

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING OCTOBER 1, 1962

The Civil Service Board met in regular session at 817 - 10th Street at 2:00 P.M.

PRESENT: Members Genshlea, C. Alexander, J. Alexander, and Street.

ABSENT: Member F. C. Erickson.

HEARING ON DISCIPLINARY ACTION

Steve Strojan, Laborer
Parks and Recreation

The Chairman advised that, because of a quorum not being present on September 26, 1962,

the date originally set, the hearing in the matter of an appeal by Steve Strojan, Laborer in the Parks and Recreation Department, had been postponed to this date.

Present at the hearing were Steve Strojan and his attorney, James Carroll; and William Chorley, Parks Superintendent, N. R. Bascherini, Foreman II, and Val Viegas, Foreman III.

Sections of the rules and regulations relating to procedures to be followed in hearing appeals were read by the Secretary, and the notice of suspension and discharge to Steve Strojan from William Chorley, Parks Superintendent was read, along with the notice of request for a hearing from Steve Strojan.

James Carroll, attorney representing Mr. Strojan, outlined Mr. Strojan's record of service with the city, and stated that in his opinion, the infractions involved did not warrant more than a fifteen day suspension. Mr. Strojan and Mr. Carroll were questioned at length by members of the Board.

N. R. Bascherini, Foreman II, explained the details of the reasons for the suspension and discharge, noting that Mr. Strojan had previously been suspended for three days in May of 1962 because of intemperance and had been warned that any recurrence would result in more serious action being taken. Mr. Bascherini, and Mr. Chorley were questioned at length by members of the Board.

10-1-62

AMENDMENT OF CLASSIFICATION PLAN (CONT'D)
New Class - Principal Planner

class in the city's compensation plan with a salary range of \$720 to \$860 (Range #41). Motion was seconded by Mr. James Alexander, and carried by the following vote:

AYES: Members Genshlea, C. Alexander, J. Alexander, and Street.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:
 Community Improvement Representative
 Community Improvement Supervisor

Secretary advised that the date of September 26, 1962 (postponed to October 1, 1962) was set for a hearing on amendment of the

classification plan to establish new classes of Community Improvement Representative and Community Improvement Supervisor as requested by Richard Rathfon, City Planning Director.

Mr. Rathfon appeared before the Board and outlined the duties and responsibilities to be assigned to positions in these classes, and explained the general functions of the new division to be staffed within the Planning Department as required by federal law in order to be eligible for urban renewal funds.

Motion was made by Mr. Street that the specifications prepared by the Personnel Officer for these two new classes be adopted and made a part of the city's classification plan. Motion was seconded by Mr. James Alexander and carried by the following vote:

AYES: Members Genshlea, C. Alexander, J. Alexander, and Street.

NOES: None.

After general discussion, and upon recommendation of the Personnel Officer, motion was made by Mr. Street that recommendation be made to the City Council to amend the salary ordinance by establishing these new classes in the city's compensation plan at salary ranges as shown below:

PRINCIPAL PLANNER

Nature of Work:

This is responsible administrative and technical work in assisting the city Planning Director in carrying out the functions of the Planning Department. Work involves advising and assisting the Director in formulating and executing planning and work programs, and in coordinating the various projects undertaken. Supervision is exercised over field and office personnel engaged in collecting, analyzing and presenting data. Technical advice and assistance is given to subordinate personnel in developing research procedures and in the solution of unusually difficult planning problems. Work is performed according to general instructions from the Planning Director, with considerable latitude for independent initiative and judgment.

Illustrative Examples of Work:

Performs varied and difficult professional community planning work involving the supervision of professional planning personnel and others engaged in the preparation, revision and administration of master plans, zoning ordinances, and development regulations.

Acts as technical adviser to subordinate personnel in solving difficult assignments and in reviewing the objectives, techniques of execution and resultant findings.

Assists the Director in planning and coordinating the program of the department. Gathers, analyzes and presents data in the form of written, graphic or oral reports for use before boards, commissions, and the City Council.

Performs research, planning and technical analyses for the more complex planning projects.

Advises and assists the Director in the formulation and development of planning programs and long-range programs.

Makes administrative decisions in the absence of the Planning Director.

Represents the department in public and official contacts as required.

Performs related work as required.

Knowledges, Abilities and Skills:

Thorough knowledge of the principles and practices of governmental planning.

Thorough knowledge of economics, municipal finance and sociology as applied to city planning.

Thorough knowledge of the State Planning Act, Subdivision Map Act, Redevelopment and Housing Acts, and pertinent city ordinances.

Knowledge of current literature and recent developments in the field of public planning.

Ability to plan, assign and supervise the work of subordinate employees and participate in technical research on economic, sociological and planning problems.

Ability to analyze and systematically compile technical and statistical information and to prepare technical reports.

Ability to establish effective working relationships with employees, officials and the general public.

Desirable Experience and Training:

Extensive experience in the field of public planning; and graduation from a recognized college or university with specialization in planning, civil engineering, architecture, or related fields.

COMMUNITY IMPROVEMENT REPRESENTATIVE

Nature of Work:

This is responsible, skilled work in the investigation, reporting and follow-up involved in the enforcement of city standards and ordinances pertaining to housing, use and occupancy. A Community Improvement Representative must show facility in learning, and judgment and discretion in interpreting, a wide variety of code provisions and regulations, and must be skillful and tactful in dealing with the public. Although the nature of this work requires that mature initiative and resourcefulness be applied to duties, a superior may be consulted on unusual problems or problems without known precedent.

Examples of Work:

Inspects housing facilities such as hotels, motels, apartments, trailer parks, hospitals, and private dwellings to determine compliance with laws and regulations governing use and occupancy.

Participates in special surveys and studies concerning environmental housing conditions.

Investigates complaints relative to maintenance and use of occupancy structures; advises property owners on matters relating to housing, permits and licenses.

Makes reports on investigations, and with the assistance of a superior, prepares cases against violators for litigation; may testify in connection with legal proceedings and hearings.

Draws plot plans and room layouts, computes volumes; takes photographs; measures distances with tape.

Attends staff meetings for the solution of operating problems and the formation of future policy.

Explains housing occupancy regulations and ordinances to the public.

Performs related work as required.

Knowledges, Skills and Abilities:

Knowledge of the objectives of urban renewal and the purposes of federal, state and city laws pertaining to housing.

Knowledge of the construction, maintenance, alteration and sanitation of residential buildings.

Skill in detecting housing hazards and other code violations.

Skill in maintaining effective working relations with property owners, co-workers and the public.

Ability to learn a wide variety of housing regulations and to interpret and apply them effectively.

Ability to prepare clear and accurate reports and correspondence, and to keep proper records.

Desirable Experience and Training:

Experience with increasing responsibility in any one or more of the following fields: urban renewal conservation; building, electrical, heating, plumbing, zoning, fire prevention or police inspection or investigation; residential building construction; fire insurance adjustment; real estate appraisal or brokerage, and high school graduation.

COMMUNITY IMPROVEMENT SUPERVISOR

Nature of Work:

This is supervisory and technical work involved in the administration of the city's housing code. The work involves assisting the Planning Director in effecting programs and policies, in supervising a number of Community Improvement Representatives, and performing the more difficult inspections and assignments. The incumbent is also responsible for coordinating the community improvement program with other city inspection and property protection functions. He must use considerable tact in dealing with the public, and exercises considerable judgment in applying codes and regulations in the field within established policy. He consults with the Planning Director on unusual problems and on matters which require code or policy interpretation.

Examples of Work:

Assigns inspections, investigations, and special projects to subordinate personnel.

Gives advice on unusual problems encountered by field representatives.

Reviews reports of inspections and advises as to proper procedures for enforcement.

Coordinates the activities of the community improvement section with other city departments involved in property inspection and protection.

Makes the more difficult inspections and investigations to determine compliance with city, state and federal standards on use, occupancy, safety and health.

Conducts special surveys and studies of population and housing conditions.

Attends meetings of public and private groups to explain the city's conservation program.

Prepares cases against violators for litigation; testifies in court regarding housing and use conditions; prepares necessary reports and correspondence.

Consults with Planning Director and makes recommendations relating to programs and policies.

Adjusts and settles differences between the public and field personnel.

Performs other related work as required.

Knowledges, Abilities and Skills:

Thorough knowledge of the objectives of urban renewal and code compliance programs.

Considerable knowledge of federal, state and city codes and regulations relating to occupancies.

Considerable knowledge of municipal administration and administrative procedures.

Good knowledge of the principles and practices of effective supervision and personnel management.

Good knowledge of the construction, maintenance, alteration and sanitation of residential buildings.

Good knowledge of city codes relating to planning, zoning, building, electrical, and plumbing installations, and housing.

Skill in the handling of public relations, and ability to establish and maintain effective working relations with property owners, other agencies, city officials, civic groups, and the general public.

Desirable Experience and Training:

Considerable experience, at least one year of which must have involved management responsibility, in any one or more of the following fields: urban renewal conservation; building, electrical, heating, plumbing, zoning, fire prevention or police inspection or investigation; residential building construction; fire insurance adjustment; real estate appraisal or brokerage; or related fields, and high school education, preferably supplemented by college level courses in public administration, planning, civil engineering, or related fields.

REQUEST - LEAVE OF ABSENCE EXTENSION:
Orman Neville, Typist-Clerk I

Communication from Orman Neville,
Typist-Clerk I, in the Purchasing

Department Stores Division, dated September 28, 1962, requesting a thirty-day extension of the ninety-day leave of absence granted by the department head, William Robbins, because of illness, was considered.

Motion was made by Mr. Street that the request for additional leave of absence to November 1, 1962, be approved. Motion seconded by Mr. James Alexander and carried by the following vote:

AYES: Members Genshlea, J. Alexander, C. Alexander, and Street.

NOES: None.

APPROVAL OF PROMOTIONAL ENTRANCE SALARY:
Larry Davis, Battalion Chief

Secretary advised that Larry Davis,
former Drillmaster in the Fire

Department, had been appointed to a higher position of Battalion Fire Chief on September 25, 1962, which caused a problem in determining the entrance salary rate to apply in the new position. Section 2.99 of the City Code reads as follows:

"Before promotion of any employee occupying a position on an assignment basis, as outlined in Section 9 of this ordinance, the employee shall first be considered to have been removed from the assignment and returned to the proper step of the class in which he holds permanent status."

The strict interpretation of this provision would require that Mr. Davis receive a reduction of one step in salary in order to accept the promotion to Battalion Fire Chief, and it was the recommendation of the Personnel Officer that a starting salary of \$785 per month (same as was being received on his assignment as Drillmaster) be approved for the entrance rate as Battalion Chief, and to be eligible for advancement to the maximum of \$820 upon completion of six months of service.

10-1-62

APPROVAL OF PROMOTIONAL ENTRANCE SALARY (CONT'D)

After further discussion and explanation, motion was made by Mr. James Alexander that the recommendation of the Personnel Officer in this matter be approved, since it was not in the opinion of the board members, the intent of the ordinance that any employee should take a salary reduction when promoted. Motion seconded by Mr. Clarence Alexander and carried by the following vote:

AYES: Members Genshlea, C. Alexander, J, Alexander, and Street.

NOES: None.

There being no further business, the meeting adjourned at 4:00 P.M. to meet again at the call of the Chair.


SECRETARY

PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING OCTOBER 20, 1962

The Civil Service Board met in regular session in the City Hall Council Chambers at 2:00 P.M.

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

ABSENT: Member J. Alexander.

Minutes of the last regular meeting held October 1, 1962, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have

been scheduled:

10-20-62

NEW EXAMINATIONS SCHEDULED (CONT'D)

#744 General Repairman
 #745 Recreation Supervisor (Arts & Crafts Specialist)

LIBRARY PAGE EXAMINATION NO. 732
 Eligible Register

Written test scores in Library Page

Examination No. 732, held September 22,

1962, were reviewed, there being no Personal Interviews included as a part of this examination.

Secretary advised that the minimum qualifying score in the written test was set at 45 of a possible 80 items, qualifying 38 of 104 candidates appearing for the written test.

The following eligible register was made effective September 25, 1962:

LIBRARY PAGE EXAMINATION NO. 732

1.	Janice D. Silver	85.27%
2.	Cheryl A. Russell	83.64
3.	Betty A. Krogh	81.45
*3A.	Cleon Zafferano	81.09
4.	Diane Graf	79.82
5.	Mary Lou Wild	79.82
6.	Mary M. Higgins	79.82
7.	Deanna L. Wise	78.18
8.	Joyce C. Strickland	77.64
9.	Susan A. Shay	76.54
10.	Alexis H. Ragasa	76.00
11.	Margaret E. Mott	75.45
12.	Addalou Stamm	74.91
13.	Earlyne E. Sanders	74.36
14.	Mary C. Bogdanoff	74.36
15.	Jean F. Fong	74.36
16.	Shirley J. Peters	73.82
17.	Mary A. Maryland	73.82
18.	Elizabeth L. Donoghue	73.82
19.	Sunnie B. Lyman	73.27
20.	Rebecca C. Robinson	73.27
21.	Pauline N. Price	72.73
22.	Carol A. Alltucker	72.73
23.	Carolyn R. Green	72.18
24.	Victoria-Ann Contente	72.18
25.	Jacquelyn Bennett	71.64
26.	Sandy D. Sypnicki	71.64
27.	Kathleen A. Kameyer	71.64
28.	Althea M. Townsend	71.09
29.	Lena K. Rivers	71.09

10-20-62

LIBRARY PAGE EXAMINATION NO. 732 (CONT'D)

30.	Connie E. Gibson	71.09%
31.	Gay McLaughlin	70.55
32.	Iva C. Currie	70.55
33.	Louise B. Carter	70.55
34.	Grace D. Bower	70.55
35.	Beverly A. Klooz	70.55
36.	Kathryn M. Karrer	70.00
37.	Marguerite C. Hofmann	70.00

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

DISPATCHER-CLERK EXAMINATION NO. 733
Eligible Register

Written test scores and Personal
Interview ratings in Dispatcher-

Clerk Examination No. 733, written test for which was held September 22, 1962, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 56 of a possible 90 items, qualifying 8 of 10 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Joe Genshlea, Civil Service Board member; Bruce Guthrie, Police Headquarters Superintendent; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective October 4, 1962:

DISPATCHER-CLERK EXAMINATION NO. 733

1.	Barbara H. Crosby	87.01%
2.	Marjorie E. Goold	86.32
3.	Betty J. Avila	83.01
4.	Joyce E. Clancy	80.40
5.	Charlene B. Thayer	78.09
6.	Althea M. Townsend	75.17
7.	Carole Beals	73.17

PLANT UTILITYMAN EXAMINATION NO. 734
Eligible Register

Written test scores in Plant
Utilityman Examination No. 734,

held September 22, 1962, were reviewed, personal interviews not being included as a part of this examination.

PLANT UTILITYMAN EXAMINATION NO. 734 (CONT'D)

Secretary advised that the minimum qualifying score in the written test was set at 87 of a possible 120 items, qualifying 19 of 77 candidates appearing for the written test.

The following eligible register was made effective October 1, 1962:

PLANT UTILITYMAN EXAMINATION NO. 734

#1.	Robert R. Bruggman	91.82%
#2.	Richard A. Eskildsen	84.55
#3.	Mike H. Helm	83.64
#4.	Roger C. Souders	82.73
5.	John E. Durrett	81.82
6.	Arthur L. Eichele Jr.	80.00
#7.	Paul F. Stander	80.00
#8.	Ralph C. Norling	80.00
#9.	Homer W. Deane	80.00
10.	Marion R. Fassett	77.27
11.	Patrick F. Laracy	76.36
12.	Harvey C. Costen	74.55
13.	John E. Williamson	74.55
14.	Russell H. Perry	74.55
15.	Thomas G. Wills	73.64
16.	Duston W. Manzitto	72.73
17.	Sidney R. Jolley	71.82
18.	Jack McWilliam	70.91
19.	William R. Weber	70.00

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

IDENTIFICATION TECHNICIAN I
EXAMINATION NO. 735
 Eligible Register

Written test scores in Identification Technician I Examination

No. 735, written test for which was held September 22, 1962, were reviewed, personal interviews having been eliminated.

Secretary advised that the minimum qualifying score in the written test was set at 50 of a possible 85 items, qualifying 3 of 6 candidates appearing for the written test.

The following eligible register was made effective September 27, 1962:

10-20-62

IDENTIFICATION TECHNICIAN I
EXAMINATION NO. 735 (CONT'D)

IDENTIFICATION TECHNICIAN I
EXAMINATION NO. 735

1. Hugh A. Campbell	73.43%
2. Robert Jackson	70.86
3. Jack L. Sanchez	70.00

BUILDING INSPECTOR I EXAMINATION NO. 737
Eligible Register

Written test scores and Personal
Interview ratings in Building

Inspector I Examination No. 737, written test for which was held September 22, 1962, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 84 of a possible 150 items, qualifying 8 of 17 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Clarence Alexander, Civil Service Board member; Otto Steinbrenner, Chief Building Inspector; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective October 11, 1962:

BUILDING INSPECTOR I EXAMINATION NO. 737

#1. Elmer M. Larsen	91.38%
#2. Gerald V. Cassidy	90.71
#3. Cecil M. Hammons	86.13
4. William D. Allen	73.60
5. Joseph V. Bacchi	73.33
6. Cecil E. Snellings	72.82
7. Victor Riolo	72.41
8. Charles J. Strawn	72.00

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

TABULATING MACHINE OPERATOR III
EXAMINATION NO. 738
Eligible Register

Written test scores and Personal
Interview ratings in Tabulating

Machine Operator II Examination No. 738, written test for which was held September 22, 1962, were reviewed.

TABULATING MACHINE OPERATOR II
EXAMINATION NO. 738 (CONT'D)

Secretary advised that the minimum qualifying score in the written test was set at 69 of a possible 115 items, qualifying 6 of 21 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Bill Street, Civil Service Board member; Howard Peek, Consultant from Ernst & Ernst Company; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective October 4, 1962:

TABULATING MACHINE OPERATOR II
EXAMINATION NO. 738

#1.	Robert Fong	92.19%
#2.	John P. Sullivan	84.11
3.	Kenzo Kawahira	80.12
4.	Victor M. Becerril	76.07
5.	Peter D. Sanchez	76.00

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

1961-62 Annual Report
Presentation of Preliminary Copy

Preliminary copy of the 1961-62
 Annual Report of the Civil

Service Board and Personnel Department was submitted to the board members for consideration.

Secretary advised that the complete report is expected to be completed on or about November 15, 1962.

A letter of transmittal of the report to the City Council was approved and signed by the individual Board members.

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


SECRETARY

P R E S I D E N T