

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
Special Meeting

October 16, 1959

The Civil Service Board met in special session at 10:00 A.M. in the office of the City Manager in the City Hall.

PRESENT: Commissioners Alexander, Deise, Genshlea and Grebitus

ABSENT : None

Vice Chairman Leroy Deise advised that this special meeting was called for the purpose of discussing with the Civil Service Committee of the City Council and the City Manager the salary recommendations made to the Council on October 8, 1959 for a one step increase in all uniform classes in the Police and Fire Departments.

Personnel Officer M. F. Faig advised that a survey had been prepared by the Personnel Department of salary increases granted by other governmental agencies in California on or after July 1, 1959, which showed that increases were granted by 16 of the 17 agencies used for comparisons and that these increases were not confined to the Police and Fire Departments. A brief summary of the increases granted by other agencies on or after July 1, 1959 follows:

<u>Agency</u>	<u>Police and Fire</u>	<u>Other Classes</u>
San Francisco	10%	2% to 7%
Oakland	10.3%	7%
Berkeley	10%	5%
Richmond	10%	7% to 10%
Alameda	5%	5% to 7½%
San Jose	5.7%	2.8% to 5.7%
Stockton	5%	5%
Fresno	6%	5%
Los Angeles	5.5%	5.5%
San Diego	5%	5% to 10%
Santa Monica	11%	5.4% to 11%
Burbank	5%	5%
Glendale 1/	2.7%	2.7%
Long Beach	10.4%	5.2% to 10.4%
County of Sacramento	5%	5% to 10%
State of California	5%	5% plus adjustments

1/ Increases for Glendale to become effective January 16, 1960.

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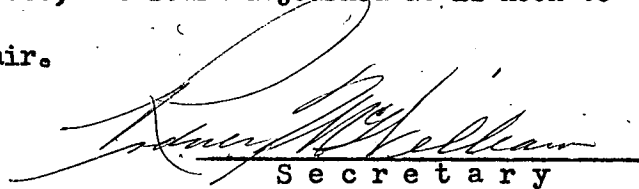
After discussion, wherein it was pointed out that increases for City classes other than in the Police and Fire Departments were also justified, motion was made by Mr. Alexander that a recommendation be made to the City Council to provide a one step increase for all miscellaneous classes of City employment, as well as a one step increase for all uniform classes in the Police and Fire Departments, to become effective not later than January 1, 1960. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Commissioners Alexander, Deise, Genshlea and Grebitus

NOES: None

There being no further business, the Board adjourned at 12 noon to meet again at the Call of the Chair.

APPROVED:


Secretary

President

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
Special Meeting

October 26, 1959

The Civil Service Board met in special session in Room 303, City Hall at 10:30 A.M.

PRESENT: Commissioners Deise, Genshlea and Grebitus

ABSENT : Commissioners J. Alexander and C. Alexander

The Secretary advised that this special meeting was called for the purpose of considering communication dated October 22, 1959 from the City Council requesting a recommendation as to the inclusion of "Y-Rate" employees in the one step salary increase recommended by the Board for all city classes and which was adopted by the City Council on October 15, 1959.

Personnel Officer M. F. Faig recommended that the matter be laid over until the next regular meeting of the Board on November 4, 1959 in order to permit the Personnel Department to make a study of the problem.

Motion was made by Mr. Grebitus that action on the request be laid over until the next regular meeting of the Board. Motion seconded by Mr. Genshlea and carried by the following vote:

AYES: Commissioners Deise, Genshlea and Grebitus

NOES: None

ABSENT: Commissioners J. Alexander and C. Alexander

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


Secretary

APPROVED:

President

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
Regular Meeting

November 4, 1959

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

PRESENT: Commissioners C. Alexander, Deise, Genshles and Grebitus

ABSENT: Commissioner J. Alexander

NEW EXAMINATIONS SCHEDULED

Announcement Notices for the following examinations were approved:

#596 Accountant
#597 Cashier I
#598 Stenographer Clerk I
#599 Dispatcher-Clerk

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EXTENSION OF ELIGIBLE REGISTERS

The following eligible registers were ordered extended to the dates indicated:

Electrician #495	Extended to August 19, 1960
Machinist #510	" " October 21, 1960

SICK LEAVE REPORT
August 1959

Sick Leave Report for the month of August 1959 showing the number of days used on sick leave

and number of days on special leave were read and ordered filed.

The Secretary advised that decision has been made by the administration to discontinue the visiting nurse program on December 31, 1959.

PATROLMAN EX. #590
Eligibility Harold W. Joines

Request of Harold W. Joines with reference to eligibility in Patrolman Examination No. 590 because

of temporary residence outside the city limits while his home is under construction in the city, was considered.

After review of the circumstances involved, Mr. Genshlea moved that the application of Mr. Joines be accepted on condition that he immediately move into the city. Seconded by Mr. Alexander and carried by the following vote:

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

NOES: None

ABSENT: Commissioner J. Alexander

REQUEST CHANGE FROM PREVAILLING
HOURLY RATES TO MONTHLY SALARY RANGES

Auto Mechanics
Blacksmith-Welder
Body & Fender Repairman
Automotive Painter

Request of 17 employees in the classifications outlined who are presently paid on hourly

prevailing rates to be allocated to a five-step monthly range was read and considered.

The Secretary was instructed to obtain additional information on prevailing rates for these classes to be submitted to the Board for future consideration.

REQUEST - LEAVE OF ABSENCE
Ethel Wadsworth

Communication from Ethel Wadsworth dated October 20, 1959, requesting an additional 90 day leave of

absence, was read and considered.

Motion was made by Mr. Genshlea that the request for a 90 day leave of absence to January 9, 1959, to permit her to remain at home to care for her husband, be granted. Seconded by Mr. Grebitus and carried by the following vote:

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

NOES: None

ABSENT: Commissioner J. Alexander

REQUEST FOR REINSTATEMENT
Richard C. Yates

Communication from Richard C. Yates former Patrolman in the Police Department dated October 23, 1959

requesting reinstatement to the Patrolman Eligible Register, was read and considered.

Letter from James V. Hicks, Chief of Police, recommending Mr. Yates for reinstatement, and letter from Clarence L. Azevedo, Mayor, on behalf of Mr. Yates were read and ordered filed.

Motion made by Mr. Genshlea that the request of Mr. Yates to be placed on the reinstatement list for Patrolman be approved, subject to forfeiture of sick leave credits but retention of salary rights as of date of resignation. Motion seconded by Mr. Alexander and carried by the following vote:

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

NOES: None

ABSENT: Commissioner J. Alexander

ACCOUNTANT EX. #596
Written Test Scores

Written Test scores of Accountant Examination No. 596 held October 27, 1959 were reviewed.

It was the order of the Board that any city employee with a salary range

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for Accountant (\$480-575), meeting the minimum requirements and attaining the required final score of 80%, be placed on the promotional list.

Upon recommendation of the Secretary, the minimum qualifying score was set at 143 of a possible 219 points; Personal Interviews were eliminated, and the following eligible register established to become effective November 9, 1959:

ACCOUNTANT ELIGIBLE REGISTER NO. 596

#1.	William Fong	87.10%
2.	Gene Glaesser	77.30
3.	Shirley Sachs	75.92
4.	Dorris Serrano	73.95
5.	Frank Nickerson	73.16
6.	John Dixon	70.99

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

RECREATION SUPERVISOR I EX. #591

Written Test scores in the Recreation Supervisor I Examination

No. 590 held October 29, 1959,

were reviewed.

Upon recommendation of the Secretary, the minimum qualifying score in the written test was set at 77 of a possible 140 items.

CLERK II EX. #588
Eligible Register

Written Test scores and Personal Interview ratings of Clerk II

Examination No. 588 held September 15, 1959, were reviewed.

Minimum qualifying score of 94.5 of a possible 135 items in the Written Test was approved and the following eligible register established, to become effective October 2, 1959:

CLERK II ELIGIBLE REGISTER NO. 588

Promotional List

1.	Edith L. Odom	88.43%
2.	Irene Huss	86.23
3.	Alice E. Myose	82.39
4.	Arlene E. Johnson	81.65
5.	Marjorie Remington	81.36
6.	Ruth H. Dimick	80.09
7.	Janet C. Whalen	80.06
	① Rosemary Roberts	80.22

CLERK II ELIGIBLE REGISTER NO. 588 (Cont'd.)Open List

1.	Jean M. Cannon	84.89%
2.	Carmen F. Burelle	84.67
3.	Elizabeth M. Loomis	82.85
4.	Barbara I. Pembroke	81.51
5.	Elizabeth L. Young	81.16
6.	Jeanne L. Sheehy	80.23
7.	Rosemary Roberts	80.22
8.	Hazel M. Mackey=	78.84
9.	Ruth A. Demas	78.00
10.	Catherine A. Strong	78.00
11.	Nell M. Asmus	76.89
12.	Mary Thomas	76.45
13.	Beatrice I. Smalley	76.27
14.	Nadine C. Thielen	75.74
15.	Dorothy Stephenson	74.93

WATCHMAN EX. #589
Eligible Register

Written Test scores of Watchman
Examination No. 589 held Septem-
ber 17, 1959, were reviewed.

Minimum qualifying score of 75 of a possible 107 items in the Written Test was approved and the following eligible register established to become effective September 23, 1959:

WATCHMAN ELIGIBLE REGISTER NO. 589

#1.	John W. Crane	98.79%
#2.	Clarence W. Kelley	97.85
#3.	William C. Simmonds	95.05
#4.	Joseph E. Archuleta	94.11
#5.	Tom O. Moore	91.31
#6.	Edward A. Hunt, Jr.	90.37
#7.	Alphonso W. Bryant	90.37
#8.	Richard L. Marino	90.37
9.	Clarence R. Weaver	86.92
#10.	John H. Lee	86.64
#11.	Sam R. Alexander	84.77
12.	Herberts A. Gegeris	84.11
13.	Thomas E. Sims	83.18
14.	Thomas J. Kernan	81.31
15.	Anthony R. Nevarez	81.31
16.	Billy G. Bethell	79.44
17.	Louis E. Hammond	77.57
18.	Claude J. Lasala	76.64
19.	Leland D. Fuller	74.77
20.	William H. Sims	73.83
21.	James E. Tibbets	71.96
22.	Hugh J. Millar	71.03

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

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DRAFTSMAN I EX. #591
Eligible Register

Written Test scores of Draftsman I Examination No. 591 held September 19, 1959, were reviewed.

Minimum qualifying score of 86 of a possible 130 points in the Written Test was approved and the following eligible register established, to become effective September 24, 1959:

DRAFTSMAN I ELIGIBLE REGISTER NO. 591

#1.	Anthony Ranieri	100.45%
2.	Philip Briggs	78.18
3.	Max E. Larson	77.50
4.	Herberts Gegeris	72.73
5.	Duane Kammerer	72.05
6.	Lois Sartain	72.05
7.	Barbara Pembroke	70.00

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

STENOGRAPHER-CLERK I EX. #592
Eligible Register

Written Test scores of Stenographer Clerk I Examination No. 592 held September 24, 1959, were

reviewed.

Minimum qualifying score of 84 of a possible 140 points in the Written Test was approved and the following eligible register established to become effective September 28, 1959:

STENOGRAPHER-CLERK I ELIGIBLE REGISTER NO. 592

1.	Harriet S. Martin	92.53%
2.	Florence R. Velaga	83.53
3.	Edris L. Henderson	80.91
4.	Steffie Orser	74.85

GARDENER EX. #594 (Promotional)
Eligible Register

Written Test scores of Gardener Examination No. 594 (Promotional) held October 22, 1959, were

reviewed.

Minimum qualifying score of 39 of a possible 60 items in the Written Test was approved and the following eligible register established to become effective October 27, 1959:

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GARDENER ELIGIBLE REGISTER NO. 594 (Promotional)

1.	Robert W. Williams	84.89%
2.	Michael J. Petrinovich	84.29
3.	Arthur Grenz	83.76
4.	Elmer B. Chynoweth	81.73
5.	Robert Koerner	78.34
6.	Daniel Simoes	77.44
7.	Virgil J. Crowe	77.44
8.	John J. Beivelman	77.44
9.	Cyril Stefani	74.03
10.	Frank W. Beeler	72.63

CASHIER I EX. #597
Eligible Register

Written Test scores of Cashier I
Examination No. 597 held October
20, 1959 were reviewed.

Minimum qualifying score of 101.5 of a possible 145 items in the Written Test was approved, and the following eligible register established to become effective October 26, 1959:

CASHIER I ELIGIBLE REGISTER NO. 597Promotional List

1.	Margaret V. Keely	80.59%
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Open List

#1.	Rosa Struck	88.82%
2.	Anne C. Lawson	78.82
3.	Dorothy Stephenson	78.24
4.	Ruth A. Demas	77.06
5.	Regina A. Reshke	75.29
6.	Rozella A. Adamson	74.71
7.	Frances M. Dixon	72.94
8.	Beverly O'Brien	71.18
9.	Lois A. Bassanelli	71.18
10.	Ruth E. Merrick	71.18
11.	Elsie F. Palmer	70.00
12.	Evelyn M. McDonald	70.00

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

RECOMMENDATION ON SALARY INCREASE
"Y-Rate" Employees

Communication from City Council
dated October 22, 1959, requesting
a recommendation from the Civil
Service Board as to the inclusion of "y-rate" employees in the one-step salary

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increase for all classifications of City employees, as adopted by the City Council on date of October 15, 1959, was read and considered, this matter having been laid over to this meeting from the last meeting of the Board held October 26, 1959.

The following representatives of the Sacramento City Employees' Association were present: Kenneth Wright, Alvin Verser and Robert Farmer. Also present were Mr. Bill Francis and Jim Rotz of the Plumbers' Union, on behalf of a particular "y-rate" employee in the Water Department.

Request was made by the City Employees' Association representatives that a raise for the "y-rate" employees be recommended, if the general salary increase was based on a "cost-of-living" adjustment; and that the salary range for Plant Operator I be increased to a range of \$380-460 on December 1, 1959, based on a survey of salaries of comparable classes in other agencies prepared by the City Employees' Association, which would provide an increase in salary for seven Plant Operators Grade I presently being paid on "y-rates."

Request was made by Plumbers' Union representatives on behalf of John Daily, Field Representative and former Water Service Representative prior to July 1, 1959, and presently paid on a y-rate, to be considered for a salary increase on December 1, 1959. After discussion of duties performed by Mr. Daily, the Personnel Officer was instructed to make a further study of this position and to discuss the findings with the department head, union representatives, and Mr. Daily.

After employee representatives were excused, the matter was further discussed and it was the opinion of the Board that (1) the original recommendation of the Board for a one-step increase in the range of all classifications was not based on or related to any increase in the "cost of living", and (2) any action in granted increases to "y-rate" employees would be contrary to accepted principles of salary administration, since nearly every public

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agency has a civil service rule or clause in their salary ordinance or resolution to the effect that "y-rate" employees are not eligible for increases until the range established for their classification exceeds the salary rate being received.

Motion was made by Mr. Grebitus that the recommendation for a one-step increase in the ranges for all classifications made by the Civil Service Board on October 16, 1959, should have no effect on employees now receiving salary rates above the maximum for their classification. Motion was seconded by Mr. Genshlea and carried by the following vote:

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

NOES: None

ABSENT: Commissioner J. Alexander

REMOVAL OF NAMES FROM
ELIGIBLE REGISTERS

The following names were ordered removed from the Eligible Registers listed for the reasons outlined:

<u>Eligible Register</u>	<u>Name</u>	<u>Reason</u>
Clerk I #587	Margaret Masterson	No reply
	Betty Inyunza	No reply
	Frances Dixon	No reply
	Peggy Cobb	3rd Certification
Dispatcher-Clerk #568	Antoinette Firenza	No reply
Draftsman II #558	Robert Bondi	No reply
Custodian I #558	John Erickson	No reply
	Aurelis Reneles	3rd Certification
	Alfred Hawke	3rd Certification
	James Grady	Certif. returned
	Chas. Cassady	No reply
Truck Driver #580	Daniel Slanker	Discharged
	Roscoe Solomon	Discharged
Automotive Painter #517	Arthur Zimmerman	No reply
Automotive Serviceman II #529	James Ito	No reply
	Samuel Burks	3rd Certification
	Clair Baker	No reply
	David Ripley	No reply
	Anthony Costa	No reply
	Herbert Yokoyama	No reply

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<u>Eligible Register</u>	<u>Name</u>	<u>Reason</u>
General Utility Worker #585	David Lyons	No Reply
Library Page #506	Judith Levy	No Reply
	Beverly Jaskala	No Reply
	Sylvia Reid	No Reply
	Mildred Redmon	No Reply

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>
Guzman, Maurice	Laborer	Casual Musician	R. Renfree
Blackshire, Ray	Truck Driver	Janitor Work	C. Haenggi
Coleman, William	Auto Serviceman II	Service Sta. Work	C. Inderbitzen
Verdina, Joseph	Recreation Leader	Baseball Official	R. Renfree
Carlson, Alfred	Laborer	Miscellaneous Labor	R. Renfree
DeGrote, Bauo	Laborer	Mechanic	Ray Jones

(All of above in accordance with Civil Service Board policy, not to exceed eight (8) hours per week.)

DEPARTMENTAL REPORTS APPROVAL OF

After review and agreement, it was
the order of the Board that the
following Departmental Reports be

approved:

Temporary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Amorena, August J.	Recreation Leader	Recreation
Babich, Hermina K.	Library Page	Library
Barber, Alfred	Recreation Leader	Recreation
Barber, Lyle	Parking Lot Attendant I	Traffic
Davidson, Marilyn M.	Recreation Leader	Recreation
Ellis, Mary Jo	Dance Leader	Recreation
Fitkin, Dan D.	Watchman	Corp. Yd.
Gideon, George	Parking Lot Attendant I	Traffic
Grace, James W.	Lifeguard	Recreation
Green, Lee Roy	Custodian I	Hall of Justice
Haley, Ann	Clerk I	Pros. Attorney
Heil, Denny L.	Recreation Leader	Recreation
Herrera, Charles	Recreation Leader	Recreation
Hicks, Sondra	Library Page	Library
Jones, Eugene	Refuse Collector	Waste Removal

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Temporary Appointments (Cont'd.)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Linck, Dexter M.	Recreation Leader	Recreation
Matsui, Robert T.	Recreation Leader	Recreation
McCart, Patrick	General Utility Worker	Corp. Yard
McKenzie, Linda S.	Recreation Leader	Recreation
Morin, Paul	Watchman	Corp. Yard
Orser, Steffie	Stenographer-Clerk I	Water
Perry, W. R.	Recreation Leader	Recreation
Robinson, James A.	Recreation Leader	Recreation
Rodrigues, Albert A.	Tree Trimmer I	Park
Rudolph, Joseph A.	Refuse Collector	Waste Removal
Shortino, Matt	Custodian I	Hall of Justice
Silva, Raelyn R.	Recreation Leader	Recreation
Stefani, Louise	Recreation Leader	Recreation
Stephens, Jean	Library Page	Library
Sykes, Nathaniel	Refuse Collector	Waste Removal
Thilkie, Ralph	Parking Lot Attendant	Traffic
Verdina, Jos. G. Jr.	Recreation Leader	Recreation
Wristen, Eddie R.	Custodian III	Auditorium
Zimmerman, Arthur G.	Recreation Leader	Recreation

Probationary Appointments

Barklage, William	Plant Operator I	Water
Brabant, Michael	Firefighter	Fire
Bryers, Raymond W.	Patrolman	Police
Calloway, Marvin R.	Building Inspector	Building Insp.
Ceriani, Frank W.	General Utility Worker	Traffic
Collins, Henry G.	Firefighter	Fire
Dickie, Dorothy	Clerk II	Library
Edwards, Roland R.	Groundman	Park
Evans, Ralph D.	Patrolman	Police
Gustavson, Terry O.	Patrolman	Police
Haselhuhn, Harold G.	General Utility Worker	Water
Juelch, Buck	Sweeper Operator	St. Cleaning
Lomas, Janet	Clerk I	Library
Luna, Felix J.	Patrolman	Police
Lyons, William M.	Patrolman	Police
McIntire, Eugene C.	Electrician	Water
Minkley, Hobert	General Utility Worker	Water
Ono, Susumu G.	Auto Mechanic	Corp. Yard
Riolo, Peter	Patrolman	Police
Rush, Cecil F.	Auto Serviceman II	Corp. Yard
Richardson, Doyle	General Utility Worker	Water
Stark, Thomas G.	Patrolman	Police
Steinfelt, William	Patrolman	Police
Schneider, Henry L.	Firefighter	Fire
Taylor, Charles P.	Engineer	Fire
Tisdell, Sherman A.	Firefighter	Fire

Employees Blanketed-In (Annexation - Florin Fire District)

Dias, Alfred M.	Firefighter	Fire
Patterson, Charles A.	Firefighter	Fire
Tice, Duane N.	Firefighter	Fire

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Limited Term Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Barba, Lucille	Clerk I	Personnel
Britton, Marlin D.	Truck Driver	St. Cleaning
Chinelli, Ralph J.	Laborer	Recreation
Fender, Ronald E.	Laborer	Park
Funk, John J.	St. Const. Inspector	Water
Halstad, Charles E. Jr.	Laborer	Park
Hickey, Charles J.	Airport Attendant I	Airport
Hunt, Edward Jr.	Watchman	Corp. Yd.
Jacob, Karen	Clerk I	Assessor
Jarvis, Margaret A.	Clerk I	Engineer
Koski, Frank	Laborer	Park
Ladd, Donald	Recreation Supvr. I	Recreation
Lucientes, Richard	Laborer	Park
Marino, Richard L.	Laborer	Park
Moreno, Joe	St. Const. Worker	St. Maint.
Nevis, Robert M.	St. Const. Worker	St. Maint.
Sayre, Fred L. Jr.	St. Const. Worker	St. Maint.
Shortino, Matt	Laborer	Recreation
Solomon, Roscoe	Truck Driver	St. Cleaning
Vartanian, Sam	St. Const. Worker	St. Maint.
Wong, Sandra	Clerk I	Water

Military Service Replacement

Vero, Frank - Military Service Replacement 8-1-59 (10 Mos.) Gardener, Park Dept.

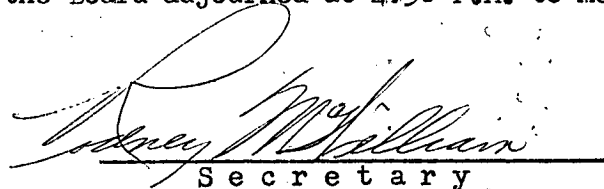
Transfers

Bosley, James - Transfer 8/1/59, from Electrical to Water Dept.
 Cusenza, Lena - Transfer 8/17/59 from Library to City Controller
 Jenks, Donald A. - Transfer 8/18/59 from Controller (C.Y.) to Water Dept.
 Warner, Harry - Transfer 8/12/59 from Water to Electrical Dept.

Demotion

Setich, Anthont J. Demoted 8/1/59 from Engineer to Firefighter, Fire Dept.

There being no further business, the Board adjourned at 4:30 P.M. to meet again at the Call of the Chair.


 Secretary

APPROVED:

 President