

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING OCTOBER 18, 1961

The Civil Service Board met in regular session in Room 303, City Hall at 2:00 P.M.

PRESENT: Members Grebitus, Genshlea, C. Alexander, J. Alexander, Street.
ABSENT: None.

Minutes of the last regular meeting held October 4, 1961, were read and approved.

NEW EXAMINATIONS SCHEDULED:

- #702 Plant Operator II (Promotional)
- #703 Costumer.

RECREATION SUPERVISOR I EXAMINATION NO. 695

Secretary advised that the minimum qualifying score in the written test was set at 67 of a possible 120 items, qualifying 9 of 20 candidates appearing for the written test, and that Qualifications Appraisal Board consisted of Phil MacDonald, Personnel Technician; Clarence Alexander, Civil Service Board member; and Ed McGivern, Playground Supervisor.

The following eligible register was made effective October 4, 1961:

RECREATION SUPERVISOR I EXAMINATION NO. 695

#1.	Douglas Roach	86.75%
#2.	Jan B. Aitken	82.95
3.	Mildred Miller	82.81
#4.	Harold C. Suen	82.21
5.	James W. Ledoux	81.44
6.	Linda M. Hoeger	79.24
7.	Jerry D. Vandiver	78.85
8.	Sue A. Harry	76.53
9.	Louis W. Muller	74.78

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

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EXTENSION OF ELIGIBLE REGISTER
Machinist Helper No. 582

ist Helper was ordered extended for one year to September 17, 1962.

Upon recommendation of the Secretary,
eligible register no. 582 for Machin-

HEARING ON ADOPTION OF NEW
CLASS SPECIFICATIONS

Secretary advised that specifications had been prepared for the following new classes authorized to be established by the Civil Service Board effective January 1, 1962:

Recreation General Supervisor
Auditorium Maintenceman I
Auditorium Maintenceman II
Auditorium Maintenance Supervisor
Car Pool Supervisor
Traffic Linesman II
Assistant Traffic Engineer
Junior Civil Engineer

Revised specifications were also prepared for the following existing classes:

Librarian I	Physician
Librarian II	Emergency Hospital Director
Civil Engineer I	Typist-Clerk I & II
Civil Engineer II	Steno-Clerk I & II
Traffic Linesman I	Identification Technician I & II
Communications Operator	Street Construction Laborer
Parking Lot Operations Supervisor	Parking Lot Attendant II

It was the order of the Board that the date of November 1, 1961, be set for a hearing on adoption of the above new class specifications for new and existing classes.

CLASSIFICATION APPEAL

Elmer Wirts
Stores Clerk

Mr. Elmer Wirts, whose appeal for reallocation of his position was denied by the Personnel Officer, appeared before the Board, represented by Mr. Wright of the City Employees' Association.

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CLASSIFICATION APPEAL (Cont'd)

A report prepared by the Personnel Officer analyzing the brief originally submitted by Mr. Wright on behalf of Mr. Wirts in which the arguments set forth by Mr. Wright for reallocation were answered point by point, was rebutted by Mr. Wright and Mr. Wirts.

Various aspects of Mr. Wirts' position relating to his responsibilities for obtaining automotive parts were discussed by the board members.

The Secretary was instructed to obtain a report from the Purchasing Agent showing the dollar volume of parts and materials purchased by Mr. Wirts in relation to the total dollar volume of parts and materials used by the Automotive Maintenance Division for the year 1960-61.

After general discussion, it was the order of the board that the appeal of Mr. Wirts be given further consideration at the next regular meeting to be held November 1, 1961.

NEXT REGULAR MEETING

The Chairman advised that the next meeting of the Civil Service Board be scheduled for Wednesday, October 25, 1961, for the purpose of touring the City Library.

There being no further business, the meeting adjourned at 4:00 P.M. to meet again at the call of the Chair.


 SECRETARY

 PRESIDENT