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MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 24, 1960

The Civil Service Board met in regular session at 817-10th Street at 2:00 P.M. (Regular meeting scheduled for August 17, 1960, was postponed to this date.)

PRESENT: Commissioners Leroy Deise, James Alexander, Clarence Alexander, and Joseph Genshlea

ABSENT: Edwin Grebitus

Minutes of the regular meeting held August 10, 1960, were read and approved.

NEW EXAMINATION SCHEDULED:

Announcement notice for the following examination was approved:

#647

Stage Electrician

TYPIST-CLERK EXAMINATION #638
Eligible Register

Written test scores in Typist-Clerk I Examination #638 (Continuous Examination)

were reviewed. Secretary advised that qualifying score in the written test was set at 40 of a possible 80 items; and that personal interviews were not included as a part of the examination.

The following eligible register, to which names may be added as additional tests are held, was established and made effective August 16, 1960:

TYPIST-CLERK I EXAMINATION NO. 638

#1.	Florence Saetes	88.25%
2.	Melissa Silverberg	88.00
3.	Betsy S. Prucha	86.50
4.	Jerrine L. Blair	84.25
5.	Dorothy Gienger	82.00
6.	Harriet Hara	79.75
7.	Jo Annette Glero	78.25
8.	Gloria Peace	77.50
9.	Marie E. Olmos	76.00

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10. Pauline Davila	75.25
11. LaVeta Hopper	73.00
12. Beverly Mathis	71.50
13. Marie Menchaca	71.50
14. Mary C. Prothero	71.50
15. Betty Louise Richert	71.50
16. Ida V. Martinez	70.00

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

STENOGRAPHER-CLERK I EXAMINATION #637
Eligible Register

Written test scores in
Stenographer-Clerk I

Examination #637 (Continuous Examination) were reviewed.

Secretary advised that qualifying score in the written test was set at 70 of a possible 100 items in the written test.

The following eligible register, to which names may be added as additional tests are held, was established and made effective August 17, 1960:

STENOGRAPHER-CLERK I EXAMINATION NO. 637

1. Luen Fong	96.14%
2. Melissa Silverberg	87.82
3. LaVeta Hopper	87.05
4. Pat Kampouris	81.18

REQUEST-ENTRANCE SALARY AT STEP B
Tony Fuji
Identification Technician I

Request of Les Cox, Identifi-
cation Bureau Superintendent,

for approval of entrance salary at Step B (\$380) of the salary range of Identification Technician I for Tony Fuji, was considered.

Secretary advised that the Step B entrance salary was approved by City Manager's Office and after review of Mr. Fuji's qualifications and experience, motion was made by Mr. Genshlea that the request be approved.

Motion seconded by James Alexander and carried by the following vote:

- AYES: Members Leroy Deise, James Alexander, Clarence Alexander, and Joseph Genshlea
- NOES: None

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REQUEST-ENTRANCE SALARY AT STEP B
Florence Saetes
Typist-Clerk I

Request of Rodney McWilliam,
Assistant Personnel Officer,

for approval of entrance salary of Step B (\$300) of the salary range of
Typist-Clerk I for Florence Saetes, was considered.

Secretary advised that entrance salary at Step B for Miss Saetes
had been approved by the City Manager's Office, and after review of her
qualifications and experience, motion was made by Mr. James Alexander
that the request be approved. Motion seconded by Mr. Genshlea and
carried by the following vote:

- AYES: Members Leroy Deise, James Alexander, Clarence Alexander,
and Joseph Genshlea
- NOES: None

LETTERS OF APPRECIATION
Water & Sewage Treatment
Workers' Association

Communication dated
August 12, 1960, from

Willard Franz, Secretary-Treasurer of Water and Sewage Treatment Workers'
Association, thanking the Secretary and the members of the Civil Service
Board for establishing the classification of Plant Utilityman was read
and ordered filed.

WORK PERMITS FILED:

The following work permits,
approved by department heads

in accordance with Civil Service Board policy, were filed:

<u>Name</u>	<u>Class</u>	<u>Duties</u>	<u>Approved By</u>
*William Chorley	Park Supt.	Judg. Flower Show	R. Renfree
*Lucina Feenstra	Rec. Supv.	Monetary Courier	R. Renfree
*Chas. Gatejin	Asst. Park Supt.	Judg. Flower Show	R. Renfree
Ronald Hermann	Tree Trimmer	Tree Trimming	R. Renfree
Margaret Keely	Clerk II	PBX Operator	C. Kitchen
*Lorenzo Lopez	Truck Driver	Foreman	R. Renfree
Jack P. Morgan	Gen. Util. Wkr.	Traffic Guard	Ray Jones

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WORK PERMITS FILED: (Cont'd.)

<u>Name</u>	<u>Class</u>	<u>Duties</u>	<u>Approved By</u>
A. H. Renfree	Supt. of Sports	Off. Sports Activities	R. Renfree
Mailen Shapp	Tree Trimmer	Tree Trimmer	R. Renfree
David Simoes	Laborer	Ins. Salesman	R. Renfree
Ronald Viegas	Gen. Util. Wrkr.	Gardening	R. Renfree

* while on vacation

(All the above in accordance with the Civil Service Board policy not to exceed 8 hours per week except those employees on vacation.)

NAMES REMOVED FROM ELIGIBLE REGISTERS

The following names were

ordered removed from eligible

registers for the reasons outlined:

<u>Eligible Register</u>	<u>Name</u>	<u>Reason</u>
Automotive Serviceman I #536	Frank Quinn	No reply to certification
	Elbert Anders	do.
	Robert Coy	do.
	Wm. Gough, Jr.	do.
	Paul Salazar	do.
	Ivan Kamenski	do.
	Walter Hartwig	do.
	Harry Inouye	By his request
	Robert Pratt	No reply to certification
David Ripley	do.	
Library Clerk I #609	Marie Velasquez	No reply to certification
	Dona Michael	3 certifications
	Phoebe West	3 certifications
Fire Alarm Operator #607	Arthur Hasel	No reply to certification
	Allyn Meyer	do.
	Curtis Tennis	do.
Parking Meter Coin Collector #624	Earl R. Bothne	By his request
Painter #545	Stephen Wiowacki	3 certifications
	Theodore Cocker	3 certifications
Patrolman #593	Ronald Nichols	3 certifications
Firefighter #574	Stanley Moore	Not interested
Telephone Operator #553	Betty J. Wilson	No reply to certification
	Irene Koplin	do.
	Frances Jones	Lives outside City limits
	Marian Rupper	No reply to certification
	Alice Bristo	do.
	Dortha Rogers	do.

NAMES REMOVED FROM ELIGIBLE REGISTER (Cont'd)

<u>Eligible Register</u>	<u>Name</u>	<u>Reason</u>
Building Inspector #572	Jack Harvill Lester MacPherson	No reply to certification do.
Account Clerk I #601	William McCreary Francis Yee	No reply to certification 3 certifications
Custodian I #604	John Alexander	3 certifications
Cashier #597	Ruth Demas Rosella Adamson	By her request No reply to certification
Clerk I #587	Linda Hunter Charlene Thayer Lillie Peyton Irene Martinelli Barbara Lowney	No reply to certification 3 certifications do. do. do.
General Utility Worker #585	Joseph Archuleta William Geban Earl R. Bothne Herberts Gegeris Robert McConnell Steve Esparza J. L. Wood C. Davis	No reply to certification do. do. 3 certifications do. No reply to certification do. No reply to certification
Watchman #589	William Simmonds John Lee Anthony Nevarez	No reply to certification By his request No reply to certification

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


Secretary

APPROVED:

President