

3-28-62

There being no further business, the meeting adjourned at 3:00 P.M.
to meet again at the call of the Chair.


SECRETARY

P R E S I D E N T

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING APRIL 4, 1962

The Civil Service Board met in regular session at 817 - 10th Street at
2:00 P.M.

PRESENT: Members Genshlea, C. Alexander, J. Alexander, Street, Erickson.

ABSENT: None.

Minutes of the last regular meeting held March 21, 1962 and special
meeting held March 28, 1962, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following
examinations have been scheduled:

#717	Fire Captain (Promotional)
#718	Clerk II (Male)
#719	Accountant
#720	Switchboard Operator

STREET CONSTRUCTION LABORER
EXAMINATION NO. 713
Eligible Register

Written test scores and Personal
Interview ratings in Street Construction

Laborer Examination No. 713 held March 13, 1962, were reviewed.

Secretary advised that the minimum qualifying score in the written test
was set at 100 of a possible 125 items, qualifying 17 of 115 candidates appearing
for the written test.

STREET CONSTRUCTION LABORER
EXAMINATION NO. 713 (Cont'd)
 Eligible Register

Qualifications Appraisal Board consisted of Wilfred Street, Civil Service Board member; Kent Link, Street Maintenance Superintendent; and Earl Wilson, Personnel Technician.

The following eligible register was made effective March 28, 1962:

STREET CONSTRUCTION LABORER EXAMINATION NO. 713

#1.	Floyd A. Gephart	88.69%
#2.	Robert L. Moody	85.49
#3.	Richard M. Mello	84.08
#4.	Harry R. Reynolds	83.39
#5.	Lester P. Larsen	81.87
6.	Larry Farris	81.65
7.	Stanley L. White	79.60
8.	Arthur B. Courtney	76.32
9.	Barry A. Bates	76.27
10.	Ray Newman Jr.	75.71
11.	LeRoy Schultz Jr.	74.72
12.	Richard L. Reisinger	72.11

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

SUPERVISOR OF LICENSES
EXAMINATION NO. 716
 Eligible Register
 (Promotional)

Written test scores and Personal Interview ratings in Supervisor of Licenses Examination No. 716 held

March 23, 1962, were reviewed.

Minimum qualifying score in the written test was set at 73 of a possible 124 items, qualifying 6 of 8 candidates appearing for the written test, in conformity with action taken by the Board at the meeting held March 7, 1962.

Qualifications Appraisal Board consisted of F. C. Erickson, Civil Service Board member; Arthur Valine, Office Supervisor in the Assessor-Collector's office; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective March 27, 1962:

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SUPERVISOR OF LICENSES
EXAMINATION NO. 716 (Cont'd)
 Eligible Register
 (Promotional)

SUPERVISOR OF LICENSES EXAMINATION NO. 716

(PROMOTIONAL)

1. Chris Morgensen	84.62%
2. David H. Pinsler	84.15
3. Harry Warner	82.99
4. Joseph A. Bevel	74.03
5. Theodore Pantages	73.58
6. Donald Sperling	72.33

ACCOUNTANT EXAMINATION NO. 719

Upon recommendation of the Secretary,
 motion was made by Mr. Clarence

Alexander that employees of the City of Sacramento with permanent status in the class of Account Clerk II be permitted to compete in this examination on a promotional basis. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Genshlea, C. Alexander, J. Alexander, Street, Erickson.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN

Proposed class specifications
 were submitted to the Board

members by the Secretary for new classes proposed to be established as follows:

Electrical Technician I
 Electrical Technician II
 Supervising Electrical Technician
 Electrical Maintenance Superintendent

Along with the establishment of the above new classes it is also proposed to abolish the following class:

Apprentice Electrician

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AMENDMENT OF CLASSIFICATION PLAN (Cont'd)

Secretary advised that in connection with the proposed changes, two employees presently classified as Electrician would be re-allocated to the class of Supervising Electrical Technician; three employees whose positions are presently allocated to the class of Electrician Apprentice would be re-allocated to the class of Electrical Technician II; four employees whose positions are presently allocated of General Utility Worker would be re-allocated to the class of Electrical Technician I; and one employee whose position is presently allocated to the class of Electrician Foreman would be re-allocated to the class of Electrical Maintenance Superintendent.

Secretary advised that the proposed changes in the Classification Plan had been discussed and approved by the City Manager's office, the City Engineer's office, and Building Maintenance Superintendent. Also, the proposed changes were discussed with the employees whose position are affected. Reasons for the proposal to abolish the class of Apprentice Electrician were outlined and the Secretary advised that the proposed position re-allocations would result in six employees being changed from hourly prevailing rates to monthly salaries.

The proposals were discussed generally and motion was made by Mr. James Alexander that the date of April 18, 1962 be set for a hearing to consider the above recommendations. Motion was seconded by Mr. Clarence Alexander and carried by the following vote:

AYES: Members Genshlea, C. Alexander, J. Alexander, Street, Erickson.

NOES: None.

SALARY SURVEY OF ADMINISTRATIVE CLASSES: The salary survey of administrative classes prepared by the Personnel Officer was discussed generally.

SALARY SURVEY OF ADMINISTRATIVE CLASSES: (Cont'd)

Motion was made by Mr. Street that a special meeting be held with the Civil Service Committee of the City Council and the City Manager for the purpose of discussing this survey further before taking any action. Motion was seconded by Mr. Erickson and carried by the following vote:

- AYES: Members Genshlea, C. Alexander, J. Alexander, Street, Erickson.
- NOES: None.

FIREFIGHTERS UNION REPRESENTATIVES

Various representatives of Firefighters Union Local #522, were

introduced by John Steely, Fire Captain, who advised that salary requests from the union would be presented to the Board in the very near future.

There being no further business, the meeting adjourned at 3:00 P.M. to meet again at the call of the Chair.



 SECRETARY

 PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
 CITY OF SACRAMENTO
 SPECIAL MEETING APRIL 11, 1962

The Civil Service Board met in special session in the City Hall Council Chambers at 2:00 P.M.

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

Chairman of the Board Joseph Genshlea, announced that the purpose of this meeting was to discuss with department and/or division heads any salary inequities they felt existed within their departments or divisions, and that requests for salary adjustments for particular classifications would be considered before final salary recommendations are made to the City Council.

The following department and division heads appeared before the Board to make requests as below outlined:

- (1) Don Smith, Airport Manager. Request made for salary adjustment for Assistant Airport Manager.
- (2) Otto Steinbrenner, Chief Building Inspector. Request made for salary adjustment for class of Building Inspector II.
- (3) Tom Deise, Fire Chief. Request made for establishment of new classification of Senior Communications Operator for employees at Central Fire Alarm Station.
- (4) Kent Link, Street Maintenance Superintendent. Request made for salary adjustment for class of Street Maintenance Foreman I and II because of relationship of salaries of employees paid on prevailing union rates.
- (5) Carl Jennings, Assistant City Engineer. Request made for salary adjustment for class of Street Assessment and Real Estate Supervisor and called attention to the small differential in pay between certain supervisory classes and classes within the same division paid on hourly prevailing rates.

Secretary advised the Board that findings of the salary survey is expected to be presented on or about May 1, 1962 and that hearings for ^{employees and} employee representatives should be scheduled shortly after that date in order that salary recommendations may be presented to the City Council by the June 1, 1962 deadline.