

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING

April 4, 1940

The Civil Service Board met in regular session in their office at 7:30 P.M.

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

UNIFORM FIREMAN EXAM. #136

Personal Interviews

had been notified to appear.

Personal interviews were held at this time for those who had successfully passed previous portions of this examination and who

LAUGHLIN, LOUIS

Mr. Laughlin appeared and explained to the Board that he was employed as an Oiler in the Water Department from the Pump Operator eligible register. Mr. Laughlin wondered if those who held the classification of Oiler, Stationary Fireman, and Stationary Engineer and were employed by the City previous to the creation of the Pump Operator classification September 1, 1937, would not be classified as Pump Operator inasmuch as the new definition included these former classifications. After review of duties of other employees and dates of employment, Dr. Stacy moved that the following be classified as Pump Operators as of September 1, 1937; seconded by Mr. Cavanaugh and unanimously carried.

Present Classification

Classification Changed To

| <u>Name</u> | <u>Present Classification</u> | <u>Classification Changed To</u> |
|--------------------|-------------------------------|----------------------------------|
| Boust, A. L. | Electrical Operator | Pump Operator |
| Brock, John H. | Stationary Engineer | Pump Operator |
| Francis, Jos. A. | Stationary Engineer | Pump Operator |
| Hodgkinson, A. T. | Oiler | Pump Operator |
| Kneeland, Harry E. | Stationary Engineer | Pump Operator |
| Laughlin, Louis | Oiler | Pump Operator |
| May, Ira C. | Stationary Engineer | Pump Operator |
| Teague, E. H. | Stationary Engineer | Pump Operator |
| Wertz, Clarence M. | Electrical Operator | Pump Operator |

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ENGINEERING AID EXAM. #140

Robinson, Joseph

Mr. Robinson appeared before the Board stating that he had examined his written examination paper and felt that certain questions were confusing and requested the Board to give consideration as to the method of answering these questions. After review of the questions and determination that Mr. Robinson had correctly calculated the answers in his own way, Dr. Stacy moved that Mr. Robinson be given credit for questions #15 and #16 and two additional points on the marking of the "sketching, lettering, and drawing" part of the examination; seconded by Mr. Cavanaugh and unanimously carried.

At this time the Board held personal interview with Mr. Robinson, after which his grade was computed and his name was ordered placed upon the tentative eligible register in accordance with the percentage received.

Mr. Cavanaugh left the meeting at 11:00 P.M.

UNIFORM FIREMAN EX. #136

Date Set for Personal Interviews

After discussing dates for additional personal interviews, Dr. Stacy moved that April 11, 1940, be set as the next date for this purpose; seconded by Mr. Deise thereupon becoming the order of the Board.

WEAVER, CHARLES

Recreation Leader Examination #137

A letter from Leslie Cox, Superintendent, Bureau of Identification, dated April 1, 1940, relating to Mr. Weaver's police record, was reviewed by the Board. After discussion Dr. Stacy moved that Mr. Weaver's name be removed from the tentative eligible register for Recreation Leaders; seconded by Mr. Deise, thereupon becoming the order of the Board.

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STAGE ELECTRICIAN EX. #139

Elig. Reg. Established

After determination that candidates had not requested review of the examination papers, Dr. Stacy moved that the ^{Stage} Electrician eligible register #139 be approved, effective April 8, 1940; seconded by Mr. Deise thereupon becoming the order of the Board.

RECREATION LEADER EX. #137

Downing, Harriet

A letter from Miss Downing requesting permission for a personal interview at a later date was considered by the Bd.

After discussion Dr. Stacy moved that such permission be granted; seconded by Mr. Deise, thereupon becoming the order of the Board.

RULES AND REGULATIONS

After discussing method of lay-off and reinstatement, the following amendment to Rule VIII, Section 3, was considered:

"Amend Rule VIII, Section 3 to read as follows:

Section 3 - Reinstatement: Upon requisition to fill a vacancy in a Department, the name of the person who has satisfactorily completed six (6) month's probationary period and stands highest on the reinstatement list from that Department shall be certified; or if there is no one on the reinstatement list from that Department, the names of the three persons standing highest on the reinstatement list for that class of position shall be certified."

After discussion and agreement, it was the order of the Board that same be spread upon the minutes for further consideration.

JR. CLERK EX. #135

Elig. Reg. Establ.

After determination that candidates had not questioned the written portion of the examination, Dr. Stacy moved that a separate Jr. Clerk eligible register #135 for men and women be established effective April 5, 1940; seconded by Mr. Deise thereupon becoming the order of the Board.

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JR. CLERK ELIGIBLE
REGISTERS #84 & #96

Abolished

Inasmuch as the eligible register #135 for Jr. Clerk had been established, Dr. Stacy moved that Jr. Clerk eligible registers #84 and #96 be abolished; seconded by Mr. Deise, thereupon becoming the order of the Board.

HUGGINS, MARION S.

Classification

A letter from City Manager Jas. S. Dean, dated March 27, 1940, relating to his letter of June 22, 1938, in which it was recommended that Mr. Huggins be classified as Superintendent of Maintenance, Division of Fire Alarm, was considered by the Board. After discussion the Secretary was requested to secure a decision from the City Attorney as to whether or not this position would hold and possess a Civil Service classification, or whether it was exempt.

DEPARTMENTAL REPORTS,
APPROVAL OF

Silva, George

The appointment of George Silva as Laborer-Handyman in the Water Dept. @ \$140 Mo., 10/16/39, was reapproved.

After reviewing the following reports from departments, it was the order of the Board that they be approved:

Assessor-Collector

Reiben, Jennie - Temp. Appt. 4/1/40 Junior Clerk @ \$100 Mo. from list.

Engineering Department

Alexander, W. F. - Temp. Appt. 3/19/40 Janitor @ \$125 Mo. from list.
Alexander, W. F. - Temp. Appt. 3/25/40 Janitor @ \$125 Mo. from list.
Uplinger, Everett - Temp. Appt. 3/25/40 Janitor @ \$125 Mo. from list.

Health Department

Chong, Harry S. - Temp. Appt. 3/1/40 Physician @ \$1.50 Hr., Exempt.
Latson, Carma - Temp. Appt. 1/1/40 Ass't. Laboratory Technician @ \$125. Mo.
Radonich, Victor - Temp. Appt. 3/25-27/40 Substi. Dentist @ \$5.00 Day Exempt.
Taylor, Clark - Temp. Appt. 3/26/40 Substi. Dentist @ \$5.00 Day Exempt.

City Library

Ladd, Patricia - Temp. Appt. Jr. Librarian 3/25/40 @ 65¢ hr, relief. Exempt.

Park Department

Becker, Daniel - Reinst. 3/18/40 Laborer @ \$120 Mo. from layoff list.
 Biondo, Frank - Reinst. 3/18/40 Laborer @ \$120 Mo. from layoff list.
 Dunbar, O. A. - Reinst. 3/18/40 Laborer @ \$120 Mo. from layoff list.

Waste Removal Dept.

Bolden, Robert - Temp. Appt. 3/16/40 Emerg. Garbageman @ \$5.05 day from list.

Water Department

Laughlin, Louis - Temp. Appt. as of 11/19/37 Pump Operator @ \$205. Mo. from list.

Leave of Absence

Hill, Lester E. - Leave of absence from 3/11/40 to 6/11/40 a/c illness.

Transfer

Rohe, Mary - Transfer 4/1/40 as Nurse from General Clinic to Emergency Hospital @ \$155 Month.

There being no further business, the Board adjourned at 10:30 P.M. to meet again at the Call of the Chair.

APPROVED:

Larry Deise
 President

H. H. Jaqueth
 Secretary

MINUTES OF CIVIL SERVICE BOARD
 CITY OF SACRAMENTO
 SPECIAL MEETING

April 11, 1940

The Civil Service Board met in session in their office at 7:30 P.M.

PRESENT: Commissioners Cavanaugh, Stacy, and President Deise.

ABSENT: None

JR. CLERK EXAM. #135

Slater, Jess

Mr. Slater appeared requesting the Board to review his police record and examination.

April 11, 1940.

The Board again reviewed the letter from Leslie Cox, Superintendent, Bureau of Identification, dated February 28, 1940, and in discussing the matter, Mr. Slater informed the Board that the similarity between the City and State applications caused him to overlook the statement regarding arrests on the City application. After discussion and reviewing the examination and matters relating thereto, it was agreed and became the order of the Board that Mr. Slater's final grade be established as 82.37% and Mr. Slater's name ordered inserted upon the Jr. Clerk eligible register in accordance therewith.

CLASSIFICATION OF EMPLOYEES
GOULD TRACT WATER SYSTEM

Kirchgater, Roy J.
Lane, Arden W.

A letter from R. E. Mittelstaedt,
Superintendent, Water Department,
dated April 9, 1940, requesting that

Mr. Kirchgater and Mr. Lane be classified as Laborers was considered by the Board, employment period to be effective as of May 1, 1940. After discussion the matter was continued.

STREET MAINTENANCE
EMPLOYEES

Shipp, Lloyd

Mr. Shipp appeared and explained to
the Board that he felt Laborers were
acting as Truck Drivers in the Street

Maintenance Division. The Board informed Mr. Shipp that this matter was discussed January 25, 1940, and February 28, 1940, and that additional investigation would be made by the Board.

UNIFORM FIREMAN EX. #136

Personal Interview

Personal Interviews were held at this
time for those who had successfully
passed previous portions of this

examination and who had been notified to appear.

CLASSIFICATION

Oyster, Jay W.
Ward, Wesley W.

Letters from Fred J. Klaus, City
Engineer, dated April 3, 1940, each
relating to the duties of these

employees, requesting a classification for each, was considered by the Board.

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After discussion the Secretary was requested to secure the qualifications of each.

HUGGINS, MARION S.

Classification

The request as discussed by the Board April 4, 1940, was considered and a letter from Hugh B. Bradford, City Attorney,

dated April 11, 1940, was also reviewed by the Board. After discussion the matter was continued.

There being no further business the Board adjourned at 11:45 P.M. to meet again April 17, 1940, at which time personal interviews for Uniform Fireman will be held.

APPROVED:

Leroy Deise
President

H. H. J. J. J.
Secretary

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

April 17, 1940

The Civil Service Board met in special session in their office at 7:30 P.M.

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

UNIFORM FIREMAN EX. #136

Personal Interviews

Personal interviews were held at this time for those who had successfully passed previous portions of this examination and

who had been notified to appear.

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OYSTER, JAY W.

Classification

A letter from Fred J. Klaus, dated Oct. 31, 1939, recommending that Mr. Oyster, among others, be given permanent Civil Service status, and a letter from Mr. Klaus, dated April 3, 1940, requesting that the Board consider classifying Mr. Oyster in order that he may have a permanent status, together with the experience record and a list of the duties of Mr. Oyster, were considered by the Board. After discussion Dr. Stacy moved that, due to his qualifications, experience, and duties, Mr. Jay W. Oyster be classified as Engineering Aid with seniority dating from December 28, 1936; seconded by Mr. Cavanaugh and unanimously carried.

After further discussing the duties of Mr. Oyster as related by City Engineer Fred J. Klaus's letter of April 3, 1940, Dr. Stacy moved that Mr. Klaus be notified that it was the opinion of the Civil Service Board that the duties being performed by Mr. Oyster were those of a Junior Civil Engr. and, as such, the position should be filled from the Junior Civil Engineer eligible register; seconded by Mr. Cavanaugh and unanimously carried.

RIGGLE, CLIFFORD
ROBINSON, JOSEPH

After discussing the duties being performed by Messrs. Riggle and Robinson and upon agreement by Board members, it was the order of the Board that, inasmuch as their duties appeared to be those of Engineering Aid, City Engineer Fred J. Klaus was to be notified that the positions held by Messrs. Clifford Riggle and Joseph Robinson should be filled from the Engineering Aid eligible register at such time as it becomes effective.

STREET AND CONSTRUCTION
INSPECTOR CLASSIFICATION

Name Changed

After reviewing the definition of this position and discussing the duties of those employed in this classification,

Dr. Stacy moved that the name of this classification be changed to STREET

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CONSTRUCTION INSPECTOR.

WARD, WESLEY W.

Classification

A letter from City Engineer Fred J. Klaus, dated April 3, 1940, discussing the duties of Mr. Ward and stating that his services had been satisfactory and requesting the Board to consider giving him a classification in order that he may have permanent status was considered by the Board. After discussion, review of qualifications, duties, and recommendations of City Engineer Klaus, Dr. Stacy moved that Mr. Wesley W. Ward be classified as Street Construction Inspector with seniority from April 14, 1938; seconded by Mr. Cavanaugh and unanimously carried.

PARKER, HAROLD

After discussing the employment of Mr. Parker, Dr. Stacy moved that a letter be addressed to City Engineer Fred J. Klaus requesting a report relating to Mr. Parker's duties, qualifications, and efficiency; seconded by Mr. Cavanaugh and unanimously carried.

WATER RATE INSPECTOR

Classification

After discussing various duties of employees in the Water Department and arriving at a decision that a new classification should be established, Dr. Stacy moved that the classification of Water Rate Inspector be established with a salary range of \$100 to \$175 per month; seconded by Mr. Cavanaugh and unanimously carried.

DOYLE, CHARLES F.

Classification

A letter from R. E. Mittelstaedt, Superintendent, Water Department, dated August 31, 1939, requesting that Mr. Doyle's status be definitely fixed and relating the duties of Mr. Doyle, was considered by the Board. After discussion and review of Mr. Doyle's qualifications and the duties and recommendations of Mr. Mittelataedt, Mr. Cavanaugh

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moved that Mr. Doyle be classified as Water Rate Inspector with seniority dating from December 10, 1937; seconded by Dr. Stacy and unanimously carried.

LIBRARY PAGES
MESSENGERS

After discussing employees working under these classifications, Dr. Stacy moved that the Secretary advise employees working as Library Pages or Messengers that their status of employment with the City was of a temporary nature; seconded by Mr. Cavanaugh and unanimously carried.

DUNCKHORST, ROBERT E.

Classification After reviewing the duties and qualifications and period of employment of Mr. Dunckhorst, Dr. Stacy moved that he be classified as Airport Attendant with seniority dating from June 19, 1936; seconded by Mr. Cavanaugh and unanimously carried.

JUNIOR TRAFFIC ENGINEER

Mr. H. H. Jaqueth informed the Board that in the Traffic Signs and Signals Division the classification of Junior Traffic Engineer should be established in order that classified employees might fill this position. After discussion it was the order of the Board that a definition for the position of Junior Traffic Engineer be prepared.

TEMPORARY APPOINTMENTS

After discussing the nature of various temporary appointments as made by department heads, it was the order of the Board that departments be notified that temporary appointees were to be appointed for a period of sixty days in accordance with the rules and that at the end of such appointment periods, department heads were to notify the Civil Service Board relating to any change of duties and as to whether or not the employment was to continue.

The Secretary was requested to prepare an amendment to the rules requiring

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that departments notify the Board whenever the duties of temporary appointees were changed.

DEPARTMENTAL REPORTS,
APPROVAL OF

After review of the following reports and discussion, it was the order of the Board that same be approved;

Engineering Department

- | | |
|--------------------|---|
| Casali, Julius J. | - Prob. Appt. 4/1/40 Engineering Aid @ \$145 Mo. |
| Crawford, Conita | - Perm. Appt. 4/1/40 Stenographer @ \$125 Mo. from list. |
| Garcia, Filbert T. | - Temp. Appt. 4/8/40 Service Station Attd't.-Laborer @ \$5.00 Day from Laborer list. |
| Lee, Anthony | - Reinst. from layoff 4/8/40 Laborer @ \$130 Month. |
| McMahon, Francis | - Reinst. from layoff 4/3/40 Laborer @ \$130 Month. |
| Schiro, Anthony | - Reinst. from layoff 3/23/40 Service Station Attd't. @ \$5.00 Day from Laborer list. |
| Schiro, Anthony | - Reinst. from layoff 4/8/40 Laborer @ \$130 Month. |

Health Department

- | | |
|----------------|---|
| Santos, George | - Temp. Appt. 3/19/40 Part-time Meat Inspector @ \$175 Month from list. |
|----------------|---|

Recreation Department

- | | |
|------------------|--|
| Athanassiou, Sam | - Reinst. from layoff 3/18/40 Laborer @ \$120 Month. |
| Gass, William I. | - Reinst. from layoff 4/4/40 Laborer @ \$120 Month. |
| Johnson, Elmer | - Reinst. from layoff 3/18/40 Laborer @ \$120 Month. |

Waste Removal Department

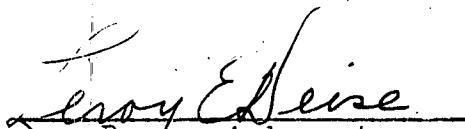
- | | |
|---------------|---|
| Miles, Alfred | - Temp. Appt. 3/18/40 Junior Clerk @ \$140 Month from list. |
|---------------|---|

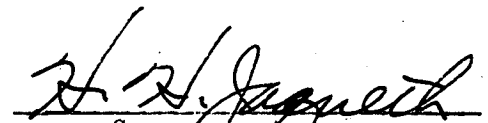
Leave of Absence

- | | |
|-----------------|--|
| Case, Oliver N. | - Leave of absence 4/1/40 to 6/1/40 without pay. |
|-----------------|--|

There being no further business, the Board adjourned at 11:45 P.M. to meet again at the Call of the Chair.

APPROVED:


President


Secretary