

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING NOVEMBER 22, 1961

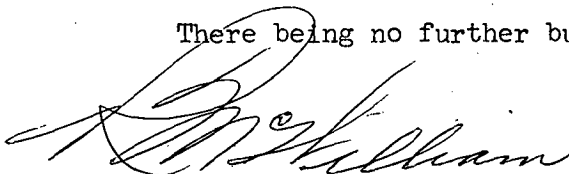
The Civil Service Board met in regular session at the Crocker Art Gallery at 10:00 A.M.

PRESENT: Members Grebitus, Street, and J. Alexander.

ABSENT: Members Genshlea and C. Alexander.

Chairman Ed Grebitus advised that this meeting was called for the purpose of touring the Crocker Art Gallery. Explanations and descriptions of the functions of the Art Gallery were explained to the board members by Frank Kent, Director.

There being no further business, the meeting adjourned at 12 noon.



SECRETARY

PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING DECEMBER 6, 1961

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

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

ABSENT: None.

Minutes of the last regular meetings held November 15 and November 22, 1961, were read and approved.

NEW EXAMINATIONS SCHEDULED:

scheduled:

Secretary advised that the following examinations have been

NEW EXAMINATIONS SCHEDULED (Cont'd)

12-6-61

#706 Patrolman
 #707 Survey Party Chief (Open and Promotional)
 #708 Art Gallery Assistant

PLANT OPERATOR I EXAMINATION NO. 700
 Eligible Register

Written test scores and Personal
 Interview ratings in Plant Operator I

Examination No. 700 held November 1, 1961, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 100 of a possible 144 items, qualifying 13 of 75 candidates appearing for the test, and Qualifications Appraisal Board consisted of Clarence Alexander, Civil Service Board member; Don Sandman, Personnel Technician; and Joseph Slocumb, Plant Maintenance Supervisor in the Water Department.

The following eligible register was made effective November 17, 1961:

PLANT OPERATOR I EXAMINATION NO. 700

#1.	William M. Geban	87.88%
2.	Wallace A. Moody	87.86
#3.	Howard G. Lewis	83.47
4.	Ronald R. Haase	81.79
5.	John J. Semon Jr.	80.84
6.	Thomas Shepherd	80.59
7.	Robert Sparre	78.89
8.	Paul DeKoekkoek	78.73
9.	Charles Morrison	75.68

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

COSTUMER EXAMINATION NO. 703
 Eligible Register

Personal Interview ratings in
 Costumer Examination No. 703, held

November 8, 1961, were reviewed.

Qualifications Appraisal Board consisted of Joseph Genshlea, Civil Service Board member; Phil Macdonald, Personnel Technician; and Bertha Enz, Recreation Supervisor II in the Recreation Department.

The following eligible register was made effective November 9, 1961:

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COSTUMER EXAMINATION NO. 703 (Cont'd)COSTUMER EXAMINATION NO. 703

1. Edna M. Gilbert	91.67%
2. Zelma R. Sibley	81.67
3. Mary N. Lehman	80.00
4. Lucretia Fisher	78.33

PLANT OPERATOR II EXAMINATION 702
 Eligible Register
 (Promotional)

Written test scores and Personal
 Interview ratings in Plant Operator
 II Examination No. 702 (Promotional)

held November 1, 1961, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 117 of a possible 180 items by the Civil Service Board on November 15, 1961, qualifying 4 of 9 candidates appearing for the test, and Qualifications Appraisal Board consisted of Wilfred Street, Civil Service Board member; Rodney McWilliam, Personnel Officer; and William Hyde, Supervising Engineer in the Water Department.

The following eligible register was made effective November 22, 1961:

PLANT OPERATOR II EXAMINATION NO. 702

1. Ralph P. Huckaby	79.96%
2. Van C. Gillean	76.74
3. Paul E. Callander	75.78
4. Bauo DeGrote	72.40

EXTENSION OF ELIGIBLE REGISTER NO. 581
 Airport Attendant II

Upon the recommendation of the
 Secretary, it was the order of
 the Board that Eligible Register No. 581 for Airport Attendant II be extended
 for one year to September 3, 1962.

12-6-61

REQUEST - LEAVE OF ABSENCE

Mary Blake
Parking Meter Checker

Communication from Mary J. Blake,
Parking Meter Checker, in the Police
Department, dated November 27, 1961,

requesting permission to take a 6-month leave of absence beginning December 1, 1961, due to pregnancy, was considered.

Communication from James V. Hicks, Chief of Police, dated November 28, 1961, recommending approval of the request, was read and ordered filed.

Motion made by Mr. Clarence Alexander that the request be approved. Motion seconded by Mr. Street and carried by the following vote:

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

NOES: None.

REQUEST - LEAVE OF ABSENCE

Melissa Silverberg
Steno-Clerk I

Communication from Melissa Silverberg,
Steno-Clerk I in the City Library,
dated December 5, 1961, requesting

permission to take a one-year leave of absence beginning December 28, 1961, in order to return to college, was considered.

Communication from Miss Dorothy Drake, City Librarian, dated December 6, 1961, recommending approval of the request, was read and ordered filed.

Motion made by Mr. Genshlea that the request be approved. Seconded by James Alexander and carried by the following vote:

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

NOES: None.

REQUEST FOR REINSTATEMENT PRIVILEGES

James Marty

Communication from James M. Marty,
dated November 20, 1961, requesting

reinstatement privileges as Patrolman, having resigned from his position as Patrolman in the Police Department on February 23, 1960, was considered.

Mr. Marty appeared before the board to explain the circumstances involved

REQUEST FOR REINSTATEMENT
PRIVILEGES (Cont'd)

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in his resignation and subsequent employment in the El Paso, Texas, police department.

The policy adopted by the board on March 1, 1961, outlining conditions under which requests for reinstatement privileges following resignation are to be considered, was considered.

After discussion, motion was made by Mr. Clarence Alexander that the request for reinstatement privileges be denied, but that in view of Mr. Marty's record of outstanding service in the Police Department and the circumstances involved in his resignation, that he be permitted to compete in the current examination No. 706 for Patrolman. Motion seconded by Mr. Street and carried by the following vote:

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

NOES: None.

NEW CLASS SPECIFICATIONS
 Automotive Stores Clerk
 Stores Clerk

Secretary advised that the date of December 6, 1961, had been set for a hearing on adoption of speci-

fications for the following classes:

Automotive Stores Clerk (new class)
 Stores Clerk (revised specification)

There being no objections presented, motion was made by Mr. Street that the specifications be adopted and be made a part of the board minutes. Motion was seconded by Mr. Genshlea and carried by the following vote:

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

NOES: None.

AUTOMOTIVE STORES CLERK

Nature of Work:

This is clerical and field work in the procuring, issuing and necessary records keeping of parts and accessories for a wide variety of automotive and other mechanical equipment. This employee works with considerable independence in daily work assignments, but within the framework of prescribed policies and procedures. The work entails responsibility for the prompt procurement and delivery of items not in stock to expedite the repair and use of city owned equipment. The work is performed under the general supervision of an administrative superior and is reviewed through checks of purchase documents and the expedient availability of non-stock items procured.

Illustrative Examples of Work:

Makes emergency purchases on non-stock parts for automotive and other mechanical equipment; locates parts by telephone at automotive parts houses and other approved sources of supply; obtains prices and places orders with one of a number of approved suppliers; calls for parts and delivers to city garages; prepares requisitions for purchase of minor items.

Maintains list of suppliers of items that are difficult to secure; including types of items and vendors price lists; maintains parts catalogue on interchangeable items and recommends substitute items; keeps records of motor and serial numbers on all vehicles and equipment; checks with the Department of Motor Vehicles for new numbers for new motor blocks and engines.

Makes periodic checks with outside repair and machine shops on the status and availability of vehicles and equipment which have been sent to outside shops for maintenance and repairs.

Maintains file of purchase documents and requisitions and routes copies for proper receipt and payment of items procured.

Performs related work as required.

Knowledges, Abilities, and Skills:

Knowledge of a variety of automotive parts, accessories, equipment and some knowledge of their uses.

Some knowledge of routine clerical and purchasing records and procedures.

Ability to operate light automotive equipment safely and in accordance with traffic laws and regulations.

Ability to perform simple arithmetical computations and to keep varied clerical and purchasing records.

Ability to deal tactfully with vendors and the public.

Desirable Experience and Training:

Experience in auto parts procurement or in storekeeping where a variety of auto parts, tools and equipment are kept; and graduation from a standard high school.

STORES CLERK

Nature of Work:

This is manual and clerical work in the receipt, storage, maintenance, and issuance of tools, materials, and equipment and clerical work in the preparation and maintenance of stores and property records. The work entails responsibility for prompt and efficient physical handling of materials kept in storerooms and keeping stores records, and responsibility for processing and maintaining records of stock. Because maintenance and construction equipment, tools, automotive parts, and supplies comprise a large part of stock kept, employees must have some ability in recognizing mechanical terms. Work is performed under general supervision and is reviewed by supervisors through checks of inventory records and purchase documents.

Illustrative Examples of Work:

Checks quantity and quality of items received against invoices, waybills, and specifications; places stock received in proper storage area; issues items from stock in accordance with prescribed methods.

Prepares serial number and disposition records for all tires which are re-capped or rejected.

Prepares or assists in preparing necessary requisitions for stock replacements for superior's authorization; prepares emergency purchase orders for items not in stock as authorized; posts petty cash tags to cash revolving summary sheet and prepares item of demand for monies expended.

Maintains stores records and perpetual inventories; posts type, quantity, and cost of stock received and issued to ledgers; receipts for items and maintains file of purchase documents; certifies receipt to proper authorities.

Assembles and fills orders by requisition; wraps packages, and prepares goods for shipment; makes minor repairs to tools and equipment; moves stock by hand or by use of truck, crane or fork lift; maintains storeroom in neat and orderly fashion and arranges space and shelving for incoming items.

Performs related work as required.

Knowledges, Abilities, and Skills:

Some knowledge of tools and equipment and ability to acquire a knowledge of the parts, materials, and supplies stocked and their uses.

Some knowledge of routine purchasing, property and inventory records and procedures.

Some knowledge of routine storekeeping methods.

Ability to keep varied stores records.

Ability to perform simple arithmetical computations accurately.

Desirable Experience and Training:

Experience as a clerk or in other work in a warehouse or storeroom where a variety of materials, tools, and equipment are kept; and graduation from a standard high school.

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CHANGE OF PREVAILING RATES:

- Electrician
- Electrician-Lineman
- Electrician Foreman
- Electrician Apprentice

In accordance with contracts between
~~Contractors'~~ Electrical Union Local #340,
 I.B.E.W., and the Sacramento Valley
 Chapter of the National Electrical

Contractors' Association, motion was made by Mr. James Alexander that hourly rates for the following classes be adopted to become effective January 1, 1962:

<u>Class</u>	<u>Contract Rate</u>	<u>Amt. Deducted from Contract Rate for Vacation Fund</u>	<u>Hourly Rate for City Employees</u>
Electrician	4.77 1/2	.19	4.58 1/2
Electrician-Lineman	4.77 1/2	.19	4.58 1/2
Electrician Foreman	5.37	.21 1/2	5.15 1/2
Electrician Apprentice (90%)	4.30	.17 1/2	4.12 1/2

RESIGNATION FROM CIVIL SERVICE BOARD
 Ed Grebitus, Sr.

Announcement was made by Ed Grebitus,
 Sr., Chairman of the Civil Service

Board, that it will be necessary for him to resign from the Board because of moving his residence outside the city.

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



 SECRETARY

 PRESIDENT