

2-11-59

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

Adney McWilliam
Secretary

APPROVED:

P r e s i d e n t

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
Special Meeting

X

February 11, 1959

The Civil Service Board met in special session in the City Manager's Office at 4:00 P.M.

PRESENT: Commissioners Deise, Genshlea, Grebitus and Wright

ABSENT : Commissioner Alexander

The meeting was called to order by Chairman Kenneth Wright, who explained that this special meeting was for the purpose of discussing with the members of the City Council Committee on Civil Service and Retirement and with the City Manager and Assistant City Manager, the feasibility of contracting with an outside consulting firm to prepare a comprehensive classification study and salary survey for employees of the City of Sacramento.

Salary and classification problems which have confronted the Civil Service Board and the City Administration since the last classification study prepared by Public Administration Service in 1951, were discussed generally. Reports prepared by Public Administration Service in 1951 (classification and salary survey) and in 1954 (review of the pay plan) were outlined and costs of same discussed. The Secretary advised that a maximum cost estimate had been submitted informally by Public Administration Service in the amount

of \$7,000 for a complete classification study and salary survey which should be completed in sufficient time to permit the Civil Service Board to make salary and classification recommendations to the City Council for the 1959-60 budget.

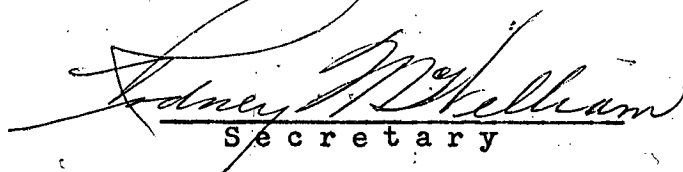
Motion was made by Mr. Deise that the Civil Service Board recommend to the City Council that an outside consulting firm be employed to prepare such a classification study and salary survey for employees of the City of Sacramento. Motion seconded by Mr. Grebitus and carried by the following vote:

AYES: Deise, Genshlea, Grebitus and Wright

NOES: None

ABSENT: Alexander

There being no further business, the Board adjourned at 6:00 P.M. to meet again at the Call of the Chair.


Secretary

APPROVED:

P r e s i d e n t

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
Regular Meeting

February 18, 1959

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

PRESENT: Commissioners Alexander, Deise, Genshlea, Grebitus and Wright

ABSENT : None

The meeting was called to order by Chairman Kenneth Wright.

Minutes of the last regular meeting held February 4, 1959 and the special meeting held February 11, 1959, were read and approved.

NEW EXAMINATIONS SCHEDULED

Announcement Notices for the following examinations were approved:

No. 570 Patrolman
 " 571 Power Mower Operator
 " 572 Building Inspector

CLERK II EX. #567
Eligible Register

Written test scores of Clerk II Examination No. 567 held February 5, 1959, were reviewed. Minimum

qualifying score of 45 of a possible 80 in the written test was established; Personal Interviews eliminated; and the following eligible register established to become effective February 6, 1959:

CLERK II ELIGIBLE REGISTER NO. 567

PROMOTIONAL LIST

1.	Catherine Strong	90.01%
2.	Alice Myose	84.01
3.	Laura L. Holly	82.96

OPEN LIST

1.	Eloise A. Barton	94.00%
2.	Barbara J. Wehe	89.71
#3.	Bonnie L. Kessler	88.57
4.	Peggy L. Cobb	82.00
5.	Harriet Martin	82.00
6.	Kathryn King	80.28
7.	Sharon L. Carson	80.28
8.	Elizabeth L. Young	80.28
9.	Lucille V. Kuck	79.43
10.	Jacqueline Miranda	79.43
11.	Frances M. Dixon	79.43
12.	Barbara L. Jenner	78.57
13.	Regina A. Reshke	76.86
14.	Jo Ann Johansen	76.86
15.	Carol Proske	76.00
16.	Marsha J. Klein	74.29
17.	Georgeina M. Rowe	73.43
18.	Nell M. Asmus	73.43
19.	Dorothy V. Ball	73.43
20.	Jean C. Pitts	71.71
21.	Carnation Allen	71.71
22.	Amparo Martin	70.85
23.	Anna Lovdal	70.00

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

2-18-59

CLASSIFICATION STUDY
AND SALARY SURVEY

Secretary advised that the City Council had approved the recommendation of the Civil Service Board to employ an outside consulting firm for the purpose of preparing a complete classification study and salary survey for employees of the City of Sacramento, and that contract had been signed with Public Administration Service of Chicago, in the amount of \$7,000.00, for this work which is to be completed prior to July 1, 1959. Work on this project is expected to be started February 24, 1959.

REVISION OF RULES
AND REGULATIONS

Secretary advised that a senior student at Sacramento State College, majoring in Public Personnel Administration and recommended by the Chairman of the Business Administration Department of the college, is working on the revision and modernization of the Civil Service Board Rules and Regulations as an internship project, for which he is receiving college credits toward graduation, and without pay by the City of Sacramento. When this project is completed, which is expected to require four to six months, the revised rules will be given to the Board members for review and study to determine whether all or any part of such revised rules should be adopted.

POLYGRAPH DEMONSTRATION
Police and Fire Applicants

Secretary advised that a demonstration of techniques used for screening of Police and Fire applicants through the use of a polygraph machine would be held at the County Administration Building on Thursday, February 26, 1959, at 10:00 A.M., and invited the board members to be present.

2-18-59

VICE-CHAIRMAN
Election of

Mr. Wright recommended to the Board that, since there were now five members on the Civil Service Board, a Vice-Chairman be elected. This recommendation was concurred in by the Board, and Mr. Deise was nominated as Vice-Chairman by Mr. Genshlea. There were no further nominations, and Mr. Deise was declared elected as Vice-Chairman.

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


Secretary

APPROVED:

P r e s i d e n t

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
Regular Meeting

March 5, 1959

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

PRESENT: Commissioners Deise, Wright, Genshlea and Grebitus

ABSENT : Commissioner Alexander

The meeting was called to order by Chairman Kenneth Wright.

Minutes of the last regular meeting held February 18, 1959, were read and approved.

NEW EXAMINATIONS SCHEDULED

Announcement Notices for the following examinations were approved:

No. 573 Fire Engineer (Promotional)
No. 574 Uniform Fireman

3-5-59

POLICE SERGEANT EXAMINATION (Promotional)
Eligibility

Secretary advised that Eligible Register #442 for Police Sergeant, held June 1, 1956 would expire

July 4, 1959, this list having been extended for one year beyond the regular two year period necessitating the holding another examination for Police Sergeant. Further advised that request had been received from the Chief of Police to limit eligibility for Police Sergeant to Patrolmen with the required three years of service.

After discussion, motion was made by Mr. Genshlea that eligibility for the Police Sergeant include both Patrolmen and Policewomen. Motion seconded by Mr. Deise and carried by the following vote:

AYES: Deise, Genshlea, Grebitus and Wright

NOES: None

ABSENT: Alexander

CONSTRUCTION WORK
Wage Rates for
City Contracts

In accordance with recommendation of the Secretary, it was the order of the Board that recommendation

be made to the City Council that Resolution No. 935, establishing the general prevailing rate of wages for construction work on projects under contract, be amended in accordance with the new schedule of wage rates outlined by the Building and Construction Trades Council of Sacramento-Yolo Counties dated February 1, 1959.

SALARY ADJUSTMENT REQUEST
Fire Fighters Local #522

Communication from Sacramento Fire Fighters Local #522, I.A.F.F., dated February 24, 1959, requesting

salary adjustments for the classes of Uniform Fireman, Fire Engineer and Fire Captain, was read and considered.

Specific increases requested were as follows:

3-5-59

<u>Class</u>	<u>Present Max.</u>	<u>Requested Max.</u>
Uniform Fireman	\$500	\$550
Fire Engineer	\$525	\$600
Fire Captain	\$575	\$660

It was the order of the Board that the communication be referred to the representative of Public Administration Service in charge of preparing the salary survey for the City of Sacramento, and the Fire Fighters be advised that their request should be discussed with this representative.

ELIGIBLE REGISTERS

Extension

Upon recommendation of the Secretary, it was the order of the Board that the following

eligible registers be extended to the dates outlined:

Sweeper Operator #429	August 4, 1959
Engineering Aide #482	March 8, 1960
Plant Operator I #484	April 15, 1960

REQUEST RECLASSIFICATION

Clerk IV - Fire Dept.

Communication from Thomas A. Deise, Fire Chief, dated March 3, 1959, requesting reclassification of Mr.

George Harder from Clerk IV to Administrative Assistant, was read and discussed.

It was the order of the Board that this request be referred to the representative of Public Administration Service for inclusion in the classification study being prepared, and that Mr. Deise be advised that the request should be discussed with this representative.

SICK LEAVE REPORT

January 1959

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

and on special leave was read and ordered filed.

WORK PERMITS FILED

The following work permits, approved by department heads in accordance with Civil Service

3-5-59

Board policy, were filed:

<u>Name</u>	<u>Class</u>	<u>Type Work</u>	<u>Approved by:</u>
Joe Perrone	Laborer	Deliveryman	R. Renfree
Joe Anderson	Tree Trimmer	Tree Work	R. Renfree

(All of above in accordance with Civil Service Board policy,
not to exceed eight 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>
Avila, Linda A.	Recreation Leader	Recreation
Bockmier, Jean	Music Leader	Recreation
Canteras, Anthony	Recreation Leader	Recreation
Gray, J. C.	Refuse Truck Driver	Waste Removal
Greer, Jane	Telephone Operator	City Hall
Lunetta, Donald M.	Recreation Leader	Recreation
Marchand, James	Student Trainee (Drafting)	Water
Modena, Robert E.	Recreation Leader	Recreation
Mogle, Margie Ellen	Music Leader	Recreation
Slater, David C.	Recreation Leader	Recreation
Strauch, Janet	Library Page	Library
Trainer, Judith	Dance Leader	Recreation
Weiker, Theodore	Recreation Leader	Recreation
Whittier, Richard A.	Recreation Leader	Recreation

Exempt Appointments

Behrens, Harry	Associate Engineer	Water
Kinney, William J.	Captain	Police
McNeal, Homer	Asst. Physician & Surgeon	Emergency Hospital
Richer, Thomas J.	Supt. of Juvenile Div.	Police
Rouse, Robert M.	Asst. Physician & Surgeon	Emergency Hospital

Probationary Appointments

Chaquica, Arthur	Laborer	Corp. Yard
Britton, Duane A.	Fireman	Fire
Eng, James	Fireman	Fire
Forsyth, John Jr.	Patrolman	Police
Holley, Laura	Clerk II	Retirement
Hue, Frank	Asst. Real Prop. Appraiser	Assessor
Jacobs, Robert C.	Patrolman	Police
Keith, James W.	Custodian I	Art Gallery

Probationary Appointments (Cont'd.)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Laughlin, Henry	Police Sergeant	Police
Lymuel, Harold	Refuse Collector	Waste Removal
Marquering, Joseph	Junior Draftsman	Engineering
Miranda, Jacqueline	Clerk I	Controller
Murphy, Terrance	Groundman	Park
Nordyke, Norman R.	Patrolman	Police
Proske, Carol	Clerk I	Civil Defense
Thompson, Reed L.	Auto Mechanic	Corp. Yard
West, Charles E.	Custodian III	Auditorium
Williams, Dorothy	Library Clerk	Library
Wilson, William	Auto Serviceman II	Corp. Yard

Permanent Appointment

Trimble, Roy C.	Fireman	Fire
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Limited Term Appointments

Barber, Lyle F.	Personal Prop. Assessor	Assessor
Branscom, Hugh	Custodian I	Art Gallery
Dick, Warren E.	Personal Prop. Assessor	Assessor
Dunk, T. H.	Personal Prop. Assessor	Assessor
Ferrerira, Alfred	Truck Driver	Street Cleaning
Giannecchini, S. J.	Fireman	Fire
Haller, Elmer G.	Personal Prop. Assessor	Assessor
Morgensen, Chris A.	Personal Prop. Assessor	Assessor
Nelson, Frank W.	Personal Prop. Assessor	Assessor
Stowe, Carl J.	Personal Prop. Assessor	Assessor
Wiedman, Donald E.	Personal Prop. Assessor	Assessor
Zaro, Andrew J.	Engineering Aide	Engineering

Military Reserve Training

La Bella, James - Military Reserve Training 1/19 to 2/3/59, Parking Meter
Serviceman

Military Service

Haley, Ralph - Military Service 2/26 to 3/2/59, Supvr. Billing & Tab. Div.
Controller

Military Reserve Training

Merrill, Edward R. - Military Reserve Training 2/19 to 2/22/59, Chief of Police

Reinstatement from Military Service

Collins, Samuel - Reinstated from Military Service 2/10/59 Refuse Collector,
Waste Removal

Leave of Absence

Holzhauser, Cecelia A. - Leave of Absence 2/16 to 8/15/59 Clerk I, Emergency
Hospital