

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

November 12, 1935

The Civil Service Board met in special session in the office of the Board at 8:00 P.M., President Deise presiding.

PRESENT: Commissioners Chenu, Stacy, President Deise:
ABSENT : None:

The minutes of meetings held September 13th; September 21st; October 2nd; October 5th and 6th; October 10th; October 15th, 16th, 17th, 22nd, and October 25, 1935; were read and there being no alterations or corrections, were ordered approved as read.

TEMPORARY EMPLOYEES

After again discussing the status of temporary employees and their periods of employment, Commissioner Stacy moved that his motion of October 10, 1935, requiring that a two year period of employment be used as a basis for consideration be rescinded. Seconded by Commissioner Chenu and carried with the following vote:

AYES: Commissioners Chenu, Stacy, President Deise.
NOES: None.

The Secretary presented and read a letter from City Manager James S. Dean, dated October 31, 1935, relating to his review and study of employees now listed on the payrolls as being "temporary appointments." Mr. Dean attached a letter from City Attorney Hugh B. Bradford, stating that the following positions were exempt from Civil Service under Charter provisions:

Art Gallery Museum Attendants
Art Gallery Attendants
Superintendent of Airport (Chief Deputy)
Nurse
Public Health Nurse

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Dental Hygienist
Laboratory Technician
Librarians
Golf Professionals

The City Manager's letter further discussed employees who have been employed under a temporary status and also those who had been transferred from a position in which they previously had held Civil Service classifications.

CLASSIFICATIONS - EXEMPT

After discussing the above mentioned letters from City Manager Dean and City Attorney Bradford, Commissioner

Stacy moved that the positions mentioned, namely: Art Gallery Museum Attendant, Art Gallery Attendant, Superintendent of Airport, Nurse, Public Health Nurse, Dental Hygienist, Laboratory Technician, Librarians, and Golf Professionals be declared as exempt from Civil Service classification in conformity with Charter provisions. Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATION DEFINITIONS

After reviewing the above mentioned letter from the City Manager, the Board requested the Secretary to

prepare Classification Definitions for the following positions:

- | | |
|---------------------------|--------------------------|
| Airport Attendant | Library Clerk |
| Service Station Attendant | Park Department Handyman |
| Deputy Assessor | Tree Trimmer Groundman |
| Poundman | Golf Course Greenskeeper |

CLASSIFICATION ESTABLISHED
AIRPORT ATTENDANT

After reviewing the recommendations of the City Manager and discussing the duties of Mechanics and personnel

at the Airport, Commissioner Chenu moved that the classification of Airport Attendant be established with a salary range of \$100.00

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to \$175.00 per month, said classification to include the following qualifications:

Completion of twelfth grade of school or equivalent; general aviation background; licensed aircraft mechanic preferred; knowledge of Bureau of Air Commerce regulations and local field and traffic rules; knowledge of aircraft and aircraft engines, and how to store, service and start them under all conditions; some knowledge of tele-type, weather maps, air navigation maps and meteorology; knowledge of procedure in event of accident; general knowledge of First Aid procedure; ability to act quickly in event of emergency; ability to assume responsibility and make decisions in the absence of superior; courteous in dealing with the public; good health; agility; initiative; freedom from disabling defects.

Seconded by Commissioner Stacy and unanimously carried.

**AIRPORT MECHANICS
CLASSIFIED**

Bachman, Burt C.
Bennett, F. E.
Forbes, Elmer
Swalley, D. R.

After examination and discussion of the nature of duties, qualifications, fitness for service with the city, and recommendations by

the City Manager of these men now employed as Airport Mechanics, Commissioner Chenu moved that Messrs. Bachman, Bennett, Forbes, and Swalley be classified as Airport Attendants. Seconded by Commissioner Stacy and unanimously carried.

**CLASSIFICATION
JAMES RIGNEY**

After examination and discussion of the nature of duties, qualifications, fitness for service with

the city, and recommendations of the City Manager, Commissioner Chenu moved that Mr. Rigney be given a Painter's classification. Seconded

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by Commissioner Stacy and unanimously carried.

CLASSIFICATION ESTABLISHED
SERVICE STATION ATTENDANT

After reviewing recommendations of the City Manager and discussing the duties of employees who are oiling, greasing, and servicing city owned automotive equipment, Commissioner Chenu moved that the classification of Service Station Attendant be established with a salary range of \$100.00 to \$150.00 per month, said classification to include the following qualifications: Ability to read and write; licensed to drive automotive equipment; general knowledge of automotive equipment; ability to understand and follow instructions; industry; carefulness; reliability; strength; good physical condition. Seconded by Commissioner Stacy and unanimously carried.

CLASSIFICATION
SERVICE STATION ATTENDANTS

Hayes, Wm. L.
Tillman, Veander
Kirchgater, L. O.

After examination and discussion of the nature of duties, qualifications, fitness for service with the city, and recommendations by the City Manager, Commissioner Stacy moved that Messrs. Hayes, Tillman, and Kirchgater be classified as Service Station Attendants. Seconded by Commissioner Chenu and carried with the following vote:

AYES: Commissioners Chenu, Stacy, President Deise.

NOES: None.

CLASSIFICATION ESTABLISHED
ASSISTANT STOREKEEPER

After reviewing recommendations of the City Manager and discussing the duties of employees who are receiving, checking, issuing, and recording supplies, Commissioner Stacy moved that the classification of Assistant Storekeeper be established with a salary range of \$100.00 to \$175.00 per month, said classifica-

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tion to include the following qualifications: Common school education with at least two years of high school training preferable; familiarity with methods of storing, issuing and recording supplies; ability to keep stores records; good clerical ability; orderliness; accuracy; industry; honesty; reliability; good physical condition. Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATIONS
ASSISTANT STOREKEEPERS
Robbins, Wm. J.
Sloan, Tom.

After examination and discussion of the nature of duties, qualifications, fitness for service with the city, and recommendations of the City Manager, Commissioner Stacy moved that Messrs. Robbins and Sloan be classified as Assistant Storekeepers. Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATION ESTABLISHED
POWER DRIVEN EQUIPMENT OPERATOR

After reviewing recommendations of the City Manager and discussing duties of those now employed who are operating and making minor repairs to gas, steam or stationary road equipment; or operating clam shells, drag lines or skimmers, Commissioner Chenu moved that the classification of Power Driven Equipment Operator be established with a salary range of \$115.00 to \$225.00 per month. Seconded by Commissioner Stacy and unanimously carried.

CLASSIFICATIONS
POWER DRIVEN EQUIPMENT OPERATOR
Ward, Roy E.
Wise, Roy

After examination and discussion of the nature of duties, qualifications, fitness for service with the city, and recommendations of the City Manager, Commissioner Stacy moved that Messrs. Ward and Wise be classified as Power Driven Equipment Operators. Seconded by Commissioner Chenu and unanimously carried.

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CLASSIFICATION
KIRKPATRICK, EDWARD S.

After examination and discussion of the nature of duties, qualifications, fitness for service with the city, and recommendations of the City Manager, Commissioner Chenu moved that Mr. Kirkpatrick be classified as a Senior Clerk. Seconded by Commissioner Stacy and unanimously carried.

CLASSIFICATION
GLACKIN, HAZEL

After examination and discussion of the nature of duties, qualifications, fitness for service with the city, and recommendations of the City Manager, Commissioner Stacy moved that Hazel Glackin be classified as a Bookkeeping Machine Operator. Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATION
MC KINLEY, GERALD

After examination and discussion of the nature of duties, qualifications, fitness for service with the city, and recommendations of the City Manager, Commissioner Chenu moved that Mr. McKinley be classified as a Deputy Assessor. Seconded by Commissioner Stacy and unanimously carried.

CLASSIFICATION
CAIN, PERCY

After examination and discussion of the nature of duties, qualifications, fitness for service with the city, and recommendations of the City Manager, Commissioner Chenu moved that Mr. Cain be classified as a Storekeeper. Seconded by Commissioner Stacy and unanimously carried.

CLASSIFICATION
GILLESPIE, GEORGE F.

After examination and discussion of the nature of duties, qualifications, fitness for service with the city,

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and recommendations of the City Manager, Commissioner Deise moved that Mr. Gillespie be classified as Meat Inspector. Seconded by Commissioner Stacy and unanimously carried.

CLASSIFICATION
MARTIN, ARTHUR
WILSON, WILLIAM L.

After examination and discussion of the nature of duties, qualifications, fitness for service with the city,

and recommendations of the City Manager, Commissioner Chenu moved that that Messrs. Martin and Wilson be classified as Poundmen. Seconded by Commissioner Stacy and unanimously carried.

CLASSIFICATION ESTABLISHED
LIBRARY CLERK

After reviewing recommendation of the City Manager and discussing duties of those charging books and

library material; maintaining trays in alphabetical order; sorting, counting and filing circulation cards; arranging and filing catalogs, registration cards, records, and documents; registering new and old borrowers; preparing books and material for circulation and mending books, Commissioner Chenu moved that a classification for the position of Library Clerk be established with a salary range of \$70.00 to \$125.00 per month. Seconded by Commissioner Stacy and unanimously carried.

CLASSIFICATIONS
LIBRARY CLERKS

Biewener, Helena
Brown, Frances H.
Howard, Dorothy
Krack, Marjorie
Kreatz, Lorraine D.
Marriner, Luella
Marshall, Mabel W.
Miller, Julia C.
Swazy, Pelue D.
White, Florence

After examination and discussion of the nature of duties, qualifications, fitness for service with the city, and recommendation of the City Manager, Commissioner Stacy moved that Mesdames Biewener, Brown, Howard, Krack, Kreatz, Marriner, Marshall,

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Miller, Swazy, and White be classified as Library Clerks: Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATION
GERMOLES, MARY R.

After examination and discussion of the nature of duties, qualifications, fitness for service with the City, and recommendations of the City Manager, Commissioner Stacy moved that Mrs. Gercoles be classified as a Stenographer. Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATION ESTABLISHED
HANDYMAN - PARK DEPARTMENT

After reviewing recommendations of the City Manager and discussing duties of employees who, under supervision of the Superintendent of Parks, do miscellaneous maintenance work mainly of a mechanical and repair nature, Commissioner Stacy moved that the classification of Handyman - Park Department be established with a salary range of \$100.00 to \$175.00 per month. Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATION
DAVIS, R. E.

After examination and discussion of the nature of duties, qualifications, fitness for service with the City, and recommendations of the City Manager, Commissioner Stacy moved that Mr. Davis, an employee of the Park Department, be classified as Park Department Handyman. Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATION
TREE TRIMMERS

Baker, E. A.
Hill, L. E.
Howard, F. M.

After examination and discussion of the nature of duties, qualifications, fitness for service with the City,

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A. A. Spencer
A. K. Wollenberg

and recommendations of the City Manager,
Commissioner Stacy moved that Messrs.

Baker, Hill, Howard, Spencer, and Wollenberg be classified as Tree Trimmers. Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATION ESTABLISHED
GROUND MEN

After reviewing recommendations of
the City Manager and discussing
duties of employees who are perform-

ing routine work involved in the care, planting, maintenance and removal of trees, Commissioner Stacy moved that the classification of Groundman be established with a salary range of \$100.00 to \$150.00 per month. Seconded by Commissioner Chenu and and unanimously carried.

CLASSIFICATION ESTABLISHED
RECREATION SUPERVISOR

After reviewing recommendations of
the City Manager and discussing
duties of employees who are responsi-

ble for the operation and maintenance of municipal playgrounds and facilities; assign work to Recreation Directors, and other employees; direct and instruct in recreational activities, and perform clerical work in keeping records, Commissioner Stacy moved that the classification of Recreation Supervisor be established with a salary range of \$150.00 to \$225.00 per month. Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATION
RECREATION SUPERVISOR

Frye, Kenneth B.

After examination and discussion
of the nature of duties, qualifications, fitness for service with

the city, and recommendations of the City Manager, Commissioner Stacy moved that Mr. Frye be classified as Recreation Supervisor. Seconded

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by Commissioner Chenu and unanimously carried.

CLASSIFICATION ESTABLISHED
DIRECTOR OF RECREATION

After reviewing recommendations of the City Manager and discussing duties of employees under the direction of Recreation Supervisors, who are responsible for the work of Recreation Leaders and direct activities in connection with recreation and playground work, Commissioner Chenu moved that a classification be established for the position of Recreation Director with a salary range of \$90.00 to \$150.00 per month. Seconded by Commissioner Stacy and unanimously carried.

CLASSIFICATION
RECREATION DIRECTORS

Brier, Charlotte Bonnie
Cox, Rose E.
Mangan, James G.

After examination and discussion of the nature of duties, qualifications, fitness for service with the city, and recommendations of the City

Manager, Commissioner Stacy moved that Charlotte Bonnie Brier, Rose E. Cox, and James G. Mangan be classified as Recreation Directors. Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATION ESTABLISHED
GOLF COURSE GREENSKEEPER

After reviewing recommendations of the City Manager and discussing duties of employees who supervise the maintenance and upkeep of the golf courses, clubhouses, and grounds, Commissioner Stacy moved that the classification of Golf Course Greenskeeper be established with a salary range of \$135.00 to \$200.00 per month. Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATION
GOLF COURSE GREENSKEEPERS

Dunlop, Allen
McDonogh, Michael

After examination and discussion of the nature of duties, qualifications,

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fitness for service with the city, and recommendations of the City Manager, Commissioner Stacy moved that Messrs. Dunlop and McDonogh be classified as Golf Course Greenskeepers. Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATION
LABORER

After examination and discussion of the nature of the duties, qualifications, fitness for service with the

Davis, Frank A.

city, and recommendations of the City Manager, Commissioner Stacy moved that Mr. Davis be classified as a Laborer. Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATION
BLACKSMITH HELPER

After examination and discussion of the nature of the duties, qualifications, fitness for service with

Fiscus, Chester S.

the city, and recommendations of the City Manager, Commissioner Stacy moved that Mr. Fiscus be classified as Blacksmith Helper. Seconded by Commissioner Chenu and unanimously carried.

CLASSIFICATION
CAULKER

After examination and discussion of the nature of the duties, qualifications, fitness for service with

Bernardis, George

the city, and recommendations of the City Manager, Commissioner Stacy moved that Mr. Bernardis be classified as a Caulker. Seconded by Commissioner Chenu and unanimously carried.

EXAMINATIONS

After reviewing positions for which examinations should be prepared, the Secretary was instructed to

prepare material for the following examinations: Airport Attendant,

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Assistant Storekeeper, Blacksmith Helper, Bookkeeping Machine Operator, Caulker, Carpenter, Cement Finisher, Skilled Laborer, Deputy Assessor, Golf Course Greenskeeper, Janitor, Library Clerks, Meat Inspector, Painter, Poundman, Power Driven Equipment Operator, Recreation Director, Recreation Supervisor, Storekeeper, Service Station Attendant, Tree Trimmer, Tree Trimmer Groundmen, Truck Drivers.

There being no further business, the Board adjourned at 11:30 P.M. to meet again at the call of the Chair.

H. H. Jaqueth
Secretary.

APPROVED:

Leroy E. Weise
PRESIDENT.