

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING APRIL 28, 1965

The Civil Service Board met in regular session in the Planning Department Conference Room at 2:00 p.m.

PRESENT: Members Genshlea, Street, Erickson, Diepenbrock.

ABSENT: Member J. Alexander.

Minutes of the last regular meeting held April 7, 1965, were read and filed.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have

been scheduled:

#866	Street Maintenance Foreman II
#867	Recreation Supervisor I (Dance Specialist)
#868	Engineering Aide

STREET CONSTRUCTION LABORER
EXAMINATION NO. 854:
Eligible Register

Written test scores and Personal Interview ratings in Street Construction Laborer Examination No. 854, written test for which was held March 10, 1965,

were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 91 of a possible 125 items, qualifying 20 of 128 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Don Sandman, Personnel Technician and Kent Link, Street Maintenance Superintendent.

The following eligible register was made effective April 9, 1965:

STREET CONSTRUCTION LABORER EXAMINATION NO. 854

#1.	Albert F. Tash	87.52%
#2.	Lawrence P. Poole	85.14
#3.	Raymond L. David	85.06
#4.	Frank J. Garcia	83.08
#5.	Ronald D. DuVall	80.52

4-28-65

STREET CONSTRUCTION LABORER EXAMINATION NO. 854

6. Richard A. Callonea	79.60%
7. William L. Davis	79.12
8. Dennis J. Anno	76.08
9. Myrl G. Long	75.03
10. Gary A. Noblett	71.54

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

AIRPORT ATTENDANT I
EXAMINATION NO. 855:
Eligible Register

Written test scores and Personal
Interview ratings in Airport

Attendant I Examination No. 855, written test for which was held March 10, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 93 of a possible 120 items, qualifying 17 of 232 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Phil Macdonald, Personnel Technician and Norman Coad, Assistant Airport Manager.

The following eligible register was made effective April 9, 1965:

AIRPORT ATTENDANT I EXAMINATION NO. 855

#1. Joe C. Haggard	85.48%
2. William Van Airsdale	83.20
#3. Roger A. Brown	82.60
#4. Victor J. Doering	82.40
#5. Edward McGee	81.07
6. Dennis W. Huber	78.66
7. William F. Boyd	78.20
8. John D. Emerson	77.92
9. Terry A. Applegate	75.93
10. Robert L. Mielenz	74.67
11. Terry A. Record	74.63
12. Bruce E. Doherty	74.47
13. James M. Williams	73.14
14. David L. Henry	72.20

REQUEST - WAIVER OF RESIDENCE
REQUIREMENT:
Sanitary Chemist

Communication from Ray Jones,
Water Division Superintendent,

dated April 22, 1965, requesting that an examination be scheduled for Sanitary Chemist,

REQUEST - WAIVER OF RESIDENCE
REQUIREMENT: (CONT'D)

and that consideration be given to waiving the one-year residence requirement, due to the technical nature of the position.

Motion was made by Mr. Diepenbrock that the residence requirement be waived in the examination for Sanitary Chemist as requested. Motion seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Genshlea, Street, Erickson, Diepenbrock.

NOES: None.

REQUEST VOLUNTARY DEMOTION:
Lois Bassanelli

Communication from Lois Bassanelli,

Cashier in the Assessor-Collector's

office, dated April 16, 1965, requesting approval for a voluntary demotion to the class of Typist Clerk II, was considered.

After discussion, motion was made by Mr. Erickson that the request be approved. Motion was seconded by Mr. Diepenbrock and carried by the following vote:

AYES: Members Genshlea, Street, Erickson, Diepenbrock,

NOES: None.

CERTIFICATION FOR JUNIOR CIVIL ENGINEER:
Certification from Civil Engineer I
Eligible Register

Secretary advised that a position

of Junior Civil Engineer in the

Building Inspection Department

is to be filled and no eligible register exists for this class, and recommendation was made by the Secretary that certification be made from our Civil Engineer I eligible register #833 to fill the position in accordance with Section 11.6 of the Rules and Regulations.

Motion was made by Mr. Genshlea that the recommendation of the Secretary be approved. Motion was seconded by Mr. Diepenbrock and carried by the following vote:

AYES: Members Genshlea, Street, Erickson, Diepenbrock.

NOES: None.

REQUEST FOR REINSTATEMENT:
David Ritter

Mr. David Ritter, former Tree
Trimmer II, in the Street Tree

Division, appeared before the Board in the matter of his request for reinstatement privileges.

Communication from Mr. Ritter making the request for reinstatement, communication from Reg Renfree, recommending that favorable consideration be given to Mr. Ritter's request, probationary reports on Mr. Ritter, and the evaluation of his performance made upon resignation, were read and reviewed.

Mr. Ritter was questioned at length by the board members on the reasons for his resignation and his future plans insofar as city employment was concerned.

Mr. Ritter was then excused and the board policies relating to consideration of reinstatement requests were reviewed.

Motion was made by Mr. Erickson that Mr. Ritter's request for reinstatement privileges be granted and that upon re-appointment to the class of Tree Trimmer II, the provisions as outlined in Section 15.7 of the Rules and Regulations be applied. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Genshlea, Street, Erickson, Diepenbrock.

NOES: None.

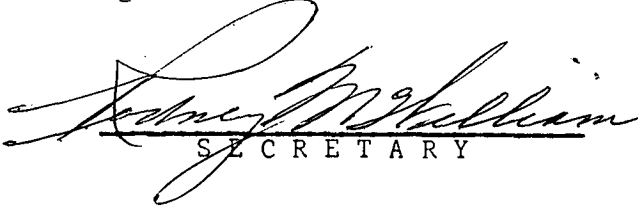
PERSONNEL NEWSLETTER:

Secretary advised that with the approval of the City Manager, a "Personnel Newsletter" would be published and distributed periodically to the City employees for the purpose of outlining the activities of the Personnel and Civil Service Department, to discuss current problems, to explain Rules and Regulations and procedures, and to bring to the attention of employees and supervisory personnel other items of mutual interest which will serve to promote the efficient administration of municipal affairs. Secretary further advised that the first issue of the "Newsletter" had been distributed on April 26, 1965.

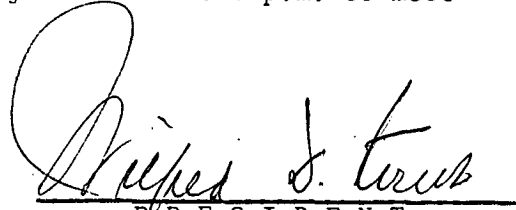
PERSONNEL NEWSLETTER: (CONT'D).

Secretary stated that any comments or suggestions for material to be included in the "Newsletter" from Civil Service Board members would be appreciated.

There being no further business, the meeting adjourned at 3:30 p.m. to meet again at the call of the Chair.



SECRETARY



PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING MAY 13, 1965

The Civil Service Board met in regular session in Room 303, City Hall, at 2:00 p.m.

PRESENT: Members Genshlea, Street, Alexander, Diepenbrock.

ABSENT: Member F. C. Erickson.

Minutes of the last regular meeting held April 28, 1965, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have been scheduled:

#869 Sanitary Chemist
#870 Plumbing Inspector

LIBRARY PAGE EXAMINATION NO. 860:
Eligible Register

Written test scores in Library
Page Examination No. 860, held

April 21, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 98 of a possible 140 items, qualifying 44 of 193 candidates appearing for the written test. Personal Interviews were not included as a part of the examination.

LIBRARY PAGE EXAMINATION NO. 860: (CONT'D)

The following eligible register was made effective April 20, 1965:

LIBRARY PAGE EXAMINATION NO. 860

1.	Susan M. Martino	92.14%
2.	Terry A. Taylor	90.71
3.	Christine S. Holdener	89.29
4.	Neda Mileusnic	88.93
5.	Patty A. Terlau	88.57
6.	Zella M. Zimmerman	88.21
7.	Cynthia A. Barrow	88.21
8.	Dorothy C. Linihan	87.14
9.	Selby J. King	86.79
10.	Gloria J. Reynaga	85.71
11.	Ellen J. Robideaux	84.64
12.	Diane B. Luther	82.86
13.	Beth E. Spaner	82.14
14.	Carol R. McAlister	81.07
15.	Ruby Ota	80.71
16.	Kathleen S. Mead	80.36
17.	Cheryl A. Ward	80.36
18.	Mary M. Simons	80.00
19.	Linda L. Mancebo	80.00
20.	Diane L. Taylor	79.64
21.	Mizuko Morimoto	78.57
22.	Loni C. Lucich	78.21
23.	Carolie J. Tarble	77.86
24.	Deanna J. Ng	76.79
25.	Mary A. Chappell	76.43
26.	Cheryl A. Balding	75.71
27.	Dorothy Duke	75.71
28.	Judith E. King	75.36
29.	Brenda J. Knight	75.00
30.	Bernadine L. Waters	75.00
31.	Amelia A. Clemons	74.64
32.	Patsy A. Anderson	73.93
33.	Theresa R. Ledesma	73.57
34.	Rita G. Ashley	73.57
35.	Susan J. Carls	73.21
36.	Essie E. Nelson	73.21
37.	Peggy A. Lee	73.21
38.	Wanda S. Tincher	72.86
39.	Mary L. Shepard	71.79
40.	Louise M. Mueller	71.07
41.	Eleanor R. Glaser	70.71
42.	Esther E. Headrick	70.36
43.	Delores Edwards	70.36
44.	Sonia L. Salcedo	70.00

SWITCHBOARD OPERATOR EXAMINATION NO. 861:
Eligible Register

Written test scores and Personal
Interview ratings in Switchboard

Operator Examination No. 861, written test for which was held April 20, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 63 of a possible 95 items, qualifying 10 of 39 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Phil Macdonald, Personnel Technician; F. C. Erickson, Civil Service Board member, and Dorothy Turco, Chief Switchboard Operator.

The following eligible register was made effective April 28, 1965:

SWITCHBOARD OPERATOR EXAMINATION NO. 861:

1. Mary Ann Ramos	83.12%
2. Thelma M. Starnes	81.67
3. Claudette T. Pommells	80.55
4. Sheron I. Ord	78.07
5. Judith E. King	77.25
6. Claire A. Curran	75.61
7. Dorothy G. Linihan	75.55
8. Diane A. Sherlock	75.38
9. Barbara J. Witthoff	73.35

REQUEST FOR HEARING:
Joseph Battyany
Electrical Inspector

Communication from Joseph Battyany,
dated May 4, 1965, requesting a
hearing before the Civil Service

Board, in order to appeal the discharge action taken by Anthony Nastro, Chief Electrical Inspector, was considered.

Secretary advised that Mr. Battyany had been employed as an Electrical Inspector in the Electrical Division since July 1, 1961.

It was the order of the Board that the date of Wednesday, May 19, 1965, be set for the hearing, to be held at 2:00 p.m. in the City Council Chambers.

POLICE SERGEANT EXAMINATION NO. 862:
Written Test Items Protests

Secretary advised that protests

had been received on 16 items in the written test for Police Sergeant from candidates who reviewed the keyed examination booklets during the 5 day key inspection period. All protests were referred to Joe Rooney, Police Chief; Ray Dehner, Assistant Police Chief, and Bruce Guthrie, Headquarters Superintendent and the recommendations from these chief officers on the protests filed were as follows:

1.	Book A	Test	2	Q	8	No Change
2.	Book A	Test	2	Q	14	No Change
3.	Book A	Test	2	Q	15	Remove
4.	Book A	Test	3	Q	1	Remove
5.	Book A	Test	3	Q	3	Remove
6.	Book A	Test	3	Q	5	Remove
7.	Book A	Test	3	Q	13	Either C or D
8.	Book A	Test	3	Q	14	Remove
9.	Book A	Test	4	Q	8	No Change
10.	Book A	Test	4	Q	12	No Change
11.	Book A	Test	4	Q	15	No Change
12.	Book A	Test	5	Q	16	No Change
13.	Book A	Test	5	Q	11	Remove
14.	Book A	Test	6	Q	1	No Change
15.	Book B	Test	4	Q	1	No Change
16.	Book B	Test	5	Q	1	Remove

Motion was made by Mr. Diepenbrock that the recommendations on the protests as above outlined be adopted and the Secretary instructed to score the written test accordingly. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Genshlea, Street, Alexander, Diepenbrock.

NOES: None.

ACCUMULATED ANNUAL LEAVE CLAIMS:
 Employees from North Sacramento

Communication from Reginald Boggs,
 City Clerk, dated April 29, 1965,

advising that an opinion from the City Attorney covering delayed North Sacramento annual leave benefits claimed by the employees prior to the merger, approved by the City Council, was being referred to the Civil Service Board for execution, in accordance with the

ACCUMULATED ANNUAL LEAVE CLAIMS: (CONT'D)

Attorney's opinion. A summary of the City Attorney's opinion follows:

1. The City of Sacramento is not required to pay accrued amounts for annual leave in cash.
2. No time is allowable for annual vacation earned before January 1, 1960.
3. Former employees of North Sacramento who have filed claims herein are entitled to compensating time off, at reasonable times as allowed, for the verified annual leave accrued since January 1, 1960, up to and including December 31, 1964. This time off should be prorated in accordance with the hourly pay scale at the time the annual leave was earned.

Secretary advised that copies of the claims filed by former North Sacramento employees had been submitted and that verification of the claims would have to be made from records kept in the former City Manager's office in North Sacramento.

Secretary recommended that in any action taken by the Civil Service Board in executing these claims, consideration be given to granting an equivalent amount of time off as had been accumulated, since it is completely contrary to the City's policies to prorate time which has been accumulated according to the hourly rate earned by the employee at the time such accumulation took place.

After discussion, motion was made by Mr. Diepenbrock that claims for unused annual leave accumulated by employees from North Sacramento since January 1, 1960, be granted on an hour for hour basis with the understanding that all claims shall be investigated and verified by the Secretary, and with the understanding that it shall be the policy of department heads to program such time off in order that no relief personnel will be required for replacement. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Genshlea, Street, Alexander, Diepenbrock,

NOES: None.