288 Mo. from list
Orser, Byron - Prob. Appt. 2/19/52 Jr. Fingerprint Tech. @ \$252 Mo.
from list

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Recreation Department

Moreno, Mike O. - Temp. Appt. 2/26/52 Laborer @ \$220 Month
 Thompson, Robert - Temp. Appt. 2/18/52 Recreation Leader @ 85¢ Hour

Street Cleaning Division

Gruber, Jack H. - Prob. Appt. 2/15/52 Truck Driver @ \$252 Mo. from list

There being no further business, the Board adjourned to meet again at the Call of the Chair.

 Secretary

APPROVED:

 President

MINUTES OF CIVIL SERVICE BOARD
 CITY OF SACRAMENTO
 SPECIAL MEETING

March 18, 1952

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

PRESENT: Commissioners Deise, Marty and Wright
 ABSENT : None

Minutes of the previous meeting were approved as read.

PRIVATE WM. O. WILSON

Re: Failure to appear
 for Oral Interview

Communication from Private Wm. O.
 Wilson, requesting permission to
 appear for Personal Interview

after discharge from service in order to complete Serviceman Helper Examination No. 301, in which he received a passing grade in the written portion of said examination, was ordered filed.

Mr. Marty moved that applicant be given the same score for Oral Interview as he received in the written portion of said examination and that said name be placed on the eligible register in its proper position; seconded by Mr. Wright and motion carried.

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WINDOW WASHER
Re: Wage Scale

In accordance with extended collective bargaining agreement between the Building Service Employees Local

No. 22 and private industry, Mr. Marty moved that the hourly wage scale for Window Washer be increased from \$1.79 $\frac{1}{2}$ to \$1.87 per hour, effective March 19, 1952; seconded by Mr. Wright and motion carried.

POWER MOWER OPERATORS
Req. Salary survey

Petition signed by ten Power Mower Operators employed in various city departments, requesting a classi-

fication and salary survey, was ordered filed and referred to the Secretary for report.

BOOKMOBILE DRIVER - CLERK
Classification established

The Secretary presented an ordinance approved by the City Manager and adopted by the City Council, estab-

lishing the classification of Bookmobile Driver-Clerk at salary range No. 21, \$252 - \$300 per month, was ordered filed.

Mr. Marty moved that foregoing action is establishing said classification and salary be confirmed; seconded by Mr. Deise and motion carried.

RECORD OF TIME AT ALL MEETINGS OF THE BOARD

Mr. Wright moved that the Secretary be instructed to keep a record of the time consumed at all meetings

of the Board and that said record be included in the annual report; seconded by Mr. Marty and motion carried.

WATER RATE INSPECTOR EX. #309
SENIOR CLERK EX. #307
Re: Announcement Notices

Mr. Deise moved that Announcement Notices for Water Rate Inspector Examination No. 309 and Senior

Clerk Examination No. 307 be approved and that the written portion of said examinations be held on dates to be fixed by the Secretary

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SURVEY OF CLERICAL
POSITIONS - Health Dept.

The Board considered the results
of a survey of all clerical classi-
fications within the Health Depart-

ment, and Mr. Marty moved that the following recommendations be approved:

JUNIOR CLERK position in the Sanitary Division be reclassified to Intermediate Clerk, effective April 1, 1952, and employee receiving temporary appointment be required to obtain permanent status at the next Intermediate Clerk Examination.

JUNIOR CLERK position in the Nursing Division be reclassified to Intermediate Clerk, effective April 1, 1952, and that employee receiving temporary appointment be required to qualify at the next Intermediate Clerk Examination.

SENIOR CLERK position in the Vital Statistics Division be reclassified to Statistical Clerk at salary range No. 22, \$264 - \$315 per month, to become effective upon the adoption of an amendment to the salary ordinance by the City Council, and that incumbent, Isabelle Bird, now holding permanent status as Senior Clerk receive permanent status as Statistical Clerk.

That the employment of one additional Stenographer Clerk Grade I for the Sanitation Division and one additional Junior Clerk for the Nursing Division be approved, subject to authorization from the City Manager for the creation of said positions.

That on the further reorganization of the activities in the department, a new position of Office Supervisor be created, subject to the approval of the City Manager.

Seconded by Mr. Wright and motion carried.

TED DOLGE
Reclassification

The Secretary presented a report
resulting from a re-survey of
the position of Senior Clerk now

held by Mr. Ted Dolge in the Traffic Engineering Department, which was read and ordered filed.

After general discussion by members of the Board, Mr. Marty moved that a new position of "Investigator" be approved at salary range No. 24, \$288 - \$345 and that the present position of Senior Clerk be abolished, to become effective upon the adoption of an ordinance establishing said salary and classification

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by the City Council; seconded by Mr. Deise and motion carried.

Mr. Deise moved that present incumbent in said position receive a temporary appointment to the new classification because of the recently acquired duties which necessitated such reclassification and that permanent status must be obtained at the next Investigator Examination; seconded by Mr. Marty and motion carried.

Mr. Marty also moved that the Board recommend to the City Council that the present classification of Planning Investigator be amended to read "Investigator" with no change in salary; seconded by Mr. Wright and motion carried.

SENIOR AIRPORT ATTENDANT
Classification established

In accordance with a communication from the Airport, the Secretary presented a report with reference

to the establishing of three new classifications of Senior Airport Attendants, which was read and ordered filed.

After discussing the results of said survey, Mr. Marty moved that the Board recommend to the City Council that the classification of Senior Airport Attendant be established in the salary ordinance at salary range No. 23, \$276 - \$330 per month; seconded by Mr. Wright and motion carried.

DEPARTMENTAL REPORTS
APPROVAL OF

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

approved:

Assessor-Collector

Araujo, Amy	- Prob. Appt. 1/21/52	Branch Cashier @ \$240 Mo. from list
Bigham, Walter J.	- Temp. Appt. 3/3/52	Deputy Per. Prop. Assessor @ \$252 Mo.
Boisvert, Wilford	- Temp. Appt. 3/3/52	Deputy Per. Prop. Assessor @ \$252 Mo.
Castle, Lucille M.	- Temp. Appt. 3/3/52	Junior Clerk @ \$200 Mo.
Dick, Warren E.	- Temp. Appt. 3/3/52	Deputy Per. Prop. Assessor @ \$252 Mo.
Elliott, Ednah G.	- Temp. Appt. 3/3/52	Junior Clerk @ \$200 Mo.
Evans, E. M.	- Temp. Appt. 3/3/52	Deputy Per. Prop. Assessor @ \$252 Mo.
Flint, Elon J.	- Temp. Appt. 3/3/52	Deputy Per. Prop. Assessor @ \$252 Mo.
Ford, Luther M.	- Temp. Appt. 3/3/52	Deputy Per. Prop. Assessor @ \$252 Mo.
Samuel, Norman B.	- Temp. Appt. 3/3/52	Deputy Per. Prop. Assessor @ \$252 Mo.
Schnabel, Morris	- Temp. Appt. 3/3/52	Deputy Per. Prop. Assessor @ \$252 Mo.
Sheehan, Edw. P.	- Prob. Appt. 1/21/52	Cashier @ \$240 Mo. from list
Thorburn, Phillip M.	- Temp. Appt. 3/3/52	Deputy Per. Prop. Assessor @ \$252 Mo.
Winslow, Fuller J.	- Temp. Appt. 3/3/52	Deputy Per. Prop. Assessor @ \$252 Mo.

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Building Inspector Division

Ruppini, M. J. - Temp. Appt. 2/21/52 Senior Clerk @ \$300 Month
City Attorney

Lewis, Clifford - Temp. Appt. 2/29/52 Acting Prosecuting Attorney @ \$440 Mo.
City Planning

Sager, Martha - Temp. Appt. 3/10/52 Senior Draftsman @ \$315 Month
Civil Defense

Cooledge, Belle - Temp. Appt. 3/1/52 Co-ordinator @ \$200 Month
 Kayser, Theilma U. - Temp. Appt. 3/4/52 Junior Clerk @ \$200 Month

Controller

Romero, Thos. J. - Temp. Appt. 3/12/52 Junior Clerk @ \$200 Month

Corporation Yard

Coleman, Wm. G. - Prob. Appt. 3/4/52 Service Sta. Attd. Gr. A @ \$252 Mo. from list
 Holt, Wm. M. - Prob. Appt. 3/1/52 Service Sta. Attd. Gr. A @ \$252 Mo. from list
 Simons, Chas. R. - Temp. Appt. 2/25/52 Mechanic @ \$1.95 Hour

Engineering Department

Law, Richard - Temp. Appt. 3/1/52 Senior Draftsman @ \$315 Month
 Shirshac, Joseph - Prob. Appt. 3/10/52 Engineering Aide @ \$264 Mo. from list

Hall of Justice

Butler, Albert - Temp. Appt. 2/21/52 Elevator Operator @ \$200 Month

Health Department

Green, Maxine - Temp. Appt. 3/5/52 Stenographer Clerk Grade I @ \$230 Mo.
 Lee, Betty Jane - Temp. Appt. 2/25/52 Public Health Nurse @ \$288 Mo. - Exempt

Memorial Auditorium

Buford, Richard - Prob. Appt. 3/3/52 Janitor @ \$210 Mo. from list

Park Department

King, Al - Temp. Appt. 3/1/52 Labor Foreman Gr. I @ \$288 Mo.
 Nevis, Edw. - Temp. Appt. 3/1/52 Gardener @ \$276 Mo.

Police Department

Sheehan, Phillip L. - Emerg. Dur. Appt. 3/1/52 Patrolman @ \$288 Mo.

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Recreation Department

Butler, Albert E. - Temp. Appt. 3/3/52 Laborer @ \$220 Month
 Davey, Ellsworth - Prob. Appt. 3/1/52 Junior Director @ \$240 Mo. from list
 Frame, Foster M. - Temp. Appt. 3/5/52 Laborer @ \$220 Month
 Lawrence, Dan - Prob. Appt. 3/1/52 Junior Director @ \$252 Mo. from list
 McGivern, Edward - Prob. Appt. 3/1/52 Junior Director @ \$240 Mo. from list
 Morris, Vernon - Temp. Appt. 3/11/52 Laborer @ \$220 Month
 Murray, Oran - Temp. Appt. 3/1/52 Laborer @ \$220 Month
 Norcia, Tony - Temp. Appt. 3/3/52 Laborer @ \$220 Month
 Sprague, Donald - Temp. Appt. 3/3/52 Laborer @ \$220 Month

Street Cleaning Division

Mena, D. F. - Temp. Appt. 3/1/52 Truck Driver @ \$276 Month
 Perez, Sacramento - Temp. Appt. 3/1/52 Truck Driver @ \$252 Month
 Saiz, Orlando - Temp. Appt. 3/13/52 Truck Driver @ \$252 Month

Street Maintenance Division

Vilardo, Salvatore - Prob. Appt. 3/11/52 St. Const. Worker @ Hourly Rate from list

Waste Removal Department

Chatman, Wm. Jr. - Temp. Appt. 3/6/52 Garbageman @ \$230 Month
 Gibson, Edward - Temp. Appt. 2/18/52 Garbageman @ \$276 Month
 King, Robert V. - Temp. Appt. 3/12/52 Garbageman @ \$230 Month
 Williams, David Jr. - Temp. Appt. 3/7/52 Garbageman @ \$230 Month

Returned to Duty from Military Service

Johnson, C. R. - Returned to duty from M.S. 2/12/52 Uniform Fireman @
 \$345 Month
 Morse, Benjamin - Returned to duty from M.S. 2/15/52 Patrolman @
 \$345 Month

Transfer

Hansen, Barbara - Transfer 2/25/52 Public Health Nurse from Public
 Health Nursing to Child Hygiene
 Clinic @ \$288 Month

at 9:45 P.M.

There being no further business, the Board adjourned to meet again at the
 Call of the Chair.

 Secretary

APPROVED:

 President