


There being no further business, the meeting adjourned at 2:30 p.m. to meet again at the call of the Chair.

  
SECRETARY

  
PRESIDENT

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      FEBRUARY 10, 1965

The Civil Service Board met in regular session in the Planning Department Conference Room at 9:00 a.m.

PRESENT: Members J. Alexander, Genshlea, Street, Erickson, Diepenbrock.

ABSENT: None.

Minutes of the last regular meeting held February 3, 1965, were read and approved.

REQUEST FOR RECONSIDERATION OF  
DECISION TO DENY REINSTATEMENT:

Jack Richards  
Patrolman

Communication from Jack Richards,  
former Patrolman in the Sacra-  
mento Police Department, dated

January 11, 1965, requesting reconsideration of the decision made in November 1962, to deny his request for reinstatement privileges, was considered, this matter having been laid over from previous board meetings.

The entire case was reviewed including the evaluation of Mr. Richards' service while an employee of the Police Department and a letter dated November 16, 1962, from James V. Hicks, Police Chief, relating to Mr. Richards' request for reinstatement at that time.

It was pointed out by the Secretary that subsequent to the denial of his request for reinstatement, Mr. Richards failed to qualify in the written test for one Patrolman examination and was rejected in a second Patrolman examination because of failure

to meet the minimum height requirement.

The policies of the Board relating to consideration of reinstatement requests were also reviewed.

After discussion, motion was made by Mr. Diepenbrock that the request of Mr. Richards for a rehearing for reconsideration of the decision to deny reinstatement in November of 1962, be denied. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Erickson, Street, and Diepenbrock.

NOES: Members Alexander and Genshlea.

REQUEST FOR INTER CLASS TRANSFERS:

Secretary advised the following requests had been received for

inter class transfers in accordance with provisions of Section 13.3 of the Civil Service Board rules and regulations:

<u>Name</u>	<u>From</u>	<u>To</u>
Raymond Mora	Refuse Collector (\$410-490)	Laborer (\$410-490)
Alex Lopez	Truck Driver (\$450-537)	Traffic Linesman I (\$450-537)
Leslie Ingram	Custodian II (\$410-490)	Laborer (\$410-490)
Salvia Thompson	Refuse Collector (\$410-490)	Laborer (\$410-490)

Motion was made by Mr. Alexander that the requests be approved. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Alexander, Genshlea, Street, Erickson, Diepenbrock.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:


Secretary advised that approval had been given the City Manager by the City Council for the creation of a new class of Police Sergeant along with a title change of the present Police Sergeant class to Police Lieutenant, in order to improve departmental operations and to provide increased promotional opportunities within the Police Department. Secretary further advised that copies of the proposed specifications for these two classes would be submitted to the Board members within the next week.

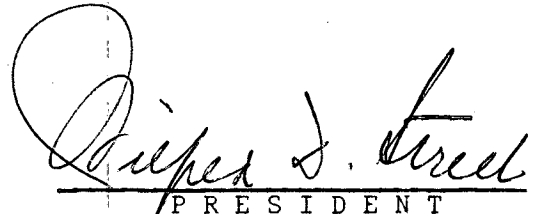
Motion was made by Mr. Erickson that the date of February 24, 1965, be set for a public hearing on adoption of the proposed specifications. Motion was seconded by Mr. Diepenbrock and carried by the following vote:

AYES: Members Alexander, Genshlea, Street, Erickson, Diepenbrock.

NOES: None.

There being no further business, the meeting adjourned at 10:30 a.m. to meet again at the call of the Chair.

  
SECRETARY

  
PRESIDENT

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      MARCH 3, 1965

The Civil Service Board met in regular session in the Planning Department Conference Room, at 9:00 a.m.

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

ABSENT: Members J. Diepenbrock and Genshlea.

Minutes of the last regular meeting held February 10, 1965, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have

been scheduled:

- #856 Steno-Clerk I  
 #857 Foreman I (Sacramento River Water Treatment Plant)

LIBRARY CIRCULATION SPECIALISTEXAMINATION NO. 849:Eligible Register

Personal Interview ratings in  
 Library Circulation Specialist

Examination No. 849 (promotional), held February 11, 1965, were reviewed.

Qualifications Appraisal Board consisted of Bill Street, Civil Service Board member; Earl Simons, Safety & Training Officer and Mrs. Margaret Dinsmoor, Assistant City Librarian.

The following eligible register was made effective February 12, 1965:

LIBRARY CIRCULATION SPECIALIST  
EXAMINATION NO. 849

1. Mary Cascio	94.75%
2. Rose Ann Guerro	87.00
3. Rosemary Roberts	87.00
4. Mary A. Monteiro	85.83
5. Muriel C. Wollesen	82.00
6. Rose M. Marks	75.33
7. Dorothy M. Rider	73.92

FOREMAN I (STREET CLEANING)EXAMINATION NO. 852:Eligible Register

Written test scores and Personal  
 Interview ratings in Foreman I

(Street Cleaning) Examination #852, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 59.5 of a possible 85 items (exactly 70%), qualifying 16 of 29 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Ronald Parker, Assistant City Engineer; F. C. Erickson, Civil Service Board member; and Phil Macdonald, Personnel Technician.

FOREMAN I (STREET CLEANING)  
EXAMINATION NO. 852: (CONT'D)

The following eligible register was made effective February 19, 1965:

FOREMAN I EXAMINATION NO. 852

1. Walter Wells	83.18%
2. Edward Kelly Jr.	82.84
3. Buck L. Juelch	82.69
4. James K. Jackson	80.75
5. Russell L. Charles	80.34
6. Harold G. Nims	78.58
7. Alfred Ferreira	78.48
8. Joseph W. Harmon	77.96
9. Lawrence C. Menard	77.33
10. Cleo Goodenough	77.17
11. Walter U. Wood	76.77
12. Gilbert R. Luna	76.43
13. Rolland P. Neel	76.16
14. Alfred C. Garcia	74.68
15. Jess P. Monarrez	74.20

LIBRARY CLERK II (PROMOTIONAL)  
EXAMINATION NO. 854:  
 Eligible Register

Written test scores and Personal  
 Interview ratings in Library

Clerk II Examination No. 854 (Promotional), written test for which was held February 10, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 56 of a possible 80 items (exactly 70%), qualifying 3 of 10 candidates appearing for the written test. Personal Interviews were eliminated as a part of the examination.

The following eligible register was made effective February 11, 1965:

LIBRARY CLERK II EXAMINATION NO. 854

1. Dorothy Green	80.25%
2. Anne M. Sullivan	72.00
3. Marjorie L. Marvich	71.50

POLICE SERGEANT PROMOTIONAL EXAMINATION:

Communication from James V. Hicks,

Police Chief, dated February 25, 1965

requesting that the eligible register to be established for the new class of Police

POLICE SERGEANT PROMOTIONAL EXAMINATION (CONT'D)

Sergeant be limited to 50 candidates, in accordance with Section 8.2(g) of the Rules and Regulations, was considered.

Secretary advised that this number would be required in order to fill at least 26 new positions to be established in the 1965-66 police department budget, and since all future assignments of patrolmen to criminal investigation work are to be made from the new eligible register.

Motion was made by Mr. Alexander that the eligible register to be established for Police Sergeant be limited to 50 candidates, in accordance with Section 8.2(g) of the Rules and Regulations, as requested by the Police Chief. Motion seconded by Mr. Erickson and carried by the following vote:

AYES: Members J. Alexander, Erickson, and Street

NOES: None.

REQUEST FOR WAIVER OF  
RESIDENCE REQUIREMENT:  
Patrolman Examination #859

Communication from James V. Hicks,  
Police Chief, dated February 17,

1965, requesting another Patrolman examination to be held in order to fill anticipated new positions in the 1965-66 police department budget and requesting waiver of the residence requirement, was considered.

Secretary advised that the residence requirement was waived in the previous Patrolman examination which resulted in a substantial increase in the number of application filed, and recommended favorable action on the request by the Police Chief.

Motion was made by Mr. Alexander that the residence requirement in the forthcoming Patrolman examination be waived. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members J. Alexander, Erickson, and Street.

NOES: None.

LIBRARIAN III EXAMINATION NO. 853:  
Item Protest

Communication from Margaret

Preston, candiate in the Librarian

III Examination No. 853, and dated February 18, 1965, protesting the inclusion of a segment (25 items) relating to childrens' library work, and a communication from Cooperative Personnel Services, dated February 23, 1965, recommending that the protest be denied, were considered.

After discussion, motion was made by Mr. Erickson that the protest of Margaret Preston be denied. Motion seconded by Mr. Alexander and carried by the following vote:

AYES: Members J. Alexander, Erickson, and Street.

NOES: None.

REQUEST - LEAVE OF ABSENCE:  
Albert Gaddi  
Laborer

Communication from Albert Gaddi,

Laborer, in the Parks Department,

dated February 11, 1965, request-

ing a 90 day extension of leave of absence to March 15, 1965, because of illness, was considered.

Motion was made by Mr. Erickson that the extension of leave of absence be approved. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members J. Alexander, Erickson, and Street.

NOES: None.

ZOO GATEKEEPER POSITIONS:  
Request for Certification  
from Parking Lot Attendant  
I Eligible Register

Communication from Reg Reñfree,

Director of Recreation & Parks,

dated February 26, 1965, advising

that two positions in the class of Zoo Gatekeeper are to be filled on or about April 1, 1965, and requesting that certification to fill these two positions be made from the Parking Lot Attendant I Eligible List, in accordance with Section 11.6 of the Rules and Regulations, was considered.

ZOO GATEKEEPER POSITIONS: (CONT'D)

Secretary advised that the salary ranges for these two classes are identical and a similar type of examination as given for Parking Lot Attendant I would have in the event this request were not approved.

After discussion, motion was made that the request of Mr. Renfree for such certification be approved. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members J. Alexander, Erickson, and Street.

NOES: None.

REQUEST - VOLUNTARY DEMOTION:

Lou Lassell  
Machinist Foreman

Communication from Lou Lassell,

Machinist Foreman in the Water

Department, dated March 1, 1965,

requesting permission to take a voluntary demotion from the class of Machinist Foreman to the class of Machinist, was considered.

Motion was made by Mr. Erickson that the request be approved to become effective at such time as a new eligible register is established for Machinist Foreman and an appointment made. Motion seconded by Mr. Alexander and carried by the following vote:

AYES: Members J. Alexander, Erickson, and Street.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:

Secretary advised that the date of March 3, 1965, had been set by the Board for public hearing on adoption on specifications for the new class of Police Sergeant and revised specifications for the class of Police Lieutenant (to replace present Police Sergeant specifications).

After review of the specifications and there being no objections, motion was made by Mr. Erickson that the specifications as prepared by the Personnel Officer,



AMENDMENT OF CLASSIFICATION PLAN:

and made a part of these minutes, be approved. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members J. Alexander, Erickson, and Street.

NOES: None.

RECOMMENDED SALARY RANGES:

Police Sergeant  
Police Lieutenant

It was the order of the Board that recommendation be made to the City Council to amend the salary ordi-

nance to include the new classes of Police Sergeant and Police Lieutenant and to amend Section 2.96 of the City Code as below outlined:

Code	Class Title	Range No.	Step	Step	Step	Step	Step
			A	B	C	D	E
1308	Patrolman	38	\$575	600	630	660	690
1309	Patrolman (Criminal Investi- gation)	40	600	630	660	690	720
1310	Patrolman (2-wheel motorcycle)	40	600	630	660	690	720
1311	Police Captain	52	785	820	860	900	940
1312	Police Lieutenant	46	690	720	750	785	820
1312.1	Police Lieutenant (Criminal Investigation)	48	720	750	785	820	860
1312.2	Police Lieutenant (2-wheel motorcycle)	48	720	750	785	820	860
1313	Police Sergeant	42	630	660	690	720	750
1313.1	Police Sergeant (Criminal Investigation)	44	660	690	720	750	785
1314	Policewoman	38	575	600	630	660	690
1315	Policewoman (Criminal Investigation)	40	600	630	660	690	720

AMENDMENT OF CLASSIFICATION PLAN:

Electrical Inspector II  
Plumbing Inspector II

Secretary advised that approval had been obtained from the City Council to establish a new class

of Electrical Inspector II in the Electrical Inspection Division and a new class of Plumbing Inspector II in the Plumbing Inspection Division, in order to provide more effective coordination of inspection procedures and better supervisory control.

AMENDMENT OF CLASSIFICATION PLAN: (CONT'D)

Motion was made by Mr. ERickson that the date of March 16, 1965, be set for a public hearing on adoption of the proposed specifications as prepared by the Personnel Officer. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members J. Alexander, Erickson, and Street.

NOES: None.

There being no further business, the meeting adjourned at 10:30 a.m. to meet again at the call of the Chair.

  
SECRETARY

  
PRESIDENT

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      MARCH 16, 1965

The Civil Service Board met in regular session in the Planning Department Conference Room at 9:00 a.m.

PRESENT: Members J. Alexander, Erickson, Genshlea, and Diepenbrock.

ABSENT: Member Bill Street.

Minutes of the last regular meeting held March 3, 1965, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have

been scheduled:

#858	Machinist Foreman
#859	Patrolman
#860	Library Page
#861	Switchboard Operator
#862	Police Sergeant

City of Sacramento  
Revised Specification  
Adopted March 1965  
(Formerly class of  
Police Sergeant)

1312  
Police Lieut. (2-wh. mc.) 1312.1  
Police Lieut. (Crm. Inv.) 1312.2

POLICE LIEUTENANT

Nature of Work:

This is the second level supervisory class in the Police Department. An employee in this class has the responsibility for assisting a Captain or Division Superintendent in the supervision of police activities and administration or divisional operations in the patrol, juvenile, traffic, detective, or headquarters divisions of the department, by giving direction to and having control over a group of officers of lower rank, or by providing direct administrative assistance of a complex and difficult nature. Employees may occasionally participate in the work performed by subordinates in the classes of Sergeant and Patrolman, and may assume complete charge of a major police activity during an assigned shift in the absence of a superior officer. Normally, the routine work is performed independently in accordance with established department regulations, with direct supervision and guidance being provided only in unusual situations by an officer of higher rank. General directions are received from a ranking officer who reviews the work through observation, inspection, and evaluation of reports submitted.

Illustrative Examples of Work:

In the Patrol Division, the Lieutenant shall be subject to the order of the Patrol Captain and be held responsible for the general good order and discipline of the men under his supervision; shall call the roll and assign the men to their respective duties and shall add such additional instructions as he may have given by his commanding officers; shall continually patrol the beats and districts allotted to his platoon, visiting every man under his command as often as twice when practicable, during each tour of duty; and shall, at the expiration of his tour of duty, read all urgent messages, announce any orders that will subsequently require performance of any duty by members of the platoon, and report all absentees from roll call; and related work as required. Lieutenants are also assigned to the communications center with responsibility for receiving, recording, evaluating, and dispatching orders to field units by police radio, and supervising patrolmen and dispatcher-clerks also assigned to communications; and to the jail where the Lieutenant is responsible for the booking of prisoners, their proper segregation, safe and humane treatment, and secure custody, and to supervise patrolmen assigned to the jail operations.

In the Traffic Division, the Lieutenant shall be subject to the orders of the Traffic Superintendent and be held responsible for the general good order and discipline of the men under his supervision; shall aid the traffic officers in the proper discharge of their duties by assisting and instructing them in the correct enforcement of traffic laws and regulations, how to effect the orderly movement of traffic, the presentation of accidents through prescribed selective enforcement procedures; shall advise officers of his detail in the prescribed method of investigation and on the reporting of all phases of traffic accidents; shall be responsible for assigning traffic officers to strategic points and areas to regulate the flow of traffic during peak hours or at times when extreme traffic congestion or hazards exist; shall check as often as practicable, all officers under his supervision who are detailed to public gatherings, fixed posts, or other special duty; and related work as required.

In the Detective Division, the Lieutenant shall be subject to the orders of the Chief of Detectives and be held responsible for the general good order and discipline of the men under his supervision; shall be responsible for the proper investigation of all cases to which he and his subordinates may be assigned; shall aid and assist the Captains and the Chief of Detectives in the performance of the administrative functions of the division; shall advise and assist subordinate officers in their investigation of crimes; shall give personal attention to locations where crimes are frequently committed in order to ascertain the reasons therefor and shall so inform the members of the division accordingly; shall take suitable action on all communications referred to him for attention; and related work as required.

In the Juvenile Division, the Lieutenant shall be subject to the orders of the Juvenile Superintendent and shall have charge of and control over the personnel assigned to the division during his assigned shift, and shall be in charge of the division in the absence of the Superintendent; shall instruct the men under his supervision in the proper performance of their duties; shall submit regular monthly and annual reports as directed by the Superintendent and shall maintain such records of cases, assignments, investigations and work performed by officers under his command as may be necessary for the proper operation of the division; shall give personal attention to locations where juvenile crimes are frequently committed attempting to ascertain the reasons therefor and shall inform the members of the division accordingly; shall work closely with schools, civic organizations, and other governmental agencies for the prevention of juvenile delinquency; and other related work as required.

In the Headquarters Division, the Lieutenant shall work under the direct supervision of the Headquarters Superintendent, with responsibility for carrying out all the various in-service training activities of the department, including the operation of the training academy for all new recruits, continuous weapons training for all regular officers, and the issuance of the weekly training bulletins. He shall also be responsible for the pre-employment background investigation of applicants placed on civil service lists in patrolman examinations; serve as Assistant Director of Auxiliary Police with responsibility for their training, and operational duties; and conduct a weekly traffic violators' school. He shall assist with planning and research for the department, maintain a library of police training information and training records of all personnel, and have direct supervision over other patrolmen and clerical employees assigned to work with him.

Knowledges, Abilities and Skills:

Good knowledge of modern police methods and procedures.

Good knowledge of the rules and regulations of the Police Department.

Good knowledge of pertinent federal and state laws and of municipal ordinances.

Considerable knowledge of the geography of the city and of the location of important buildings.

Good knowledge of first aid principles and skill in their application.

Ability to understand and carry out oral and written instructions and to prepare clear and comprehensive written reports.

Ability to assign, instruct, and review the work of subordinates, and to effectively supervise subordinates in the performance of their work.

Ability to deal firmly and tactfully with other employees, city officials, and the general public.

Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.

Skill in the use of firearms.

Required Experience and Training:

At least two (2) years of service in the Sacramento Police Department in the class of Police Sergeant, with date of eligibility to be determined as of written test date. (Note: For the first Police Lieutenant examination only, eligibility will be limited to employees in the class of Police Sergeant without regard for length of service in the class or the completion of any probationary period.)

POLICE SERGEANT

Nature of Work:

This is the first rank above the entrance class of Patrolman, where the incumbent may work in conjunction with one or more patrolmen as a lead-man of an investigative team in the Detective Division; as a lead officer investigating traffic accidents in the Traffic Division; as a lead officer investigating crimes involving juveniles in the Juvenile Division; or perform difficult and complex investigative work independently at a comparable level of difficulty in the above or other divisions of the Police Department. The incumbent is responsible for carrying out a particular assignment, either independently or in conjunction with other officers, subject only to general direction from a Lieutenant or higher official.

Illustrative Examples of Work:

In the Detective Division: Making investigations of criminal cases assigned by the Chief of Detectives for the purpose of apprehending and prosecuting responsible parties by reviewing and reconstructing the crime scene, the interrogation of suspects and witnesses, the securing and preserving of necessary evidence, checking out of leads and other information obtained, having photographs taken and premises checked for fingerprints, and other appropriate methods.

Directing patrolmen in the investigative process with whom he may be assigned to work.

Preparing oral and written reports on the progress of each case, and reporting for further instructions whenever further progress on a case is unlikely.

Making arrests when the results of the investigation and the evidence gathered clearly indicate the responsible parties, and testifying in court in connection with the prosecution of the case.

In the Juvenile Division: Making investigations of criminal cases assigned by the Juvenile Bureau Superintendent involving juveniles, or both juveniles and adults (child molesting, neglect, abuse, etc.) for the purpose of apprehending the responsible parties and taking appropriate action in the case of juveniles involved, and the prosecution of other adults, through the same methods as above outlined.

Directing patrolmen in the investigative process with whom he may be assigned to work, and preparing oral and written reports on the progress of each case to the Juvenile Bureau Superintendent.

Maintaining close and effective relationships with schools, church groups, parent-teacher organizations, and other civic groups for the purpose of combating juvenile delinquency, and working closely with law enforcement and other agencies handling juvenile problems to effect proper control.

Making arrests of adults when the results of the investigation and evidence gathered clearly indicate the responsible parties, testifying in court, and taking appropriate action when juveniles are apprehended.

In the Traffic Division: Making investigations of all suspected felony traffic accident cases as assigned by the Traffic Superintendent for the purpose of apprehending and prosecuting responsible parties, through the same methods as previously outlined.

TRAFFIC LINESMAN EXAMINATION NO. 848:  
Eligible Register

Written test scores and Personal  
Interview ratings in Traffic Lines-

man I Examination No. 848, written test for which was held February 9, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 63 of a possible 90 items, qualifying 36 of 257 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Don Sandman, Personnel Technician and James Bissell, Assistant Traffic Engineer.

The following eligible register was made effective March 5, 1965:

TRAFFIC LINESMAN I EXAMINATION NO. 848

#1.	Ronald D. Miller	92.34%
#2.	Robert N. Waters	86.66
3.	Richard A. Callonea	85.00
4.	Patrick D. Cunningham	84.00
#5.	Joseph R. Moore	83.66
6.	Eugene D. Collins	83.00
#7.	Alvin E. Berkenkamp	82.66
8.	Michael J. Dragash	82.34
9.	William F. Boyd	82.00
10.	Roderick L. Vandervort	82.00
11.	Joseph M. Honig	81.00
12.	William Van Airsdale	80.00
13.	Gary E. Mantz	78.67
14.	David C. Fernandez	78.33
15.	Kenneth F. Nordeste	77.33
16.	Jerry E. Rubsam	76.33
17.	Lester T. Pryor	76.33
18.	Allan Neil Fraser	75.67
19.	William V. Johnson	75.00
20.	Walter D. Thomson	74.67
21.	Albert E. Henderson	74.66
22.	Richard L. Stewart	74.66
23.	James J. McDuff	74.66
24.	Warner A. Stafford	74.33
25.	Oscar J. Matranga	74.00
26.	William J. Koenig	74.00
27.	Robert C. Stinson	73.33
28.	Donald J. Gillick	72.33
29.	Byron E. Graff	71.67

(# Indicates applicant received 10 points veteran's credit.)

PARKING LOT ATTENDANT I  
EXAMINATION NO. 850:  
 Eligible Register

Written test scores and Personal  
 Interview ratings in Parking Lot

Attendant I Examination No. 850, written test for which was held January 25, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 94.5 of a possible 135 items, qualifying 46 of 378 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Phil Macdonald, Personnel Technician and Ted Dolce, Junior Civil Engineer.

The following eligible register was made effective March 1, 1965:

PARKING LOT ATTENDANT I EXAMINATION NO. 850

. #1. Edward D. Green .	91.00%
. #2. Wallace J. Sheehan Jr.	90.55
. #3. William G. McCracken	89.56
. 4. Virgil K. Rominger	87.78
. #5. Harold Weisenburger	87.67
. #6. John H. Fedolak .	86.11
. 7. John C. Weills IV	85.56
. 8. Normal L. Gale .	85.22
. 9. Robert P. Dunzweiler	82.78
. 10. Christopher Weills	82.78
. 11. Douglas Lent	82.33
. 12. William Van Airsdale	82.00
. 13. Thomas J. Wadden .	81.66
. 14. Gary R. Culjis	80.22
. 15. Grant C. Lee	80.00
. 16. Christopher Baldwin	79.78
. 17. Michael L. Inchausti	79.34
. 18. Stephen R. Crane	79.00
. 19. Richard McCurdy	78.78
. 20. James S. Martine.	78.22
. 21. Jerald J. Stinson	77.89
. 22. Thomas G. WArD	77.34
. 23. Colby D. Eller	77.11
. 24. John J. Church	76.89
. 25. Lanny Matsuda	76.89
. 26. LaMon L. Kelley	76.67
. 27. Gary D. Rose	75.99
. 28. Jerry A. Biggers	75.67
. 29. Thomas W. Gray	75.55
. 30. Ralph P. Gonzalez	75.22
. 31. Albert A. Dewey	74.11
. 32. Nicholas Nixon	72.22



ELECTRICAL INSPECTOR II

Nature of Work:

This is skilled inspectional and field work involving the supervision and coordination of the work of employees engaged in securing compliance with the various laws and rules relating to the installation and repair of electrical wiring and appurtenances. An employee of this class participates in and supervises the field work of employees in the class of Electrical Inspector I to coordinate field inspection procedures, requirements, and code enforcement policies; assists the Chief Inspector in the administrative work of the division, and assumes the duties and responsibilities of the Chief Inspector in his absence.

Illustrative Examples of Work:

Participates in and supervises the work of other Electrical Inspectors in the field and assists in new and difficult inspection problems.

Assists the Chief Electrical Inspector with administrative detail and assumes his duties in periods of absence.

Makes decisions on code interpretations in cases of conflict or disagreement among other inspectors.

Assigns daily inspection field calls to other inspectors, and may review and check their work reports to insure adherence to departmental and legal requirements and policies.

Inspects merchants' electrical merchandise for compliance with quality standards and approved items.

Investigates for possible electrical causes of fire, in conjunction with and upon request of the Fire Department.

Recommends changes in field inspectional procedures, serves as liaison inspector for all minor complaints and disputes.

Reviews all violation inspection reports issued by other inspectors and maintains file for follow-up and compliance.

Works closely with new inspectors during the training period.

Performs other related work as required.

Knowledges, Abilities, and Skills:

Working knowledge of the methods and practices involved in construction, installation, maintenance, and operation of a wide variety of electrical systems, equipment and appliances, and of standard testing devices.

Ability to detect and locate defective electrical wiring and construction, coupled with the ability to ascertain the stage of construction or installation when defects are most easily found and remedied.

Thorough knowledge of the National Electrical Code, State of California Electrical Safety Orders, State Housing Code, City of Sacramento Electrical Ordinance, and other special rules and laws relating to electrical installation requirements.

Ability to read and interpret plans, blueprints and specifications.

Ability to contact owners, contractors, craftsmen, appliance dealers, and other and to effect satisfactory working relationships.

Ability to plan and supervise field operations of inspectors.

Ability to keep records and prepare reports and correspondence.

Desirable Experience and Training:

At least two (2) years of experience in the class of Electrical Inspector I with the City of Sacramento.

PLUMBING INSPECTOR II

Nature of Work:

This is skilled inspectional and field work involving the supervision and coordination of the work of employees engaged in securing compliance with the various laws and rules relating to the installation and repair of plumbing and appurtenances. An employee of this class participates in and supervises the field work of employees in the class of Plumbing Inspector I to coordinate field inspection procedures, requirements, and code enforcement policies; assists the Chief Inspector in the administrative work of the division, and assumes the duties and responsibilities of the Chief Inspector in his absence.

Illustrative Examples of Work:

Participates in and supervises the work of other plumbing inspectors in the field and assists in new and difficult inspection problems.

Assists the Chief Plumbing Inspector with administrative detail and assumes his duties in periods of absence.

Makes decisions on code interpretations in cases of conflict or disagreement among other inspectors.

Assigns daily inspection field calls to other inspectors, and may review and check their work reports to insure adherence to departmental and legal requirements and policies.

Examines plans for compliance with plumbing and gas codes of the City of Sacramento; assists applicants for plumbing and gas permits; assists and instructs contractors in permit application and requests for inspection procedures and policies.

Recommends changes in field inspectional procedures; serves as liaison inspector for all minor complaints and disputes.

Reviews all violation inspection reports issued by other inspectors and maintains file for follow-up and compliance.

Works closely with new inspectors during the training period.

Performs other related work as required.

Knowledge, Abilities, and Skills:

Working knowledge of materials, methods and practices used in installing, repairing and maintaining a variety of plumbing and gas piping installations, equipment, appliances, and standard testing devices.

Ability to detect and correct defective installations in plumbing and gas piping systems and appliances.

Ability to read and interpret plans and specifications.

Considerable knowledge of state and local regulations relating to plumbing and gas piping installations and appliances.

Ability to contact contractors, plumbers, owners and appliance dealers, to establish and maintain effective working relationships.

Ability to plan and supervise field operations of inspectors.

Ability to keep records and prepare reports and correspondence.

Desirable Experience and Training:

At least two (2) years of experience in the class of Plumbing Inspector I with the City of Sacramento.

PARKING LOT ATTENDANT I  
EXAMINATION NO. 850: (CONT'D)

PARKING LOT ATTENDANT I EXAMINATION NO. 850

32a.	Robert Cronin	72.11%
33.	Thomas A. Dominick	71.67
34.	Carthell C. Brown	71.11

(# Indicates applicant received 10 points veteran's credit.)

REQUEST FOR INTER CLASS TRANSFER:  
 Alex Lopez

Communication from Alex Lopez,

dated March 10, 1965, requesting

transfer from Traffic Linesman I back to Truck Driver in accordance with provisions of Section 13.3 of the Civil Service Board Rules and Regulations, was considered.

Secretary advised that both classes have the same salary range.

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

AYES: Members J. Alexander, Erickson, Genshlea, and Diepenbrock.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:

Secretary advised that date of

March 16, 1965, had been set by

the Board for public hearing on adoption of specifications for new classes of Electrical Inspector II and Plumbing Inspector II.

After review of the specifications and there being no objections, motion was made by Mr. Diepenbrock that the specifications as prepared by the Personnel Officer and made a part of these minutes be approved. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members J. Alexander, Erickson, Genshlea, and Diepenbrock.

NOES: None.

RECOMMENDED SALARY RANGES:

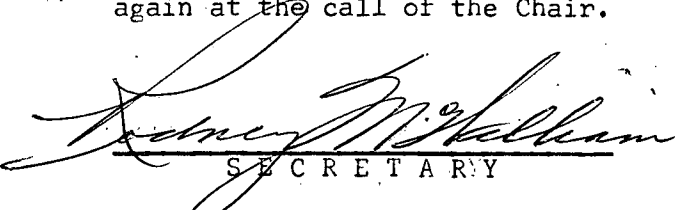
Electrical Inspector II  
 Plumbing Inspector II

It was the order of the Board  
 that recommendation be made to  
 the City Council to amend the

salary ordinance to include the new class of Electrical Inspector II and Plumbing  
 Inspector II as below outlined:

<u>Code</u>	<u>Class Title</u>	<u>Range No.</u>	Step	Step	Step	Step	Step
			<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1120.1	Electrical Inspector II	47	\$705	\$735	\$767	\$802	\$840
1142.1	Plumbing Inspector II	47	\$705	\$735	\$767	\$802	\$840

There being no further business, the meeting adjourned at 10:30 a.m. to meet  
 again at the call of the Chair.

  
 SECRETARY

  
 PRESIDENT

MINUTES OF CIVIL SERVICE BOARD  
 CITY OF SACRAMENTO  
 REGULAR MEETING APRIL 7, 1965

The Civil Service Board met in regular session in the Planning Department  
 Conference Room at 9:00 a.m.

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

ABSENT: Members Genshlea and Diepenbrock.

Minutes of the last regular meeting held March 16, 1965, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the  
 following examinations have

been scheduled:

#863 Electrical Inspector II  
 #864 Plumbing Inspector II  
 #865 Firefighter

RECREATION SUPERVISOR I  
EXAMINATION NO. 847:  
 Eligible Register

Written test scores and Personal  
 Interview ratings in Recreation

Supervisor I Examination No. 847, written test for which was held March 9, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 78 of a possible 120 items, qualifying 8 of 33 candidates appearing for the written test.

Qualifications Appraisal Board consisted of F. C. Erickson, Civil Service Board member; Phil Macdonald, Personnel Technician; and Erling Linggi, Recreation Supervisor II.

The following eligible register was made effective March 31, 1965:

RECREATION SUPERVISOR I EXAMINATION NO. 847

#1. Cecil R. Roberts	90.48%
#2. William H. Atkins	87.38
3. Jack S. Duke	82.84
4. Rickert W. Underwood	77.85
5. Norman L. Gale	77.23
6. Julius A. Resendez	75.87
7. Michael L. Inchaustic	75.59
8. John L. Prato	70.56

(# Indicates applicant received 10 points veteran's credit.)

STENOGRAPHER-CLERK I  
EXAMINATION NO. 856:  
 Eligible Register

Written test scores and Personal  
 Interview ratings in Stenographer-

Clerk I Examination No. 856, written test for which was held March 10, 1965.

Secretary advised that the minimum qualifying score in the written test was set at 98 of a possible 140 items, qualifying 8 of 11 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Phil Macdonald, Personnel Technician and Lucille Sappenfield, Librarian IV.

STENOGRAPHER-CLERK I  
EXAMINATION NO. 856: (CONT'D)

The following eligible register was made effective March 18, 1965:

STENOGRAPHER-CLERK I EXAMINATION NO. 856

1. Patricia Verser	86.86%
2. Virginia Poirier	84.88
3. Nancy Miller	83.60
4. Teresita Martin	83.42
5. Marilyn J. Holland	83.28
6. Joanne C. Young	74.88
7. Joan M. Peterson	71.00

FOREMAN I - WATER DEPARTMENT  
EXAMINATION NO. 857:  
 Eligible Register  
 (Promotional)

Personal Interview ratings in  
 Foreman I Examination No. 857  
 (Promotional) for the Water

Department, held March 18, 1965, were reviewed (written test not included as a part of the examination).

Qualifications Appraisal Board consisted of Joseph Genshlea, Civil Service Board member; Ed Lial, Civil Engineer II; and Earl Simons, Safety and Training Officer.

The following eligible register was made effective March 19, 1965:

FOREMAN I EXAMINATION NO. 857

1. Laurence W. Leifer	92.42%
2. Ellis C. Davenport	89.92
3. Albert E. Edwards	82.75
4. Mike Helm	80.50
5. Ralph C. Norling	76.92
6. Elvie M. Martini	76.67

MACHINIST FOREMAN  
EXAMINATION NO. 858:  
 (Promotional)  
 Eligible Register

Written test scores and Personal  
 Interview ratings in Machinist  
 Foreman Examination No. 858

(Promotional), written test for which was held March 15, 1965, were reviewed.

MACHINIST FOREMAN EXAMINATION  
NO. 858: (CONT'D)

Secretary advised that the minimum qualifying score in the written test was set at 105 of a possible 150 items (exactly 70%), qualifying 5 of 7 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Kent Link, Street Maintenance Superintendent; Bill Street, Civil Service Board member, and Phil Macdonald, Personnel Technician.

The following eligible register was made effective March 23, 1965:

MACHINIST FOREMAN EXAMINATION NO. 858

1. Walter T. Lampshire	86.05%
2. John H. Bradley	77.83
3. Lynwood P. Sigston	77.62
4. Robert M. Moatlin	77.02
5. Johnnie W. Ledford	75.67

REQUEST - LEAVE OF ABSENCE:

Patricia Mossman  
 Library Clerk I

Communication from Patricia Mossman,  
 Library Clerk I, dated March 22,  
 1965, requesting a leave of absence

from July 10 through November 30, 1965, in order to travel abroad, was considered.

Communication from Miss Dorothy Drake, City Librarian, dated March 23, 1965, recommending approval of Miss Mossman's request, was read and ordered filed.

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

AYES: Members J. Alexander, Street, and Erickson.

NOES: None.

REQUESTS - LEAVES OF ABSENCE:

Leave of Absence Extension  
 Mohammad Akbar  
 Beatrice Bates

Communications from Mohammad Akbar,  
 Refuse Collector, and Beatrice Bates,  
 Stenographer-Clerk III, requesting

REQUESTS - LEAVE OF ABSENCE: (CONT'D)

extensions of leave of absence because of illness, was considered.

Motion was made by Mr. Erickson that the extensions as outlined below be approved:

<u>Name</u>	<u>Duration</u>	<u>Expiration Date</u>
Mohammad Akbar	90 days	6-20-65
Beatrice Bates	6 months	10-25-65

Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members J. Alexander, Street, and Erickson.

NOES: None.

FIELD COLLECTOR POSITION:

(Waste Removal)

Request for Certification  
From Clerk II Eligible Register

Communication from John A.

Pieretti, Waste Removal Super-  
intendent, dated March 31, 1965,

advising that a position in the class of Field Collector is to be filled on or about July 1, 1965, and requesting that certification to fill this position be made from the Clerk II eligible list in accordance with Section 11.6 of the Rules and Regulations, there being no eligible register for Field Collector, was considered.

Secretary advised that the salary range for Clerk II is 2 ranges above the salary range for Field Collector and that the work involved in this position could be handled by an eligible on the Clerk II list.

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

AYES: Members J. Alexander, Street, and Erickson.

NOES: None.



4-7-65

REQUEST FOR REINSTATEMENT:  
David Ritter

Communication from David L. Ritter,  
former Tree Trimmer II, in the Street

Tree Division, dated March 18, 1965, requesting to be reinstated, was considered.

Communication from Reg Renfree, Recreation and Parks Director, dated March 25, 1965, recommending that favorable consideration be given to approving Mr. Ritter's request for reinstatement, was read and ordered filed.

Secretary advised that Mr. Ritter met all of the conditions stipulated by the Board for consideration of a request for reinstatement.

It was the order of the Board that Mr. Ritter be requested to appear at the next regular meeting of the Civil Service Board before any action is taken on the request for reinstatement.

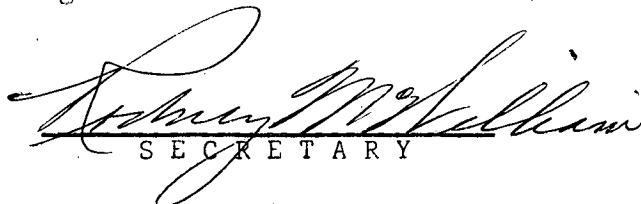
EXTENSION OF ELIGIBLE REGISTER:

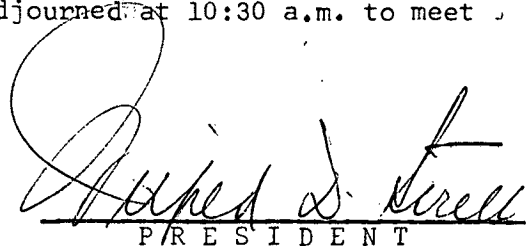
Upon recommendation of the  
Secretary, it was the order of

the Board that the eligible registers listed below be extended for one year to the dates indicated.

	<u>Class</u>	<u>Extended to:</u>
#757	Carpenter	5-9-66
#762	Machinist Helper	6-12-66

There being no further business, the meeting adjourned at 10:30 a.m. to meet again at the call of the Chair.

  
SECRETARY

  
PRESIDENT