

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

January 25, 1940

The Civil Service Board met in session in their office at 8:00 o'clock P.M.

PRESENT: Commissioners Cavanaugh, Deise, and Stacy.
ABSENT : None

After reading of the minutes, Mr. Cavanaugh moved that the minutes of November 8, November 20, and December 12, 1939, be approved as read; seconded by Dr. Stacy, thereupon becoming the order of the Board.

REAPPOINTMENT,
JOSEPH T. STACY

Resolution No. 8

Resolution No. 8 of the City Council,
adopted January 5, 1940, reading in part
as follows was read and ordered filed by

the Board:

"NOW, THEREFORE, BE IT RESOLVED that DR. JOSEPH T. STACY be, and he is hereby re-appointed a member of the Civil Service Board for term of six (6) years, ending December 31, 1945."

UNIFORM FIREMAN EX. #136

Mile Run Held
Written Exam. Held
Dates Set for Medicals

The Secretary reported that the one mile race was held November 26, 1929 at the State Fair Grounds in accordance with

instructions of the Board, with the following persons assisting: Messrs. Elmer Congdon, R. Permin Everett, D. Jackson Faustman, Robert McLean, Tom Sloan, and Carl D. Williams. Civil Service Board members Cavanaugh, Deise and Stacy were also present and measured candidates for height prior to each race. This portion of the examination commenced at 10:00 A.M. and ended at 1:30 P.M.

After discussing possible dates, Dr. Stacy moved that the medical examinations be held during the period January 31, 1939 to February 16, 1940, inclusive; seconded by Mr. Cavanaugh and unanimously carried.

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The Secretary reported that the written portion of this examination was held December 14, 1939, in the Library of the Sacramento Junior College in accordance with the action of the Board. Dr. Stacy was present and R. Permin Everett, Harriet Martin, Katherine Mergell and Birdie Nathan assisted with the examination, which commenced at 7:00 o'clock and terminated at 11:00 P.M.

The Secretary reported that the papers for the written portion of this examination had been corrected and checked, after which Dr. Stacy moved that identification envelopes be opened and that those receiving a passing grade and meeting the qualifications be permitted to continue with the examination; seconded by Mr. Cavanaugh and unanimously carried.

ELECTION OF OFFICERS

This being the time for election of officers, President Stacy asked to be relieved of his position and Mr.

Cavanaugh moved that Leroy Deise be elected as President for the next two year period; seconded by Dr. Stacy, thereupon becoming the order of the Board, Mr. Deise not voting.

Mr. Deise announced that nominations were in order for Vice-president, whereupon Dr. Stacy moved that Bart Cavanaugh be elected Vice-president for the ensuing two years; seconded by Mr. Deise thereupon becoming the order of the Board, Mr. Cavanaugh not voting.

RECREATION LEADER EX. #137

Written Exam. Held

The Secretary reported that this examination was held December 29, 1939 in the Sutter Jr. High School in accordance with the announcement notice. R. Permin Everett, Jackson Faustman, Harriet Martin and Katherine Mergell were present and assisted with the examination, which commenced at 1:30 P.M. and was completed at 4:15 P.M.

JR. CLERK EXAM. #135

Typing Test Held

The Secretary reported that the typing test for this examination was held at

the Sacramento High School January 10, 1940. Mr. Deise was present and Harriet Martin and Permin Everett assisted. The examination commenced at 7:30 P.M. and was completed at 9:20 P.M.

After discussing possible dates for holding personal interviews, Mr. Cavanaugh moved that February 6 and 7, 1940, be dates for personal interview; seconded by Dr. Stacy, and unanimously carried.

CLASSIFICATIONS

A letter from Dr. Herbert F. True, City Health Officer, dated December 12, 1939, requesting that the Board give consideration to employees in his department, was considered by the Board. Dr. True stated that Gladys Clark and Adeline Warner had been performing social service work for a period of over a year very satisfactorily and that their work was similar to that of Mrs. Edith Lindsay. After reviewing occupational records as submitted by Mrs. Clark, Mrs. Mahr, and Mrs. Warner, Mr. Cavanaugh moved that Gladys Clark, Benita Mahr, and Adeline Warner be classified as Social Service Workers; seconded by Dr. Stacy and unanimously carried.

SOCIAL SERVICE WORKER

Definition performed by Social Service Workers as reported by Anastasia Miller, Director of Children's Clinic, and Joy Virgilio, Supervising Nurse, and after discussion requested that same be prepared in the form of a Definition.

SERGEANT EXAM. #138--
PROMOTIONAL

Date Set for Exam. After reviewing the announcement notice dated January 25, 1940, for this position and after discussion, Mr. Cavanaugh moved that same be approved; seconded by Dr. Stacy and unanimously carried.

After discussing dates, Mr. Cavanaugh moved that the written portion of this examination be held March 20, 1940; seconded by Dr. Stacy and

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unanimously carried.

ENGINEERING AID

Definition &
Classification

After discussing duties performed
by Rodmen in the Engineering Dept.
and reviewing prepared definition

for this position, Mr. Cavanaugh moved that the classification of Engineering Aid be established; seconded by Dr. Stacy and unanimously carried.

After reviewing the duties and the qualifications of an Engineering Aid and the definition dated January 19, 1940, Mr. Cavanaugh moved that the definition for this position be approved; seconded by Dr. Stacy and unanimously carried.

RODMAN CLASSIFICATION

Intention to Abolish

Inasmuch as a classification for
Engineering Aid had been established
including the duties of Rodman, Mr.

Cavanaugh moved that it be the intention of the Civil Service Board to abolish the classification of Rodman and that those now holding such classification be notified; seconded by Dr. Stacy and unanimously carried.

BLOTTER, CLYDE

Classification

After reviewing duties performed by
Mr. Blotter and due to the change in
the name of the Rodman classification

to that of Engineering Aid, Mr. Cavanaugh moved that Clyde Blotter be classified as an Engineering Aid; seconded by Dr. Stacy and unanimously carried.

RETIREMENT BOARD
REPRESENTATIVE

Bartley W. Cavanaugh

Dr. Stacy informed the Board that he
had represented the Civil Service Bd.
on the Retirement Board for some time

past and felt that possibly another member should replace him and moved that Mr. Cavanaugh represent the Civil Service Board on the Retirement Board; seconded by Mr. Deise and unanimously carried.

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CLASSIFICATIONS

Casali, Julius
Oyster, Jay W.
Ward, Wesley W.

The Board considered a letter from Fred J. Klaus, City Engineer, relating to a classification for each of these employees

and after discussion the Secretary was instructed to secure a statement from Mr. Klaus relating to the detailed duties of each.

STAGE ELECTRICIAN

Definition & Classif.

Date Set for Exam.

Upon the request of Peter Wilson, Superintendent, Municipal Auditorium, consideration was given to classifying the position

of Stage Electrician. After reviewing the duties of the position and the definition prepared dated January 25, 1940, said definition having been approved by Mr. Wilson, Mr. Cavanaugh moved that the definition of the position of Stage Electrician, dated January 25, 1940, be approved; seconded by Dr. Stacy and unanimously carried.

After discussion Mr. Cavanaugh moved that the classification of Stage Electrician be established; seconded by Dr. Stacy and unanimously carried.

After discussing the duties and qualifications of the position and possible dates for holding an examination, Mr. Cavanaugh moved that the announcement notice dated January 25, 1940, ^{scope of exam. and questions,} with the date of March 7, 1940, for holding the examination, be approved; seconded by Dr. Stacy and unanimously carried.

ENGINEERING AID EXAM. #140

Date Set for Exam.

After discussing duties and qualifications for this position and possible dates for holding an examination, Dr. Stacy moved

that the announcement notice dated January 25, 1940, with a date of March 14, 1940, for holding the examination, be approved; seconded by Mr. Cavanaugh and unanimously carried.

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TRUCK DRIVERS,
STREET MAINTENANCE

Francis L. Allen
 Geo. W. Baker
 Lester D. Brandon
 O. N. Case
 Hugh Kunz
 Delton B. Parkton
 Lloyd Shipp

The Secretary reported that Mr. Lloyd Shipp was of the opinion that other employees in the Street Maintenance Department were performing truck driving duties while being employed with the classification of Laborer and mentioned

the names of those listed. After discussion, a report from Charles Blood, Superintendent of Street Maintenance, was requested.

WAGE SCALE

Upon receipt of a letter from the Building Trades Council addressed to the City Council, dated January 15, 1940, relating to the scale of wages as of December 1, 1939, information was received from the Sacramento Builders Exchange that the list of wage scales as submitted to the City Council conformed to Union wage scales being paid various crafts in the building industry. After discussion it was the order of the Board that this information be reported to the City Council.

JR. CLERK EXAM. #135

Willemin, P. M.

The Secretary reported to the Board that Mr. Willemin was confined to the hospital and desired permission to take the typing test at a date later than that set by the Board. After discussion it was the order of the Board that permission be granted Mr. Willemin to do so.

FLAHERTY, WILLIAM

Classification

A letter from Herbert F. True, City Health Officer, dated December 13, 1939, reviewing Mr. Flaherty's duties and past history with the city, stating that his experience would warrant a classification as Assistant Plumbing Inspector, was considered by the Board. After discussion and review of the qualifications and duties, Mr. Cavanaugh moved

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that Mr. William Flaherty be classified as Plumbing Inspector; seconded by Dr. Stacy and unanimously carried.

NAMES OFF LISTS

The following names were removed from eligible registers either because of failure to report after being certified or because certifications were returned by postal authorities:

<u>NAME</u>	<u>ELIGIBLE REGISTER</u>
George D. Buck	Truck Driver List #95
Willard S. Crews	Truck Driver List #95
John Delfs	Truck Driver List #95
Marshall DeWitte	Truck Driver List #95
David J. McKenna	Truck Driver List #95
Clifford C. Flynn	Truck Driver List #95
Charles H. Keller	Truck Driver List #95
Lydia D. Kves	Library Clerk list #119
Darrell C. Martin	Truck Driver List #95
Doris Nash	Library Clerk List #119
Ed. T. O'Hearn	Truck Driver List #95
Francis X. Shea	Truck Driver List #95
Walter T. Stroing	Truck Driver List #95

At the request of Mr. E. A. Lycke, dated November 27, 1939, his name was removed from the Truck Driver Eligible Register No. 95.

DEPARTMENTAL REPORTS,
APPROVAL OF

After review of the following reports it was the order of the Board that they be approved:

City Attorney

Glenn, Everett M. - Temp. Appt. 12/22/39 Relief Pros. Atty. @ \$225. Exempt.
McDonnell, James M. - Appt. 1/2/40 Prosecuting Atty. @ \$300. Mo., Exempt.
Zarick, Robert A. - Temp. Appt. 10/31-11/7/39 Relief Pros. Atty, \$225 "

City Library

Couch, W. Edward - Appt. 11/22/39 Library Clerk @ \$35.00 Month.
Drennon, Rose - Temp. Appt. Stenographer 1/1-2/15/40 @ \$95. Mo. from/ list.
Joseph, Mary Z. - Temp. Appt. 12/14/39 Library Clerk @ \$95 from list.
Pierce, Herbert - Temp. Appt. 11/18/39 Library Page @ \$35. Mo.
Sale, Lewis - Temp. Appt. 12/1/39 Library Page @ \$35. Month.

Engineering Department

- Alexander, W. F. - Temp. Appt. 12/20/39 Janitor @ \$125 Mo. from list.
 Clark, Ernest - Temp. Appt. 1/13/40 Airport Attndt. @ \$4.50 Day.
 Newton, Dudley - Temp. Appt. 11/6-13/39 Draftsman @ \$200 Month.
 Patton, Arthur J. - Reinst. 11/20/40 Electrician, St. Light. @ \$11 Day
 from lay-off.
 Samuelson, Fred A. - Temp. Appt. 12/11/39 Painter @ \$9.50 Day.
 Uplinger, Everett - Temp. Appt. 11/8/38 Elevator Opr. @ \$125. Mo. from
 Janitor list.
 Uplinger, Everett - Temp. Appt. 1/12/40 Janitor @ \$125. Mo. from list.
 Wheeler, Loring S. - Temp. Appt. 11/15/39 Janitor @ 125. Mo. from list.

Fire Department

- Cooke, James - Prob. Appt. 12/16/39 Engineer @ \$215 Mo. from list.
 Frates, Manuel V. - Prob. Appt. 12/18/39 Uniform Fireman @ \$170 Mo. from list.
 Medeiros, Manuel J. - Prob. Appt. 12/16/39 Captain @ \$225 Mo. from list.
 Moore, Edgar L. - Prob. Appt. 12/23/39 Uniform Fireman @ \$170 Mo. from list.
 Morgan, George - Prob. Appt. 11/16/39 Captain @ \$225 Mo. from list.
 Norris, Robert L. - Prob. Appt. 11/16/39 Uniform Fireman @ \$170 Mo. from list.
 Orlach, Joseph W. - Prob. Appt. 11/10/39 Uniform Fireman @ \$170 Mo. from list.
 Setich, Anthony J. - Prob. Appt. 12/1/39 Uniform Fireman @ \$170 Mo. from list.

Health Department

- Drennan, Rose M. - Temp. Appt. 12/18/39 Stenographer @ \$120 Mo. from list.
 Langer, Lucille - Temp. Appt. 12/16/39 Public Health Nurse @ \$150 Mo. Exempt.
 U'Nash, Keith E. - Temp. Appt. 1/1/40 Part-time Dentist @ \$210 Mo. Exempt.
 Uplinger, Everett - Temp. Appt. 12/18-23/39 Janitor @ \$125. Mo. from list.
 Walsh, John G. - Temp. Appt. 1/1/40 Relief Surgeon @ \$135 Mo. Exempt.

Park Department

- Connolly, Archie R. - Reinst. 11/16/40 Tree Trimmer @ \$145.00 Mo. from list.
 Kowalik, A. C. - Prob. Appt. 12/1/39 Truck Driver @ \$130 Mo. from list.
 Leonard, Maurice W. - Reinst. 11/16/39 Tree Trimmer @ \$145.00 Mo. from list.
 Lyons, George F. - Reinst. 11/16/39 Tree Trimmer @ \$145.00 Mo. from list.

Police Department

- Harry, Carl - Prob. Appt. 12/1/39 Patrolman @ \$170 Mo. from list.
 Lindfeldt, E. W. - Temp. Appt. 11/14-20/39 Chief Radio Opr. @ \$200 Mo.
 Perkins, Mary Jane - Reinst. 1/8/40 Jr. Clerk @ \$100 Mo. from lay-off list.

Recreation Department

- Lane, Stephen - Temp. Appt. 12/1/39 Janitor-Watchman @ \$1.00 Day.

Water Department

- May, William P. - Temp. Appt. 1/17/40 Jr. Clerk @ \$120 Mo. from list.
 Russell, Alexander - Prob. Appt. 1/1/40 Jr. Engineer @ \$175 Mo. from list.
 Versau, H. - Emerg. Appt. 12/10/39 Laborer @ \$5.00 Day
 Yeager, Sam - Temp. Appt. 1/1-8/40 Fireman @ \$6.80 Day.

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Waste Removal Department

- Bolden, Robert - Temp. Appt. 12/20/39 Garbageman @ \$5.05 Day from list. *Ex. Bd.*
 DeVore, Chas. M. - Reinst. 11/16/39 Truck Driver @ \$5.98 Day from layoff.
 Fredericks, R. E. - Temp. Appt. 11/16/39 Truck Driver @ \$5.98 Day from list.
 Gebbett, Alfred E. - Temp. Appt. 1/19/40 Jr. Clerk-Collector @ \$140 Mo. Sr. Clerk Elig. list.
 Hopkins, Delmar - Temp. Appt. 11/16/39 Truck Driver @ \$5.98 Day from list.
 Patrick, James C. - Reinst. 12/24/39 Sweeper Operator @ \$6.50 Day from list.
 Shipp, Lloyd - Reinst. 11/16/39 Truck Driver @ \$5.98 Day from layoff.

Leave of Absence

- Coale, George - Leave of absence without pay from 11/24/39 to 11/24/40.
 Houston, E. E. - Leave of absence 12/4/39 to 12/15/39.
 LaRue, C. H. - Leave of Absence 11/14/39 to 5/14/40.
 Rogers, Maxwell C. - Leave of absence 1/1/40 to 7/1/40.

Transfer

- Duke, Sylvan - Transfer 11/1/39 from Traffic Signs and Signals payroll to Suspense Revolving as Traffic Linesman, \$150 Mo.
 D. J. Faustman - Transfer 11/1/39 $\frac{1}{2}$ time from Traffic Signs and Signals payroll to Suspense Revolving Fund as Jr. Draftsman @ \$150 Month.
 Fuiks, Dellivan - Transfer 1/1/40 to Ass't. Surgeon, full time @ \$140 Mo.
 McEvers, Charles - Transfer 11/1/39 from Traffic Signs and Signals payroll to Suspense Revolving Fund as Traffic Linesman @ \$150 Month.
 McKeon, Clarence - Transfer 11/1/39 from Traffic Signs and Signals payroll to Suspense Revolving Fund as Traffic Linesman @ \$150 Month.
 Woldit, Lester E. - Transfer 11/10/39 from Street Lighting Div. to Electric and Radio Div. as Electrician @ \$220. Month.
 Woldit, Lester E. - Transfer 1/3/40 from Electric and Radio Div. to Street Lighting Div. as Electrician @ \$220. Month.

There being no further business, the Board adjourned at 12:30 P.M. to meet again at the Call of the Chair.

H. J. Jagueth
 Secretary

APPROVED:

Leroy E. Seise
 President