

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING SEPTEMBER 21, 1960

The Civil Service Board met in regular session at 817 - 10th Street at 2:00 P.M. (Regular meeting scheduled for September 7, 1960, cancelled.)

PRESENT: Commissioners Deise, J. Alexander, Grebitus and Genshlea.

ABSENT: Commissioner C. Alexander.

Minutes of the regular meeting held August 24, 1960, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Announcement Notices for the following examinations were approved:

#648 Plant Utilityman
#649 Tabulating Machine Operator II

The Secretary was authorized by the Board to establish minimum qualifying scores on the written tests for the above examinations.

EXAMINATION CANCELLED
Tabulating Machine Operator #641

Secretary advised that because no application were received which met

the minimum requirements, it was necessary to cancel the examination scheduled for Tabulating Machine Operator I.

ELECTRICAL INSPECTOR EXAMINATION #636
Eligible Register

Written test scores and Personal

Interview ratings in the Electrical

Inspector Examination #636, held August 29, 1960, were reviewed. Secretary advised that the minimum qualifying score on the written test was set at 110 of a possible 170 items, and that Qualifications Appraisal Board consisted of Clarence Alexander, Civil Service Board Member; Phil Macdonald, Personnel Technician; and Wes Peterson, Associate Engineer, State of California.

The following eligible register was established and made effective September 14, 1960:

ELECTRICAL INSPECTOR EXAMINATION NO. 636

| | | |
|-----|-------------------|--------|
| #1. | Ned E. Ubben | 91.87% |
| #2. | Frank T. Wachtel | 88.77 |
| 3. | Arnold Vasti | 84.07 |
| #4. | James W. Davis | 82.83 |
| 5. | Clyde Stucker | 82.57 |
| #6. | Oren Link | 81.47 |
| 7. | Leonard H. Phelps | 77.13 |
| 8. | Fred Kurchuble | 74.90 |
| 9. | Joseph Battyany | 71.50 |

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

TRUCK DRIVER EXAMINATION #639
Eligible Register

Written test scores in the
Truck Driver Examination #639,

held August 15, 1960, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 60 of a possible 105 items, and that Personal Interviews were not included as part of the examination.

The following eligible register was established and made effective
September 7, 1960:

TRUCK DRIVER EXAMINATION NO. 639

| | | |
|------|---------------------|--------|
| #1. | Fred Froming | 86.68% |
| #2. | Grant E. Rainey | 85.35 |
| #3. | Edward Kelly Jr. | 84.68 |
| #4. | Hilario Mata | 83.34 |
| 5. | John M. McLaughlin | 81.36 |
| #6. | Jesus R. Hernandez | 81.34 |
| 7. | Ernest Mata | 80.69 |
| #8. | Fred W. Trejo | 80.67 |
| #9. | Robert Weisenburger | 80.67 |
| #10. | Carl E. Wilson | 80.00 |
| 11. | Ralph L. Caddick | 78.02 |
| 12. | Eugene D. Collins | 72.67 |
| 13. | Wilbert E. Azevedo | 70.00 |
| 14. | Louie F. Correa | 70.00 |
| 15. | Paul J. Williams | 70.00 |

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

DISPATCHER-CLERK EXAMINATION #640
Eligible Register

Written test scores and Personal
Interview ratings in the Dispatcher-

Clerk Examination #640, held August 25, 1960, were reviewed.

9-21-60

DISPATCHER-CLERK EXAMINATION #640 (cont'd)

Secretary advised that the minimum qualifying score in the written test was set at 92 of a possible 145 items, and that Qualifications Appraisal Board consisted of L. Deise, Civil Service Board Member; F. Martin Sims, Police Sergeant; and Phil Macdonald, Personnel Technician.

The following eligible register was established and made effective August 31, 1960:

DISPATCHER CLERK EXAMINATION NO. 640

| | |
|--------------------------|--------|
| 1. Janet G. Whalen | 83.20% |
| 2. Melissa Silverberg | 78.57 |
| 3. Josephine E. Woodward | 78.25 |
| 4. Jean C. Hermes | 75.55 |
| 5. Harriet S. Martin | 74.66 |

CLERK II EXAMINATION #641
Eligible Register (Men Only)

Written test scores and Personal
Interview ratings in the Clerk II

Examination #641, held August 23, 1960, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 55 of a possible 90 items and that Qualifications Appraisal Board consisted of James Alexander, Civil Service Board Member; Walter Faig, City Treasurer; and Earl Wilson, Personnel Technician.

The following eligible register was established and made effective August 31, 1960:

CLERK II (Male) EXAMINATION NO. 641

| | |
|----------------------|--------|
| #1. Thomas Knight | 93.50% |
| #2. William Townsend | 90.40 |
| #3. Richard Hastings | 89.20 |
| #4. Burke Bennett | 88.77 |
| 5. Harold Croter | 86.90 |
| #6. Alvin Carrick | 84.47 |
| #7. Raymond Peterson | 84.10 |
| 8. Fidencio Salazar | 80.67 |
| 9. David Phillips | 77.33 |
| 10. Lyle Barber | 76.50 |
| 11. James Oliphant | 74.70 |
| 12. Amzy Lawler | 74.47 |
| 13. Augustus Abreu | 73.17 |

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

LIBRARY PAGE EXAMINATION #643
Eligible Register

Written test scores in the

Library Page Examination #643,

held August 23, 1960, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 45 of a possible 80 items and Personal Interviews were not included as a part of the examination.

The following eligible register was established and made effective August 24, 1960:

LIBRARY PAGE EXAMINATION NO. 643

| | | |
|-----|--------------------|--------|
| 1. | Betsy Prucha | 89.71% |
| 2. | Bonnie McWilliam | 88.00 |
| 3. | Karen Fung | 86.29 |
| 4. | Janet Whalen | 83.71 |
| 5. | Marilyn J. Manning | 82.86 |
| 6. | Kay L. Clark | 82.00 |
| 7. | Anna C. Winslow | 82.00 |
| 8. | Helen L. Greer | 80.29 |
| 9. | Nancy H. Brown | 79.43 |
| 10. | Miyoko Tahara | 79.43 |
| 11. | Sondra M. Hicks | 79.43 |
| 12. | Yvonne M. Hardin | 78.57 |
| 13. | Helen Cirincione | 78.57 |
| 14. | Suzanne L. Brinton | 77.71 |
| 15. | Barbara K. Davis | 77.71 |
| 16. | Norma G. Anderson | 75.14 |
| 17. | Claudia Best | 74.29 |
| 18. | Barbara A. Moore | 73.42 |
| 19. | Beth Morgan | 73.42 |
| 20. | Lucille Rowe | 73.42 |
| 21. | Rosa L. Bennett | 72.57 |
| 22. | Lucille Christian | 71.71 |
| 23. | Neola R. Irvin | 71.71 |
| 24. | Janice L. Mann | 71.71 |
| 25. | Pauline E. Simmons | 70.86 |
| 26. | Virginia Ogden | 70.86 |

REQUEST-LEAVE OF ABSENCE
 Sharon Batten

Communication from Sharon Batten,

Typist Clerk II, in the Police

Department, dated September 19, 1960, requesting an additional 3-month leave of absence beyond the original three months granted by James V. Hicks, Chief of Police, upon advice of her physician, was considered.

| <u>Eligible Register</u> | <u>Name</u> | <u>Reason</u> |
|----------------------------------|---------------------|------------------------------|
| Utilities Serviceman Helper #628 | Lloyd Bonds | No reply to certification |
| Plant Operator #583 | August Welch | Prob. appointment terminated |
| Custodian I #604 | Glenn McMahon | 3 certifications |
| | Chester Holcomb | " |
| | John Wittman | No reply to certification |
| | Willie Thurman | " |
| | Alton Stone | " |
| | Alfred Rose | " |
| | Raymond Jeter | " |
| | Anthony Barros | " |
| Automotive Serviceman I #536 | Robert Maciel | 3 certifications |
| Library Clerk I #609 | Geraldine Abelia | No reply to certification |
| | Priscilla Cornelius | 3 certifications |
| | Frances Goodsell | By her request |
| | Peggy Cobb | No reply to certification |
| Typist Clerk I (Male) #631 | Raymond Peterson | 3 certifications |
| | Eugene Carson | " |
| Machinist Helper #582 | Frank Cirincione | Mail returned |
| Plant Operator I #619 | Thomas Dunell | 3 certifications |
| Library Page #643 | Anna Winslow | No reply to certification |

WORK PERMITS FILED:

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

Service Board policy, were filed:

| <u>Name</u> | <u>Class</u> | <u>Duties</u> | <u>Approved By</u> |
|-------------------|-------------------|------------------------|--------------------|
| Fassett, Keith | Auto. Sevcman. | Dance Band engagements | W. Robbins |
| *Fong, Luen | Steno-Clerk I | Cashier | R. McWilliam |
| Ghilarducci, V. | Gardener | Janitor | R. Renfree |
| *Kern, Andrew C. | Gen. Util. Wrkr. | Stage Hand | E. J. Scollan |
| *Martin, Edwin F. | Auto. Sevcman. | Stage Worker | C. Inderbitzen |
| Oliver, Wm. E. | Gen. Util. Wrkr. | Tree Work | W. Chorley |
| *Richardson, E. | Ref. Truck Driver | Janitor | J. Pieretti |
| Slaybaugh, M. | Supv. Spec. Act. | Selling Sundries | R. Renfree |
| *Telles, Bentura | Custodian II | Janitor | R. Renfree |

*while on vacation

(All the above in accordance with the Civil Service Board policy not to exceed 8 hours per week except those employees on vacation.)