

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
Regular Meeting

December 9, 1959

The Civil Service Board met in regular session at 817-10th Street at 2:00 P.M., the regular meeting scheduled for December 2, 1959 having been postponed to this date.

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

ABSENT: None

NEW EXAMINATIONS SCHEDULED: Announcement Notices for the following examinations were approved:

- #603 Plumbing Inspector
- #604 Custodian I
- #605 Zoning Administrator

RECREATION SUPERVISOR I EXAMINATION #590: Written Test scores of Eligible Register and personal Interview ratings in Recreation Supervisor I

Examination #590 held October 29, 1959, were reviewed. Minimum qualifying score of 77 of possible 142 items in the Written Test was approved; Qualifications Appraisal Board consisted of Don Sandman, Personnel Technician, Joe Genshlea, Civil Service Board member, and Ed McGivern, Recreation Department; and the following eligible register established to become effective November 13, 1959.

Recreation Supervisor I #590

#1.	John W. Crane	89.91%
#2.	James Yokota	85.16
#3.	Sharon Silva	85.01
#4.	A. G. Swenson	84.95
5.	K. R. Harris	78.29
6.	Dale Achondo	76.19
7.	Gerald Rohrer	74.10

(# Indicates applicant received 10 points Veterans' Credit.)

PATROLMAN EXAMINATION #593: Written Test scores, Physical Agility test scores Eligible Register Medical Examination reports, and Personal Interview ratings in the Patrolman

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Examination #593, held October 31, 1959, were reviewed. Minimum qualifying score of 65 of possible 100 in the Written Test was approved; Qualifications Appraisal Board consisted of Capt. Dan Meredith, Police Department, and Leroy Deise, Civil Service Board member; and the following eligible register established to become effective November 23, 1959:

Patrolman #593

#1.	Gail C. Hamilton	92.51%
#2.	Richard S. Rodrigues	90.07
#3.	Reinhold A. Pahl	89.67
#4.	Paul A. Boettin	88.19
#5.	George D. Allen	87.98
#6.	Wayne M. Bechtel	86.56
#7.	Harold W. Joines	84.47
8.	Lee C. Dohm	82.27
9.	Frank N. Christensen	81.13
10.	George B. Mijares	81.05
11.	James M. Svetich	80.63
12.	Eugene Biedrzycki	78.96
13.	Ronald R. Nichols	73.27

REJECTIONS ON MEDICAL EXAMINATION: The following candidates in the Patrolman Patrolman Examination #593 Examination #593 were ordered rejected on recommendation of the City Physician for the reasons outlined:

Franklin J. Covington	Under minimum height 1/2"
Melvin B. Levinson	Under minimum height 3/4"

STENOGRAPHER-CLERK I EXAMINATION #598: Written test scores of Stenographer-Eligible List Clerk I Examination #598 held November 17, 1959, were reviewed. Minimum qualifying score of 86 of possible 140 items, in the written test was approved, and the following eligible register established to become effective November 19, 1959:

Stenographer-Clerk I #598.

1.	Harriet Martin	93.74%
2.	Florence Velaga	89.53
3.	Roberta Buchanan	85.47
4.	Vesta Barrows	81.60
5.	Mary Shipman	81.57
6.	Margaret Keely	80.60
7.	Marainne Craig	80.13

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DISPATCHER - CLERK I EXAMINATION #599:
Eligible List

Written Test scores of Dispatcher-Clerk Examination #599 held November 19, 1959,

were reviewed. Minimum qualifying score of 115 of possible 180 items in the Written Test was approved; Personal Interviews eliminated; and the following eligible register established to become effective November 24, 1959:

Dispatcher - Clerk #599

- 1. Harriet S. Martin 88.23%
- 2. Marsha J. Klein 79.69%
- 3. Ruth A. Demas 79.23%
- 4. Francisca Valdez 76.00%
- 5. Francis A. Marino 74.85%
- 6. Norma L. Disneria 70.69%

SICK LEAVE RULE XXII: Secretary recommended that Rule XXII ("Sick or Special Amended Rule

Leave") be amended, due to the termination of the Visiting Nurse program for sick leave administration effective January 1, 1960. Motion was made by Mr. Genshlea, seconded by Mr. Grebitus, and unanimously adopted, that Rule XXII be amended to read as follows:

RULE XXII
SICK OR SPECIAL LEAVE

SECTION 1. AUTHORITY FOR: The following rules shall govern leaves of absence because of sickness or for special leave as authorized under the provisions of Ordinance No. 1944, Fourth Series, adopted by the City Council on December 15, 1955.

SECTION 2. ELIGIBILITY: All officers and employees shall be eligible, except as herein outlined, for sick or special leave with pay upon the completion of six months of service immediately preceding the first day of incapacity. Employees serving on less than full-time basis or in a limited-term full-time position, shall not be eligible for sick or special leave with pay.

SECTION 3. BASIS OF ACCRUAL: Sick leave with pay, or special leave with pay which is chargeable to sick leave shall be earned at the rate of one working day for each completed calendar month of continuous full time service including authorized leave with pay.

No sick leave or special leave may accrue for any calendar month in which an employee is on leave of absence without pay aggregating more than ten complete working days. New employees appointed after the 15th day of any month shall not be entitled to sick leave credit for the month in which they were appointed.

Unused leave may be accumulated from year to year but shall not exceed 120 working days, except as herein permitted. After reaching the maximum, in order to compensate for time used, sick or special leave shall begin to re-accrue until the maximum number of days is again reached. No employee shall be allowed to accumulate more than 12 days in any one year.

EXCEPTION: Any employee who on December 31, 1955, has accrued in excess of 120 days of sick leave which is usable in one calendar year will be permitted to retain as his maximum this total number of sick leave days for the remainder of his employment with the City of Sacramento.

SECTION 4. SICK LEAVE DEFINED: Sick leave shall be defined as follows:

- (A) An illness that physically incapacitates an employee from performing his regular duties.
- (B) Injury not incurred in line of duty except where traceable to employment by an employer other than the City of Sacramento.
- (C) Medical, dental or eye examination or treatment for which appointments cannot be made outside of working hours.
- (D) Childbirth or miscarriage limited to a normal maximum allowance of 10 days, on and after January 1, 1957

SECTION 5. SPECIAL LEAVE DEFINED: Special leave with pay for the following reasons shall be chargeable against sick leave credits.

- (A) Exposure to contagious disease when the presence of the employee for duty would endanger the health of others.
- (B) Death in the Immediate Family.
- (C) Hospitalization of a member of the immediate family.
- (D) Providing care for a member of the immediate family where such member is seriously ill or injured and who requires the care or attendance of the employee.

SECTION 6. AUTHORIZING MEDICAL EXAMINATION: If, in the opinion of the appointing power, an employee is incapacitated from performing the duties of his position on account of sickness or injury, such employee may be required to submit himself for examination to the City Physician or physicians approved by the City Manager.

If the report of such physician or physicians show the employee to be in an unfit condition to perform his duties, the department head shall have the authority, subject to the approval of the City Manager, to compel such employee to take sufficient leave of absence as will be necessary to fit him to perform the duties of his position; provided, however, if such employee is eligible for disability retirement under provisions of Sections 173 or 175 of the City Charter, the City Manager may order the Personnel Officer to submit the medical

report of said physician or physicians to the Retirement Board for the purpose of considering the retirement of said employee for permanent disability.

SECTION 7. STATEMENT OF POLICY: The statement of policy and standards adopted by the Civil Service Board applying to the use of sick or special leave shall apply to all city employees.

NEW CLASS SPECIFICATION: Motion made by Mr. Genshlea that specifications
Zoning Administrator
as prepared by the Personnel Department staff for the new class of Zoning Administrator, outlining general statement of duties, examples of work, necessary knowledge, skills and abilities, and experience education and training required, be adopted. Motion seconded by Mr. Grebitus and carried by the following vote:

AYES: Commissioners: C. Alexander, J. Alexander, Deise, Grebitus, and Genshlea

NOES: None

It was the further order of the Board that this new classification be included in the classified group, with positions in the class to be filled through competitive examination.

SALARY RANGE - NEW CLASS: After review of the class specification, internal
Zoning Administrator
relationship within the Planning Department, and other factors, motion was made by Clarence Alexander that this class be allocated to Range #33 (\$480-575) of the Salary Ordinance. Motion was seconded by James Alexander, and carried by the following vote:

AYES: Commissioners: C. Alexander, J. Alexander, Grebitus, Genshlea, and Deise

NOES: None

SALARY RANGE - NEW CLASSES: Secretary advised that the classes of Water &
Water & Sewer Foreman I
Water & Sewer Foreman II
Sewer Foreman I and II, which were eliminated from the classification plan on July 1, 1959

by adoption of the P.A.S. survey, with positions being allocated to the classes of Foreman I and II, are to be replaced in the classification plan because of inequities of salary ranges for supervisory classes in the distribution

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section of the Water Department, as outlined by Ray Jones, Water Department Superintendent.

After review of the duties and responsibilities involved in these two new classes, internal relationship to other classes in the distribution section of the Water Department, motion was made by James Alexander that salary ranges as outlined below be assigned:

Water & Sewer Foreman I	Range #32 (\$460-550)
Water & Sewer Foreman II	Range #34 (\$500-600)

Motion was seconded by Mr. Genshlea, and carried by the following vote:

Ayes: Commissioners C. Alexander, J. Alexander, Deise, Grebitus, and Genshlea

Noes: None

REQUEST - CHANGE FROM HOURLY RATES
TO MONTHLY SALARY RANGES:

Auto Mechanic; Master Mechanic
Automotive Painter; Body and
Fender Repairman; Blacksmith-
Welder.

Request of seventeen hourly rate employees in the classes of Auto Mechanic, Master Mechanic, Automotive Painter, Body & Fender Repairman, and Blacksmith-Welder

to be placed on a monthly salary range; was read and considered. After discussion, the matter was laid over to the next regular meeting to be held December 16, 1959.

REQUEST - SALARY SURVEY:
Plant Operator I

Communication from Sacramento City Employees' association, requesting salary survey for the class of Plant Operator I (Water Department) was read. Secretary was instructed to prepare a survey of salaries paid in other governmental agencies for classes of Plant Operator I, II, and III, to be submitted at the earliest possible date.

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"WHEREAS, Kenneth E. Wright was appointed to serve on the Civil Service Board of the City of Sacramento on January 1, 1952, and continued to serve until his resignation on October 12, 1959, made necessary because of ill health; and

"WHEREAS, during this period of nearly eight years, Kenneth Wright attended numerous meetings of the Board, without compensation until February 1959, and gave unstintingly of his time and effort for the administration of Civil Service for the City of Sacramento and its employees in a fair, impartial and conscientious manner;

NOW THEREFORE BE IT RESOLVED: That the Civil Service Board of the City of Sacramento go on record, by the unanimous adoption of this resolution, as expressing its appreciation to Mr. Wright for his service to the people, the city administration, and employees of the City of Sacramento.

Adopted by the Civil Service Board this 9th day of December, 1959:

- Leroy E. Deise
- James Alexander
- Joseph Genshlea
- Edwin Grebitus
- Clarence Alexander

Attest:

Rodney McWilliam, Secretary.

DEPARTMENT REPORTS After review and agreement, it was the order of the APPROVAL OF

Board that the following Departmental Reports be approved:

Temporary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
DeFazio, Gerald A	Trimmer I	Recreation & Parks

Transfers

Bertacchi, Otto	Truck Driver	Recreation & Parks
Blackshire, Raymond	Refuse Collector	Waste Removal
Bosley, James	General Utility Worker	Engineering
Costa, Ronald J.	Laborer	Recreation & Parks
Eberhard, William R.	Draftsman II	Engineering
Poelman, Carol	Clerk I	Police

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REMOVAL OF NAMES FROM ELIGIBLE REGISTERS: The following names were ordered removed from eligible registers

for the reasons outlined:

<u>Class</u>	<u>Name</u>	<u>Reason</u>
Auto Mechanic #566	Leo Rosenblatt	3 certifications
	Richard Kehm	No reply to certif.
Airport Attendant #547	Chas. Fivash	No reply to certif.
	Keith Brownfield	do.
	James Ledford	do.
	Robert Coy	do.
	Ted Hepworth	do.
	Harold Haselhuhn	do.
	Robert Jacobs	do.
	Richard Brown	do.
Clerk I #587	Dinah Chang	No reply to certif.
Gen. Utility Worker #585	John Wood	No reply to certif.
	Clarance Davis	do.
Patrolman #570	Thomas Coughlin	No reply to certif.
	Leo Hennessy	do.
Eng. Aide #482	John Fitzsimonds	No reply to certif.

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>Type Work</u>	<u>Approved By</u>
Gail Guthrie	Meter Checker	Security Officer	J. V. Hicks
Earl Simons	Pers. Technician	Casual Musician	R. McWilliam
Don Sandman	Pers. Technician	Casual Musician	R. McWilliam

All of above in accordance with Civil Service Board Policy, not to exceed eight hours per week.

RESOLUTION OF APPRECIATION: The following resolution of appreciation to Kenneth E. Wright Civil Service Board Member (resigned) Kenneth E. Wright, former member of the Civil Service Board, was adopted by unanimous action

of the Board, and a copy forwarded to Mr. Wright:

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Probationary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Ban, J. J.	Engineer	Fire
Bradley, Russell K.	Laborer	Recreation & Parks
Cirincione, Frank Ralph	General Utility Worker	Engineering
Crane, John	Watchman	Recreation & Parks
Faria, John W.	Custodian I	Library
Fator, George D.	Airport Attendant I	Engineering
Feil, Elvis	Custodian I	Engineering
Ferrara, Nicholas	Laborer	Recreation & Parks
Harris, Kenneth	Recreation Supervisor I-	Recreation & Parks
Haskell, Clifford F.	Firefighter	Fire
Heilman, Joseph L.	General Utility Worker	Engineering
Huskey, James H.	Electrical Inspector	Engineering
Jacob, Karen J.	Clerk I	Collector
Kelley, Clarence Wm.	Watchman	Engineering
Kent, Carolyn	Dispatcher Clerk	Police
Keskeys, George A	Captain	Fire
Knox, Roosevelt	Refuse Collector	Waste Removal
Koelzer, Robert M.	Auto Mechanic	Engineering
Licursi, Jack M.	Electrical Inspector	Engineering
Lininger, Donald L.	General Utility Worker	Engineering
Lofing, Arther	Laborer	Recreation & Parks
Lopez, Donald L.	Laborer	Recreation & Parks
Lopez, Pete	General Utility Worker	Engineering
Martinez, Ida V.	Clerk I	Library
Mihanovich, John S.	Sergeant	Police
Moak, Dorothy M.	Clerk I	Collector
Oliver, William	Truck Driver	Recreation & Parks
Orser, Steffie	Steno-Clerk I	Engineering
Paine, Richard	Laborer	Recreation & Parks
Piper, Elizabeth	Clerk I	Police
Pruett, Kenneth R.	Laborer	Recreation & Parks
Ranieri, Anthony	Draftsman I	Engineering
Riddleberger, Clyovs	Clerk I	Library
Schneider, Richard K.	Truck Driver	Engineering
Sortor, Delbert	Laborer	Recreation & Parks
Sullivan, Charles R.	General Utility Worker	Engineering
Taylor, Laura Jean	Clerk I	Engineering
Thayer, Wesley O.	Patrolman	Police
Thompson, James	Custodian I	Engineering
Villalovos, Roy S.	Truck Driver	Engineering
Zersen, Willard L.	Draftsman II	Planning
Williams, Robert	Gardener	Recreation & Parks
Williams, Rodger M.	Truck Driver	Engineering

Reinstatements

Adams, Edgar	Laborer	Recreation & Parks
Edgar, Mark L.	Recreation Supervisor I	Recreation & Parks
Keely, Margaret	Clerk I	Controller

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Relief or Extra Board Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Dunn, Laurence A.	School Crossing Guard	Police
Fitkin, Don D.	Custodian I	Library
Fitzsimmons, Lyle	Parking Lot Attendant	Engineering
Green, Lee Roy F.	Custodian I	Library
Harris, Thomas J. Jr.	Parking Lot Attendant	Engineering
Hayes, James	Refuse Collector	Waste Removal
Hughes, Robert	Assist. Physician & Surg.	Emergency Hospital
Kohler, Charles E.	Stage Electrician	Auditorium
Larson, Jack	Parking Lot Attendant	Engineering
Lawrence, Richard J.	Automotive Serviceman I	Engineering
McCaffery, Eugene F.	Parking Lot Attendant	Engineering
Nims, Harold G.	Refuse Collector	Waste Removal
Schenken, Ralph	School Crossing Guard	Police
Smiley, W. L.	School Crossing Guard	Police
Wallace, O. T.	Refuse Collector	Waste Removal
Walsh, William	Parking Lot Attendant	Traffic Engineering

Limited Term Appointments

Acimovic, Nedjelko	Truck Driver	Engineering
Baldwin, Lillian	Clerk I	Assessor
DeMatos, Albert	Truck Driver	Engineering
Dominguez, Gregory J.	Truck Driver	Engineering
Fender, Ronald E.	Recreation Leader	Recreation & Parks
Flores, Paul L.	Truck Driver	Engineering
Howard, Kathleen	Clerk I	Assessor
Hunt, Edward Jr.	Watchman	Engineering
Kampilla, Janet M.	Clerk I	City Clerk
Kampilla, Jan	Clerk I	Controller
Marshall, Alvin K	Laborer	Recreation & Parks
Martini, Elvie	Laborer	Engineering
Moreno, Joseph	Truck Driver	Engineering
Nevarez, Anthony	Laborer	Engineering
Roach, Douglas	Truck Driver	Engineering
Sharpless, Moreene	Steno. Clerk I	Recreation & Parks

Part-time Appointments

Balch, Geraldine M	Clerk I	Library
Becker, Peter S.	Recreation Leader	Recreation & Parks
Brown, Judy A.	Recreation Leader	Recreation & Parks
Chastain, Roger V.	Recreation Leader	Recreation & Parks
Conway, Sheila	Page	Library
Daprato, Larry	Recreation Leader	Recreation & Parks
Dobson, Alice	Recreation Leader	Recreation & Parks
Graham, Morey	Student in Training=	Engineering
Hefner, John V.	Recreation Leader	Recreation & Parks
Gilbert, Karen L.	Music Leader	Recreation & Parks
Grable, Melvin	Recreation Leader	Recreation & Parks

Part-time Appointments (cont.)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Hickey, Charles, J.	Airport Attendant I	Engineering
Hoeger, Helene M.	Recreation Leader	Recreation & Parks
Hoeger, Linda	Recreation Leader	Recreation & Parks
Howard, Lorraine A.	Recreation Leader	Recreation & Parks
King, Marsha A.	Recreation Leader	Recreation & Parks
Kuchulis, Carolyn	Library Page	Library
La Cornu, Sylvia	Seamstress	Recreation & Parks
Mossman, Patricia	Page, Part-time	Library
Nelson, Lynne	Page	Library
O'Connell, JoAnn	Recreation Leader	Recreation & Parks
Prucha, Helen F.	Page	Library
Roark, Michael P.	Recreation Leader	Recreation & Parks
Roberts, David	Recreation Leader	Recreation & Parks
Sharai, May A.	Page	Library
Van Gundy, William L.	Recreation Leader	Recreation & Parks
Valasquez, Marie A.	Recreation Leader	Recreation & Parks
Viegas, Robert V.	Recreation Leader	Recreation & Parks
West, Phebe	Clerk I	Library

Exempt Appointments

Huang, Cheung N.	Assist. Physician & Surg.	Emergency Hospital
Cornwell, Lois	Librarian I	Library
Dehner, Raymond	Captain	Police
Jarvis, Dorothy J.	Librarian III	Library
McDonagn, Michael	Golf Course Architect	Recreation & Parks
Ottley, Ruth C.	Librarian I	Library
Pieretti, John	Superintendent	Waste Removal
Stahlman, Walter	Supt. Jr. Traffic Patrol	Police
Tornatore, Dominic	Foreman I	Waste Removal
Vierra, Eamel	Foreman II	Waste Removal

Military Reserve Training

Baker, R. F. - Military Reserve Training 10/4/59 to 10/7/59 Fireman

Johnson, Kenneth C. - Military Reserve Training 10/18/59 to 11/1/59 Assistant
Director

Silva, J. Winston - Military Reserve Training 11/28/59 to 11/28/59 Sergeant

Stevens, Dudley - Military Reserve Training 10/19/59 to 11/2/59 Traffic
Engineer

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


SECRETARY

APPROVED:

PRESIDENT