

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING

July 7, 1938

The Civil Service Board met in regular session in the office of the Board at 7:45 P.M., R. Permin Everett acting as Secretary in the absence of Mr. Jaqueth.

PRESENT: Commissioners Cavanaugh, Deise and President Stacy.
ABSENT : Secretary Jaqueth.

ENGR.-FIRE DEPT. EX. #120

Personal Interviews
Tent. Elig. Reg. Establ.

The Board at this time conducted personal interviews for those candidates who had been notified and were present for the Engineer-Fire Dept. Exam. #120. At the conclusion of the interviews, grades were computed and Mr. Cavanaugh moved that a tentative eligible register for this position be established effective July 11, 1938; seconded by Mr. Deise and unanimously carried. Mr. H. L. Templeton assisted with this examination.

ENGINEER-FIRE DEPT.
ELIGIBLE REGISTER #61

Abolished

After discussion Mr. Cavanaugh moved that the eligible register for Engineer-Fire Dept. #61 be abolished; seconded by Mr.

Deise and unanimously carried.

GARBAGEMAN EXAM. #124

At this time the Board reviewed and computed grades received by those taking this examination and Mr. Cavanaugh moved that a tentative eligible register be established effective July 11, 1938; seconded by Mr. Deise and unanimously carried.

GARBAGEMAN ELIG. REG. #89

Abolished

Inasmuch as those on this list had been notified to take a new examination, Mr. Deise moved that the Garbageman Eligible

Register #89 be abolished; seconded by Mr. Cavanaugh and unanimously carried.

SANITARY INSPECTOR

The Definition for Sanitary Inspector was

Definition

Date Set for Exam.

July 7, 1938

reviewed by the Board and Mr. Deise moved that same be approved; seconded by Mr. Cavanaugh and unanimously carried.

After discussing possible dates for holding an examination for this position, it was the order of the Board that August 4, 1938, be set as the date.

SANITARY INSPECTOR
ELIGIBLE REGISTER #51

Abolished

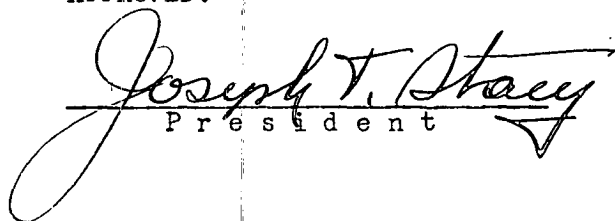
and unanimously carried.

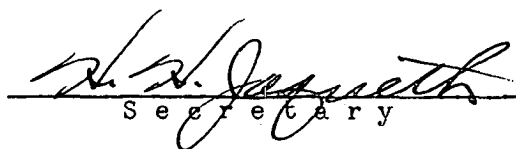
RUSSELL, ALEXANDER D.

A report from Mr. R. E. Mittelstaedt, Superintendent of the Water Division, appointing Mr. Russell as a Junior Civil Engineer was considered by the Board. After discussion and review of a letter dated June 9, 1938, from Mr. Mittelstaedt, Mr. Cavanaugh moved that this appointment be disapproved inasmuch as the position seemed to be that of a Draftsman; seconded by Mr. Deise and unanimously carried.

There being no further business, the Board adjourned at 11:30 P.M. to meet again July 12, 1938.

APPROVED:


President


Secretary

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

July 12, 1938

The Civil Service Board met in special session in the office of the Board at 7:00 P.M. Mr. Everett acted as Secretary in the absence of Mr. Jaqueth.

PRESENT: Commissioner Deise and President Stacy.
ABSENT: Secretary Jaqueth. Comm. Cavanaugh arrived at 8:00 P.M.

FIRE DEPARTMENT,
RELIEF APPOINTMENTS

Fire Chief Dunphy, Ass't. Chief Calvert, Ass't. Chief Mulligan, Battalion Chief Brockman, and James Lane, Secretary to the Chief, appeared before the Board to discuss questions of relief appointments from the Captain and Engineer lists.

POSITION RECLASSIFICATION

The Board received a request from the Chief of Police that the classification of the position of Junior Clerk in the Traffic Division of the Police Dept. be changed to that of Stenographer. After considering the outline of duties of the position received from the Police Dept., Mr. Deise moved that the position of Junior Clerk in the Traffic Division of the Police Dept. be classified as Stenographer; seconded by Mr. Cavanaugh and unanimously carried.

NEW POSITIONS

The Board instructed the Secretary to discuss with the City Manager the preparation of a letter to department heads notifying them to present proper request for new employees and to obtain the approval of the Board prior to appointment where there is no list existing for the position to be filled.

OAK PARK WATER SYSTEM

Baker, Orval A.
Bauerly, J. A.
O'Brien, William
Squires, Norman H.

After discussing duties to be performed, it was the order of the Board that each of these employees be requested to fill out a list of their qualifications and experience and appear before the Board at the next meeting.

WATER SERVICE INSPECTOR

Definition and
Classification

After review of the necessity for this classification, the Board instructed the Secretary to prepare a definition of the duties for the position of Water Service Inspector.

WEED BURNING CREW

After discussion of the present policy of the Waste Removal Dept. to use miscellaneous employees for weed burning, the Board requested that the Waste Removal Dept. be informed that, in the future, employees used in the weed burning crew be secured from the Laborer list.

RILEY, JOHN F.

Change of Classif.

A request from Mr. Riley, dated June 19, 1938, and change of classification request from W. J. McQuillan, Superintendent of the Waste Removal Dept., to change Mr. Riley's classification from Truck Driver to Laborer was considered. After discussion Mr. Cavanaugh moved that Mr. Riley's request be granted; seconded by Mr. Deise and unanimously carried.

LINDSAY, EDITH

Classification

The Board considered a letter from Dr. True, dated May 13, 1938, requesting that Miss Lindsay's classification be changed from Social Service Worker to Senior Clerk. After discussion, Mr. Deise moved that the request be denied and that if the position was that of Senior Clerk it should be filled from the Senior Clerk list; seconded by Mr. Cavanaugh and unanimously carried.

PROBATIONARY PERIOD & EXEMPT APPOINTMENTS

After discussing present probationary periods of employment and exempt appointments, the Board instructed the Secretary to prepare an amendment classifying the definition of probationary appointments and the status of Civil Service employees appointed to exempt positions.

NAMES OFF LISTS.

The Secretary reported that the following names had been removed from eligible registers either because those notified had failed to report or certifications were returned by postal authorities.

July 12, 1938

<u>Name</u>	<u>Eligible Register</u>
Addcox, George R.	Laborer Elig. Reg. #83
Caleca, Peter	Laborer Elig. Reg. #83
Carter, A. T.	Laborer Elig. Reg. #83
Catlett, Arthur	Laborer Elig. Reg. #83
Cullivan, Robert	Laborer Elig. Reg. #83
Deason, A. E.	Laborer Elig. Reg. #83
Diack, Chas. G.	Laborer Elig. Reg. #83
Gianatasio, Wm. G.	Laborer Elig. Reg. #83
Guzetta, Nicola	Laborer Elig. Reg. #83
Kroepelin, Fred W.	Laborer Elig. Reg. #83
Lyman, John W.	Laborer Elig. Reg. #83
Madeiros, Albert	Laborer Elig. Reg. #83
Norton, Forest	Laborer Elig. Reg. #83
Pierce, Guy E.	Jr. Civil Engr. Reg. #109
Welch, William M.	Laborer Elig. Reg. #83

DATES OF APPOINTMENT

After reviewing payroll records and employment history, Mr. Cavanaugh moved that the dates of appointment for the following list

of employees be approved; seconded by Mr. Deise and unanimously carried.

<u>Name</u>	<u>Date of Appointment</u>
Boothby, A. W.	July 30, 1906 (Fire Dept.)
Callaghan, J. J.	April 25, 1918 "
Gates, Avery L.	(Dec. 3, 1921 (Police ")
	(June 1, 1919 (Fire ")
Gaut, R. N.	July 9, 1924 (Fire ")
Grimshaw, Irma K.	Feb. 1, 1924 (Library ")
Holland, J. H.	July 15, 1914 (Fire ")
Mayberry, George	Oct. 2, 1918 (Fire ")
McClelland, Robert	Dec. 30, 1922 (Police ")
McGraw, William	June 1, 1911 (Fire ")
Merritt, Guy A.	May 7, 1919 (Fire ")
Moore, L. C.	June 1, 1903 (Fire ")
Peart, Ray	July 9, 1922 (Police ")
Redding, Claude L. *	June 8, 1913 (Police ")
Simmons, Frank G.	July 28, 1914 (Fire ")
Towers, Ralph S.	(June 20, 1918 (Police ")
	(Aug. 11, 1917 (Fire ")
Waters, Charles	April 3, 1923 (Fire ")
Willits, George P.	Oct. 1, 1924 (Fire ")
Woods, Dan L.	Dec. 1, 1923 (Water ")
Jacinto, John	June 1, 1925 (Park ")
Redding, Claude L. *	Feb. 16, 1913 (Fire ")

July 12, 1938.

DEPARTMENTAL REPORTS
APPROVAL OF

After reviewing the following reports, it was the order of the Board that same be approved:

City Library

Hancock, Joseph - Perm. Appt. 6/6/38 Janitor @ \$120.00 Month from list.

Engineering Department

Asta, Gaspar G. - Temp. Appt. 6/23/38 Laborer @ \$120.00 Month from list.
 Baffo, Anthony J. - Perm. Appt. 6/3/38 Janitor @ \$120.00 Month from list.
 Barney, Jackson L. - Temp. Appt. 7/5/38 Janitor @ \$120.00 Month from list.
 Burman, Jay - Temp. Appt. 6/22/38 Laborer @ \$120.00 Month from list.
 Flanagan, Patrick - Reinst. 5/26/38 Serv. Station Attndt. @ \$120. Month from Laborer list.
 Lombard, Vesta I. - Temp. Appt. 6/10/38 Stenographer (part time) @ \$2.50 Day from list.
 Matranga, Frank - Temp. Appt. 6/27/38 Laborer @ \$120.00 Month from list.
 McCurdy, Bessie - Temp. Appt. 6/10/38 Telephone Oper. @ \$100. Mo. from list.
 McMahon, Francis - Temp. Appt. 6/27/38 Laborer @ \$120.00 Month from list.
 Morrison, Robert - Temp. Appt. 6/14/38 Janitor @ \$120.00 Month from list.
 Patrick, James C. - Temp. Appt. 6/9/38 Machine Sweeper Oper. @ \$130.00 Month from Power Driven Equip. Oper. list.
 Shiro, A. - Temp. Appt. 6/23/38 Laborer @ \$120.00 Month from list.
 Silva, Tony - Temp. Appt. 4/16/38 Truck Driver @ \$130.00 Month from list.
 Strong, Hilton A. - Temp. Appt. 6/9/38 Machine Sweeper Oper. @ \$130.00 Month from Power Driven Equip. Oper. list.
 Young, W. H. - Temp. Appt. 6/20/38 Paper Hanger @ \$9.50 Day.

Fire Department

Deise, Thomas A. - Prob. Appt. 6/9/38 Captain @ \$225.00 Month from list.

Health Department

Anderson, Anne - Temp. Appt. 6/27-29/38 Relief Nurse @ \$155.00 Month Exempt.
 Mauer, Mary - Temp. Appt. 6/9-25/38 Stenographer @ \$135.00 Month.
 Moody, Marie E. - Temp. Appt. 6/12-7/2/38 Pub. Health Nurse @ \$5.00 Day.

Park Department

Arthurs, John A. - Temp. Appt. 6/27/38 Laborer @ \$115.00 Month from list.
 Becker, Daniel - Temp. Appt. 6/27/38 Laborer @ \$115.00 Month from list.
 Messner, Jack - Temp. Appt. 6/13/38 Laborer @ \$115.00 Month from list.
 Morrison, Robert - Temp. Appt. 6/24/38 Laborer @ \$115.00 Month from list.
 Palmer, Frank L. - Perm. Appt. 7/5/38 Tree Trimmer @ \$150.00 Month from list.
 Webber, Fred - Temp. Appt. 6/13/38 Laborer @ \$115.00 Month from list.

Police Court

Morebeck, Elsie - Reinst. 6/20/38 Stenographer @ \$135.00 Mo. from layoff.
 Orr, Silas - Temp. Appt. 6/17-24/38 Act. Police Judge @ \$325.00 Mo. Ex.

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Police Department

Carroll, Daniel C. - Prob. Appt. 7/1/38 Patrolman @ \$170.00 Month from list.
 Catlett, Edward A. - Perm. Appt. 6/30/38 Patrolman @ \$170.00 Month from list.
 Emerine, P. O. - Perm. Appt. 6/30/38 Patrolman @ \$170.00 Month from list.
 May, Jack - Perm. Appt. 6/30/38 Patrolman @ \$170.00 Month from list.
 Oldham, Thomas W. - Prob. Appt. 6/21/38 Stenographer @ \$125.00 Mo. from list.
 Renfree, Reginald - Perm. Appt. 6/30/38 Patrolman @ \$170.00 Month from list.

Purchasing Agent

Farrell, Edward - Temp. Appt. 6/16/38 Messenger @ \$30.00 Month.
 Lewis, Selby - Temp. Appt. 6/1-15/38 Messenger @ \$30.00 Month.

Recreation Department

Avery, Charles - Temp. Appt. 6/10/38 Kitchen Helper @ \$40.00 Month.
 Carrigan, James J. - Temp. Appt. 6/16/38 Laborer @ \$115.00 Month from list.
 Gannon, Isabelle - Temp. Appt. 6/9/38 Cashier @ \$3.25 Day.
 Gropp, Bert - Temp. Appt. 6/10/38 Kitchen Helper @ \$40.00 Month.
 Hadley, Louis - Temp. Appt. 6/10/38 Second Cook, Camp Sacto. @ \$60.00 Mo.
 Higgins, Donald - Temp. Appt. 7/1/38 Piano Player @ \$25.00 Month.
 Howard, Methel - Temp. Appt. 6/9/38 Locker Attendant @ \$3.25 Day.
 Jones, Jean - Temp. Appt. 6/16/38 Yard Boy @ \$15.00 Month.
 Killam, Eugene - Temp. Appt. 6/16/38 Store Boy @ \$25.00 Month.
 Osoffsky, Sam - Temp. Appt. 6/9/38 Life Guard @ \$3.25 Day.
 Princhetta, Frank - Prob. Appt. 6/1/38 Recreation Leader @ \$85.00 Mo. from list.
 Read, Doris - Temp. Appt. 6/22/38 Recreation Leader @ 50¢ hours.
 Slater, Eugene - Temp. Appt. 6/25/38 Kitchen Helper @ \$45.00 Month.
 Spilman, Don - Temp. Appt. 6/8/38 Ass't. Caretaker @ \$40.00 Month.

Traffic Signs & Signals

Welch, Ed. E. - Classified as Assistant Engineer.

Waste Removal Department

Alexander, R. - Temp. Appt. 6/14/38 Garbageman @ \$4.85 Day.
 Bell, Helen - Perm. Appt. 6/14/38 Senior Clerk @ \$142.50 Month from list.
 Bingham, Vernon - Temp. Appt. 5/23/38 Garbageman @ \$5.30 Day from list.
 Matteson, Bernice - Perm. Appt. 11/1/37 Senior Clerk @ \$142.50 Month from list.

Water Department

Beard, Clyde R. - Perm. Appt. 5/27/38 Pump Operator @ \$205.00 Month from list.
 Guthrie, Bruce - Perm. Appt. 5/27/38 Pump Operator @ \$205.00 Month from list.
 Magers, Archibald - Temp. Appt. 6/22/38 Laborer @ \$115.00 Month from list.

Transfers

Bishop, Odie - Trans. 6/14/38 from Recreation Dept. to Water Dept. as
 Laborer @ \$115.00 Month.
 Peterson, Joel - Trans. 6/22/38 from Purif. to Distrib., Water Dept. as
 Laborer @ \$115.00 Month.