

Sacramento, California,

June 20, 1929.

The Civil Service Board of the City of Sacramento met in special session on the above date at 7:50 o'clock P. M. in their office, Room 106 City Hall, President Chenu presiding.

PRESENT: Commissioners Weisman and Chenu.

ABSENT: Commissioner Mason.

The reading of the minutes of the special meetings of May 20, 1929, and May 21, 1929, were read and approved as read.

The new Civil Service form presented by the Secretary at the special meeting of May 3, 1929, which the Board at that time recommended be given to Commissioner Weisman and the Secretary for revision, was laid over until the next meeting of the Board at the request of Commissioner Weisman, in order that he might have more time to study the form.

The Board was notified by the Secretary that Mr. Bronte Reynolds had presented to the Secretary of the Civil Service Board a discharge certificate, in lieu of lost or destroyed discharge, signed by Adjutant-General Harry Coope, U.S.A. Mr. Reynolds, in presenting this discharge, complied with the demands of this Board relative to discharges being presented in order to obtain veterans preference.

The Board discussed the matter of sick leave with pay and considered tentative regulations on this subject in order that the pay rolls might be approved with authority. Mr. Oakley, Executive Secretary, was called before the Board in order to ascertain from him a correct version of the procedure now followed in making sick leave allowance. Mr. Oakley explained to the Board that in the past it has been a matter that the administrative office has determined and he felt that some such ruling should be incorporated into the Civil Service Rules. This matter was laid over, upon suggestion of the Board, to allow Mr. Oakley

to present a report.

Communication was received from H. A. Kluegel, City Manager, recommending that the Board change their present salary range for watchman, which at present is \$100 to \$125 per month, to \$90 to \$125 per month; and elevator operator, whose present salary range is \$110 to \$125, to \$85 to \$125 per month. This request was granted. Upon motion by Commissioner Weisman, seconded by Commissioner Chenu, and unanimously carried, the following resolution was adopted and the Secretary instructed to prepare and present this resolution to the Council:

RESOLVED, that the present salary range for elevator operators, which is now fixed at a minimum of \$110 and a maximum of \$125 in the Civil Service rules, be changed to read \$85 minimum and \$125 maximum per month.

BE IT FURTHER RESOLVED, that the salary range for watchman, now fixed in the Civil Service rules at a minimum of \$100 and a maximum of \$125, be changed to read \$90 minimum and \$125 maximum per month.

The pay roll for the Crocker Art Gallery for the first half of June 1929, which was disapproved by the Secretary, was placed before the Board. The reason for this action was due to the employment of one O. C. Goodnow, who was through error placed in the position as relief janitor. Upon motion by Commissioner Weisman, seconded by Commissioner Chenu, and unanimously carried, the pay roll of the Crocker Art Gallery was approved for payment. The Secretary was instructed to inform Mr. W. F. Jackson, Custodian, that in the future all appointments must be made from the eligible lists. He was further instructed to inform Mr. Jackson that since an eligible list existed and since Mr. Goodnow did not have priority over this eligible list that his services must be terminated immediately.

A communication was received from James E. Cline with reference to a review of his examination paper. Mr. Cline recently took the examination for Junior Clerk, failing to receive a passing grade, and urgent-

ly requested the Board for a review of his paper. Upon motion by Commissioner Weisman, seconded by Commissioner Chenu, and unanimously carried, the Board postponed the review of this paper until the next meeting.

Upon motion by Commissioner Weisman, seconded by Commissioner Chenu, and unanimously carried, the request of Mr. J. C. Berryessa, Assistant Sanitary Inspector, for a leave of absence commencing May 13, 1929, to November 20, 1929, was approved.

A communication was received from Mr. E. D. Adams, City Controller, suggesting reclassification of Mr. Aaron Kerr from that of senior clerk to principal clerk. Upon motion by Commissioner Weisman, seconded by Commissioner Chenu, and unanimously carried, Mr. Adam's request for change in classification of Aaron Kerr from senior clerk to that of principal clerk was approved.

A communication was received from Margaret Knisley requesting the Board for a review of her grade in the Personal Fitness Test. This request was denied.

A communication was received from Charles Heine requesting a review of his service with the City of Sacramento by the Board. Upon motion by Commissioner Weisman, seconded by Commissioner Chenu, the Secretary was instructed to inform Mr. Heine to appear before the Board relative to his record.

The communication from George F. Schoepper requesting a leave of absence was placed before the Board. From the records in the Civil Service Department, it appears that Mr. Schoepper resigned after this request had been made. Upon motion by Commissioner Weisman, seconded by Commissioner Chenu, the Secretary was instructed to have a written resignation accompany all reports of resignation.

A communication was received from Max P. Fisher, which was ordered

filed.

Communication was received from B. C. Clark, City Engineer, relative to salary paid blacksmith and blacksmith helper, with a communication attached from William L. McDonald and J. L. Muse. Upon motion by Commissioner Weisman, seconded by Commissioner Chenu, the Secretary was instructed to inform Mr. Clark that salary increases are only considered at an appointed time during the year by the Board.

The Secretary presented to the Board for their consideration a tentative examination for Assistant Building Inspector. Upon motion by Commissioner Weisman, seconded by Commissioner Chenu, and unanimously carried, it was the sense of the Board that this examination should be reviewed with a full Board present.

Upon motion by Commissioner Weisman, seconded by Commissioner Chenu, and unanimously carried, the Secretary was instructed to release the pay roll bearing the name of H. W. Culbertson for payment, it being the sense of the Board that although Mr. Culbertson was employed in error, he having been employed in the capacity of mechanic but in reality filling a position designated by the Board as under the classification of laborer, and not therefore employed in the regular manner prescribed by Civil Service regulations; the Board did not feel that Mr. Culbertson should be financially penalized.

Upon motion by Commissioner Weisman, seconded by Commissioner Chenu, and unanimously carried, the following amendment was spread upon the minutes, to be called up by the Board at a meeting in conformity with Rule 10 Section 4:

RESOLVED, that Rule 2, Section 3 be amended to read as follows:

All applicants for employment by the City of Sacramento before being accepted will be examined physically by the City Physician, Emergency Surgeon, or Health Officer; exclusive of Police Officers and Firemen.

This examination will be sufficiently thorough as to reveal any physical disability or mental defect that would render the applicant undesirable as an employee.

The examination of the applicant must develop--

- (1) Sufficient strength for the performance of the duties of the position applied for.
- (2) Evidence of general satisfactory physical condition.
- (3) Evidence of freedom from any mental defect or infectious disease.

The following defects will be considered as disqualifying for appointment:

1. Loss of one eye, vision less than 20/40 in either eye, unless corrected by glasses, trachoma or other inflammatory conditions of the eyes.

Chronic discharge from either ear, defect in hearing below one half of normal.

Chronically inflamed tonsils or evidence of history of frequent attacks of tonsillitis.
- X 2. Varicose veins of both legs or marked varicosity in one leg; phlebitis; skin diseases, especially eczema. Hernia if large and not well retained by truss will disqualify.
3. Unmistakable evidence of chronic alcoholism disqualifies any applicant.
4. Acute gonorrhoea and the primary and secondary manifestations of syphilis, traumatic and pathologic bubo, disqualify all classes as long as the symptoms are apparent.
5. Orchitis; epididymitis, hydrocele, undescended testicle, malignant tumors; recurring appendicitis; old depressed fractures of the skull, or any fracture followed by head symptoms; spinal injuries; epilepsy; antero-posterior curvature; severe injuries of the back; tuberculosis; marked scrofulous cachexia; aneurism; necrosis; acute and chronic cystitis will disqualify any applicant.
6. Synovitis, arthritis; floating cartilage, and impaired mobility of joints disqualify all classes engaged in manual labor.
7. From a medical standpoint, diabetes; chronic rheumatism and gout; chronic diarrhoea, chronic hepatic disorders attended with jaundice, or those that are disabling in their natures; hepatic, cardiac or renal dropsy; asthma, haemoptisis; tuber-

culosis; valvular disease of the heart; angina pectoris; evidences of organic disease of brain or spinal cord; inveterate neuralgia of the larger nerves, disqualify all classes.

- 8. No applicant who has lost an arm, leg, or hand shall be accepted for any position whatever except by permission of the City Manager. X
- 9. Under the head of disqualifying defects, medical examiner will be careful to note any physical defects that would impair the usefulness of the applicant; that would be more or less aggravated by the service; or that would contribute to the prolongation of disability in case of injury.
- 10. In order to prevent fraud in subsequent claims for personal injury or pension, a careful record must be made, in the proper place, of physical defects which do not impair the usefulness of the applicant; that would not be aggravated by the service; or that would not contribute to the prolongation of disability in case of injury.

There being no further business, the meeting adjourned at 10:05 o'clock P. M.

J. A. Dunbar
Secretary.

APPROVED:

Chas. J. Chene

P r e s i d e n t .