

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
Regular Meeting
December 17, 1958

The Civil Service Board met in regular session at 5:30 P.M.

PRESENT: Commissioners Deise and Wright

ABSENT : Commissioner Alexander

Minutes of the previous meeting were approved as read.

NEW EXAMINATIONS SCHEDULED

Announcement Notices for the following examinations were approved:

No. 564	Cashier	(open and promotional)
" 565	Custodian III	(open and promotional)

CLERK II EX. #563
Written Test Scores

Written Test Scores of Clerk II Examination No. 563 (men only) held December 13, 1958, were reviewed.

It was the order of the Board that the minimum qualifying score be set at 40 of a possible 80, qualifying eight candidates in the written test. Date for Personal Interviews was set for December 23, 1958, with Qualifications Appraisal Board to consist of Leroy Deise, Board Member, and Rodney McWilliam, Assistant Personnel Officer.

REQUEST LEAVE OF ABSENCE
Cecelia Holzhauser

Request of Cecelia Holzhauser, Clerk I at the Emergency Hospital, dated December 9, 1958, for a six months leave of absence, beginning February 9, 1959, on account of pregnancy, was considered.

Upon motion of Mr. Deise, seconded by Mr. Wright, it was the order of the Board that the request be granted.

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REQUEST VOLUNTARY DEMOTION

Carl E. Rigglesworth

Request dated November 28, 1958,
from Carl E. Rigglesworth, Custodian III at the Memorial

Auditorium, for voluntary demotion to the class of Parking Lot Attendant, his former classification, because of health reasons, was considered. This request for voluntary demotion was approved by Dudley F. Stevens, Traffic Engineer.

Upon motion by Mr. Wright, seconded by Mr. Deise and unanimously carried, it was the order of the Board that the request be approved.

SALARY RANGE RECOMMENDATION

Light Equipment Operator

After review of the duties and responsibilities involved for the new class of Light Equip-

ment Operator being established, it was the order of the Board that recommendation be made to the City Council that this new class be allocated to Range No. 26 (\$345-420) of Salary Ordinance No. 2054, Fourth Series.

SICK LEAVE REPORT

October 1958

Sick Leave Report for the month of October 1958, showing the number of days used on sick

leave and the number of days on special leave, 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>Type Work</u>	<u>Approved by</u>
Ray Beam	Chemist	Casual Music	Ray Jones
Frank Nordeste	Tree Trim. Foreman	Tree Trimming	R. Renfree
Joe Teresi	Laborer	Yard Work	R. Renfree
Val Viegas	Park Maint. Spvsr.	Tree Grafting	R. Renfree
N. Bascherini	Foreman III	Tree Pruning	R. Renfree
Jerome Peixoto	Foreman I	Yard Work	R. Renfree

All of above in accordance with Civil Service Board Policy, not to exceed eight hours per week.

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DEPARTMENTAL REPORTS
APPROVAL OF

After review and agreement, it was
the order of the Board that the
following Departmental Reports be

approved:

Temporary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Branscom, Hugh	Custodian I	Art Gallery
Kessler, Grant	Parking Lot Attendant	Traffic
Lilly, Suzanne	Recreation Leader	Recreation
Nichols, Clarence A.	School Crossing Guard	Police
Raunzy, John Clark	Student Trainee	Planning
Walsh, William	Parking Lot Attendant	Traffic
Weaver, Louis R.	Parking Lot Attendant	Traffic

Probationary Appointments

Batten, Sharen	Clerk I	Police
Bates, Beatrice	Stenographer-Clerk II	Engineering
Broadbeck, Esther V.	Library Clerk	Library
Cleveland, Elmer	Office Supervisor	Water
Jackson, Felton	Refuse Collector	Waste Removal
Jenks, Donald A.	Account Clerk I	Corporation Yd.
Sall, Donald	Senior Draftsman	Water
Tucker, Russell C.	Fingerprint Technician I	Police

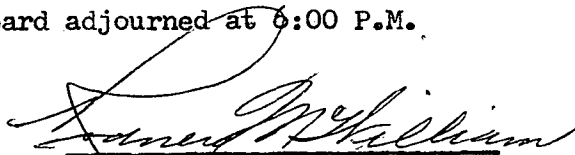
Limited Term Appointments

Adams, Theodore	Truck Driver	Street Cleaning
Avalos, David	Truck Driver	Street Cleaning
Avalos, John	Laborer	Recreation
Barkie, Alfred	Laborer	Street Cleaning
Dady, Alfred	Carpenter	Corporation Yd.
DeGrote, Bauo	Laborer	Water
Dominguez, Gregory	Truck Driver	Street Cleaning
Gomes, Amos	Laborer	Street Cleaning
Nevarez, Anthony	Truck Driver	Street Cleaning
Pinon, Thomas A.	Truck Driver	Street Cleaning
Ross, William	St. Const. Worker	Street Maintenance
Sanchez, Theodore F.	Truck Driver	Street Cleaning

Military Service

Haley, Ralph - Military Service November 24-26, 1958 Supvr. Billing & Tab.
Division - Controller

There being no further business, the Board adjourned at 6:00 P.M.
to meet again at the Call of the Chair.


Secretary

APPROVED:


President