

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING.

✓ July 6, 1933.

The Civil Service Board met in special session in the office of the Board, Room 106, City Hall, at 5:05 o'clock P. M., President Weisman presiding.

PRESENT: Commissioners Chenu, Deise and President Weisman.
ABSENT: None.

Due to the short period of time available, and there being no objections, the reading of the minutes of the last meeting was ordered dispensed with.

G. C. MCKINLEY
CLASSIFICATION

A letter dated July 6, 1933, from Mr. C. W. Mier, Assessor-Collector, pertaining to the duties being performed in his office by Mr. McKinley was read to the Board. The letter stated, in part, that Mr. McKinley's duties required about eight months time in the assessor's department and four months time in the collectors department. Mr. Mier, being present at the meeting, explained in detail the nature of Mr. McKinley's duties and expressed the hope that the Board would find that Mr. McKinley's duties as a Deputy Assessor were proper. Mr. E. H. Nelson, Deputy Assessor, was also present and further explained Mr. McKinley's duties to the Board.

During discussion by Board members, it was pointed out that the provisions of the Charter prohibited the Civil Service Board from approving Mr. McKinley's payroll unless his duties

July 6, 1933.

were those of a Deputy Assessor and that in order to comply with the Charter it would be necessary for the Assessor-Collector's office to fill the position with a Senior Clerk.

J. E. COYLE
CLASSIFICATION

Mr. J. E. Coyle, an employee in the Police Department, appeared before the Board requesting information relative to the status of his classification. After reviewing the Civil Service Board minutes of June 27, 1927; Dec. 4, 1929; Dec. 18, 1929; Jan. 10, 1930 and July 2, 1930, the Board concluded that Mr. Coyle had no rights entitling him to the classification of Desk Sergeant, nor could he be reinstated upon the Desk Sergeant's Eligible Register, and informed him that it would be necessary for him to take an examination in order that he be classified as a Desk Sergeant.

LILLIAN BEILBY
CLASSIFICATION

Mrs. Lillian Beilby, an employee in the Health Department, appeared before the Board, stating that she had worked in the Purchasing Agent's office, City Manager's office and Health office as a Stenographer and at one time was told by the Secretary of the Civil Service Board that she held the classification of a Stenographer. Recently, she had been informed that her classification was that of a Junior Clerk, and that she was therefor appearing before the Board in order that she might definitely determine her status.

After discussion, the Secretary was instructed to investigate her record, obtain such information relative to the case

July 6, 1933.

as was possible, and report to the Board at its next meeting.

W. E. MORGAN
ELIGIBLE REGISTER

The Secretary presented envelopes
which had been mailed to Mr.

Morgan at his addresses as given
at the time of being placed upon the Janitors Eligible Register
(Exam. No. 49) and the Laborers Eligible Register (Exam. No. 64).
Both letters were returned from the Postoffice unclaimed. Pur-
suant to the Rules and Regulations, therefor, it was moved by
Commissioner Chenu that the name of W. E. Morgan be stricken
from the Laborers Eligible Register (Exam. No. 64). Seconded by
Commissioner Deise and unanimously carried.

WAIVERS

The following certifications had
been sent out by the Civil Service
office and the recipients thereof

desire to waive appointment:

Harry Achtert, Laborer, Certified, June 2, 1933.
Hugh T. Miller, Truck Driver, Certified June 2, 1933.
P. Cerruti, Laborer, Certified, June 13, 1933.

Commissioner Chenu moved that the waivers be accepted.

Seconded by Commissioner Deise and unanimously carried.

BUDGET

The Secretary presented a sug-
gested form of budget for the
year 1934, the amounts being

the same as for the year 1933 with the exception of the Secre-
tary's salary, part of which is included in the Planning Com-
mission Budget and part in the Department of Traffic, Signs &

July 6, 1933.

Signals. Commissioner Deise moved that the suggested budget be approved and forwarded to the City Manager's office. Seconded by Commissioner Chenu and unanimously carried.

DESK SERGEANT
ELIGIBLE REGISTER -
ABOLISHMENT OF

After discussion and examination of the existing Desk

Sergeants Eligible Register

(Exam. No. 60), it was ascertained that the list was more than 2 years old and that only two names seemed to be available therefrom. Commissioner Chenu moved that it be the intention of the Civil Service Board to abolish the Desk Sergeants Register, effective July 31, 1933, and that a notice be sent to each upon the list of such intention. Seconded by Commissioner Deise and unanimously carried.

DEPARTMENTAL REPORTS

The following reports were received from departments and presented to the Board for

approval:

Engineering Department

Julie Schneider, Temporary Appt., Telephone Operator, July 3, 1933.

M. J. Semmens, Temporary Appt., Cable Splicer, July 5, 1933

F. J. Kiernan, Transferred as Janitor, July 3, 1933

E. Hodgkinson, Temporary Appt., Elevator Operator, July 3, 1933

Recreation Department

Fred Beauchamp, Temporary Appt. Camp Sacramento, July 1, 1933

After review of the reports by the Board, Commissioner Chenu moved that they be approved. Seconded by Commissioner Deise and unanimously carried.

July 6, 1933.

EXAMINATION NOTICES

In discussing requests requesting notification of examinations to be given by the Board, the Secretary informed the Board that a considerable number of persons had left requests for "all examinations" ordered by the Board. Due to the fact that few, if any, are qualified for all positions, it was thought advisable to accept requests for only those positions for which the applicant is qualified. After discussion, the Secretary was instructed to notify those who had applied for "all examinations", that thereafter notices would only be sent to those who had requested a notice of a specific examination.

There being no further business, the Board adjourned at 7:15 P. M., to meet again at the call of the President.


Secretary.

APPROVED:


President.