

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

June 7, 1939

The Civil Service Board met in special session in the office of the Board at 8 o'clock P.M.

PRESENT: Commissioner Deise and President Stacy.
ABSENT : Commissioner Cavanaugh.

Mr. Deise moved that the minutes of the meeting of May 17, 1939, be approved as read; seconded by Dr. Stacy, thereupon becoming the order of the Board.

CLASSIFICATION

Milton Faig

Mr. Harry G. Denton, City Clerk, appeared before the Board discussing charter provisions and Civil Service rules and regulations relating to his office. Section 39 of the City Charter provides that the City Clerk shall appoint such deputies and employees to assist him as the Council may prescribe, subject to Civil Service provisions, and Mr. Denton explained to the Board that Paul Manby held Civil Service status but that Milton Faig, who has been employed by the City for seventeen years, was not included on the 1928 list with Civil Service status and it was now necessary that an ordinance be approved by the Council inasmuch as the fiscal year had been changed to end June 30th. After discussion Mr. Denton was requested to submit the duties of Mr. Faig to the Board for consideration.

SILVA, GEORGE

Relating to the transfer of Mr. Silva from the Corporation Yard as Auto Mechanic to Laborer--Handyman in the Water Dept., a letter from Assistant City Attorney Joseph L. Knowles, dated May 25, 1939, was considered by the Board. Mr. Knowles' letter read in part as follows:

"If the discharge, suspension or transfer of George Silva has been properly made, George Silva has lost his status of auto mechanic and has become a laborer and handyman and should not be placed upon any lay-off list for auto mechanic, and the status of Mr. Cummings is not affected."

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After discussion, approval of the transfer was continued.

DOYLE, CHARLES F.

continued.

The matter relating to the employment in the Water Department of Mr. Doyle as Senior Clerk, as previously discussed, was ordered

KINNEY, WILLIAM J.

Patrolman Ex. #128

After reviewing Mr. Kinney's letter, dated May 3, 1939, requesting that he be given credit for question #20 of Test 2 in the examination for Patrolman, it was the opinion of the Board that same had been correctly marked in the office key; hence it was the order of the Board that no credit be given Mr. Kinney.

PATROLMAN EXAMINATION #128

Elig. Reg. established

After reviewing appeals made to the Board to have examination papers reviewed on the ground of errors and finding none, Mr. Deise moved that the following eligible register be established, effective June 8, 1939; seconded by Dr. Stacy, thereupon becoming the order of the Board.

PATROLMAN ELIGIBLE REGISTER #128

<u>Position On List</u>	<u>Name</u>	<u>Percentage Grade</u>
1	Albert J. Soulies	84.42
2	Carl E. Harry	84.26
3	Donald W. Uren	83.38
4	Henry Redmond	83.29
5	Emmett A. Spraktes	83.05
6	Carl Gaa	82.73
7	H. Daniel Meredith	82.34
8	William A. Sked	82.30
9	Wesley F. Wallace	82.19
10	Henri Warren	81.04
11	Carl Roggi	80.83
12	Joseph W. Silva	80.76
13	William Whittington	80.70
14	Walter O. Ford	80.44
15	John W. Sullivan	80.11
16	Royal A. Forbes, Jr.	80.08
17	William J. Kinney	80.04

<u>Position On List</u>	<u>Name</u>	<u>Percentage Grade</u>
18	Donald E. Painter	79.91
19	Delbert H. Dixon	79.77
20	William McKenzie	79.53
21	William C. Payton	79.35
22	Albert R. Munich	79.04
23	Robert R. Rauschert	78.99
24	Ralph J. Haley	78.91
25	Frank W. Cameron, Jr.	78.87
26	Benny J. Schiro	78.71
27	Harry C. Mailey	78.57
28	Walter Keenan	78.42
29	Frank C. Nugent, Jr.	78.39
30	Cather Jasper	78.32
31	Robert E. Doyle	78.29
32	Henry O. Coldani, Jr.	78.24
33	Joseph Smith, Jr.	78.13
34	Winston O. Wilson	77.90
35	Kenneth M. Ellis	77.88
36	Rutherford N. Marriner	77.84
37	Reid E. Nunn	77.30
38	Edward A. Parker, Jr.	76.95
39	Chester J. Arthur	76.79
40	John E. Irving	76.56
41	Alpha E. Nichols	76.21
42	Fred E. Anater	76.16
43	Brownlee A. Duncan	75.87
44	Lionel R. DeMerritt	75.59
45	Hal M. Stober	75.29
46	William P. Macklin	75.06
47	Henry W. Laughlin	75.02
48	Champ C. Stanley	74.49
49	John E. Compton	74.31
50	John Rakela	73.51
51	Winfield L. Bogue	72.99
52	Frank C. Starr	72.95

SANITARY INSPECTOR EX. #125

Elig. Reg. Established

After determination that more than

thirty days had elapsed since posting

the tentative list for this examina-

tion, Mr. Deise moved that the following eligible register be established, effective June 8, 1939; seconded by Dr. Stacy, thereupon becoming the order of the Board.

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SANITARY INSPECTOR ELIGIBLE REGISTER #125

<u>Position On List</u>	<u>Name</u>	<u>Percentage Grade</u>
1	Howard C. Bliss	81.76
2	George A. Sutter, Jr.	80.15
3	Joseph C. Lavelle	78.85
4	Louis R. Werner	78.68
5	John L. Sweeney	78.34
6	Martin T. McCann	78.08
7	Albert S. Hosmann	77.84
8	John G. Sullivan	77.08
9	Gerald B. Hurley	76.14
10	Gerald P. Larson	76.05
11	Neil J. Sullivan	75.14

ADDRESSOGRAPH OPERATOR

Classification

The Secretary reported that the Superintendent of the Waste Removal Department, Wm. J. McQuillan, requested that an

Addressograph Operator be provided for his department. After discussion, Mr. Deise moved that the classification for the position of Addressograph Operator be established in accordance with the prepared definition; seconded by Dr. Stacy thereupon becoming the order of the Board.

ADDRESSOGRAPH OPERATOR EX. #130

Date Set for Exam.

After discussing possible dates upon which an examination could be held for this position, Mr. Deise moved that June 28,

1939, be set as a date for this purpose; seconded by Dr. Stacy, thereupon becoming the order of the Board.

NAMES OFF LISTS

The following names were removed from eligible registers either because of failure to report after being certified

or because certifications were returned by postal authorities.

<u>Name</u>	<u>Eligible Register</u>
John F. Bartucco	Laborer List #83
Edward J. Boyce	Jr. Civil Engr. #109
Elmer C. Gibson	Captain-Fire Dept. #91
Alphie Pennington	Laborer List #83

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DEPARTMENTAL REPORTS
APPROVAL OF

After reviewing the following reports received from departments, it was the order of the Board that same be approved.

City Planning Commission

Nathan, Birdie - Temp. Appt. 5/29/39 Stenographer @ \$110 Month from list.

Department of Accounts

Carlson, Harry J. - Prob. Appt. 5/22/39 Junior Clerk @ \$130 Month from list.

Engineering Department

Earhart, Orris E. - Temp. Appt. 5/23/39 Asphalt Mixer Operator @ \$200 Month.

Parker, Harold - Temp. Appt. 4/26/39 Street Inspector @ \$7.00 Day.

Prudhomme, Earle S. - Temp. Appt. 5/17/39 Apprentice Lineman @ \$5.00 Day.

Fire Department

DeMartini, A. - Prob. Appt. 6/1/39 Captain @ \$225. Month from list.

Meredith, Harold J. - Prob. Appt. 6/1/39 Uniform Fireman @ \$170 Month from list.

Health Department

Walker, Edith - Temp. Appt. 7/24/39 Public Health Nurse @ \$150 Month Exempt.

Park Department

Peterson, Joel H. - Temp. Appt. 5/15/39 Laborer @ \$120 Month from list.

Webber, Fred - Temp. Appt. 5/15/39 Laborer @ \$120 Month from list.

Recreation Department

Boddy, Hilda - Temp. Appt. 2/1/39 Recreation Leader @ 50¢ Hour.

Burman, Jay W. - Temp. Appt. 5/16/39 Laborer @ \$120 Month from list.

Campbell, William - Temp. Appt. 5/16/39 Laborer @ \$120 Month from list.

DeCoe, Darold D. Jr. - Temp. Appt. 5/20/39 Life Guard & Locker Attndt. @ \$3.25 Day.

Meyers, Frank - Temp. Appt. 5/16/39 Caretaker, Camp Sacto. @ \$70 Month.

Monroe, Dorothy - Temp. Appt. 4/1/39 Recreation Leader @ 50¢ Hour.

Osofsky, Sam - Temp. Appt. 5/20/39 Life Guard & Locker Attndt. @ \$3.25 Day.

Waste Removal Department

Arthur, John A. - Temp. Appt. 5/18/39 Laborer, Weed Burning @ \$5.52 Day from list.

Balshor, Manuel - Temp. Appt. 4/1/39 Garbageman, Ex. Bd., @ \$5.05 Day from list.

Becker, Daniel - Temp. Appt. 5/17/39 Laborer, Weed Burning @ \$5.52 Day from list.

Biondo, Frank - Temp. Appt. 5/17/39 Laborer, Weed Burning @ \$5.52 Day from list.

Bogart, Foster - Temp. Appt. 5/15/39 Truck Driver @ \$5.98 Day from list.

Chargin, Joseph - Temp. Appt. 5/17/39 Laborer, Weed Burning @ \$5.52 Day from list.

Garcia, Filbert - Temp. Appt. 5/17/39 Laborer, @ \$5.52 Day from list.

Lee, Anthony - Temp. Appt. 5/17/39 Laborer, Weed Burning @ \$5.52 Day from list.

Magers, Archibald - Temp. Appt. 5/17/39 Laborer, Weed Burning @ \$5.52 Day from list.

Miller, George - Temp. Appt. 5/19/39 Laborer, Weed Burning @ \$5.52 Day from list.

Turner, Bob - Temp. Appt. 5/15/39 Garbageman, Ex. Bd. @ \$5.05 Day.

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Transfers

Tronsen, Alex - Trans. 6/16/39 as Laborer from Stadium to Camp Sacto. @ \$120 Mo.

There being no further business to come before the Board, the meeting adjourned at 10:00 P.M. to meet again at the Call of the Chair.

APPROVED:

Joseph T. Stacy
President

H. H. Jaqueth
Secretary

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

June 28, 1939

The Civil Service Board met in special session in the office of the Board at 7:00 P.M.

PRESENT: President Stacy and Commissioner Deise.
ABSENT : Commissioner Cavanaugh.

ADDRESSOGRAPH OPERATOR
EXAMINATION #130

The Board reviewed the announcement notice and the scope of the examination, whereupon Mr. Deise moved that the announcement notice and the following scope of the examination be approved; seconded by Dr. Stacy, thereupon becoming the order of the Board.

SCOPE OF EXAMINATION -- ADDRESSOGRAPH OPER. EXAM. #130

Practical Demonstration Test	70% (weight)
Experience and fitness for position	30% (weight)

Candidates who had filed applications and were present were examined by the Board, who was assisted by Melvin L. Michael and R. Permin Everett.

Upon completion of the examination and personal interviews, the Board computed grades and Mr. Deise moved that the Secretary prepare a tentative eligible register; seconded by Dr. Stacy, thereupon becoming the order of the Board.

CAPTAIN-FIRE DEPT. EX. #129

At this time the Board reviewed the scoring of the written portion of this examination and after discussion Mr.

Deise moved that a rated score of 2700 be equal to a grade of 70%; seconded by Dr. Stacy, thereupon becoming the order of the Board.

After considering possible satisfactory dates for holding personal interviews for this examination, Mr. Deise moved that same be held July 19, 1939; seconded by Dr. Stacy, thereupon becoming the order of the Board.

After reviewing examination papers and determining correctness of markings, identification envelopes were opened and Mr. Deise moved that the Secretary be instructed to notify those receiving passing grades to appear for personal interview July 19, 1939; seconded by Dr. Stacy, thereupon becoming the order of the Board.

ROWE, HARMON

Leave of Absence

The request of Mr. Rowe, dated June 28, 1939, for renewal of leave of absence which expired April 16, 1939, for an additional period ending January 16, 1940 was reviewed by the Board. Mr. Rowe's request for extension was approved by R. E. Mittelstaedt, Superintendent of the Water Dept. After discussion Mr. Deise moved that leave of absence be granted Mr. Rowe until January 16, 1940; seconded by Dr. Stacy, thereupon becoming the order of the Board.

STATISTICIAN

Classification
Scope of Examination
Date Set for Exam.

Upon the request of M. J. Dunphy, Chief of the Fire Department, the classification for the position of Statistician

was discussed after which Mr. Deise moved that the prepared definition be

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approved for this classification; seconded by Dr. Stacy, thereupon becoming the order of the Board.

After discussing the nature of this examination, Mr. Deise moved that the following scope be approved and that the examination be held July 26, 1939; seconded by Dr. Stacy, thereupon becoming the order of the Board.

SCOPE OF EXAMINATION - STATISTICIAN EX. #131

	<u>Weights</u>
Practical Statistical Problems	2
Evaluation of Education, Experience and Qualifications	5
Personal Fitness for Position	3

Note: In the event that a sufficient number of applications is received from candidates qualified under the prescribed requirements, a written test will be held as an aid in determining relative fitness, in which case the written test will have a weight of 4 and the evaluation of education, experience and qualifications will have a weight of 3.

MANSUR, BENJAMIN B.

Employment

The Board reviewed the appointment of Mr. Mansur for employment in the Street Maintenance Department as of June 12, 1939; a letter from the State Board of Equalization, dated June 10, 1939, advising that Mrs. Mabel Mansur was on leave from State employment effective June 7, 1939; a letter from the California State Personnel Board dated June 19, 1939, stating that Mabel E. Mansur was employed as a Senior Clerk in the State Bd. of Equalization; and a letter from the California State Personnel Board dated June 24, 1939, stating that "on the basis of later reports which we have received from the Board of Equalization, it appears that Mrs. Mansur was not then (6/19/39) employed by the state." The Secretary informed the Board that City Attorney H. B. Bradford reported that the California State Personnel Board's letter dated June 24, 1939 complied with charter requirements for Mr. Mansur's employment. Thereafter, the Board requested that Mrs. Mansur's State employment history record be secured.

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PATROLMAN ELIG. REG. #85

Abolished

Inasmuch as a new eligible register for the position of Patrolman was made effective by the Board June 8, 1939, Mr. Deise moved that the Patrolman eligible register #85 be abolished; seconded by Dr. Stacy, thereupon becoming the order of the Board.

CONTINUED MATTERS

The following matters were continued by the Board:

- | | | |
|---------------------------|----|--|
| Eiler, Henry C. | -- | Appointment 7/1/39 as Meat Inspector. |
| Silva, George | -- | Transfer 4/27/39 from Auto Mechanic to Laborer-Handyman. |
| Fire Prevention Inspector | | Definition |
| Doyle, Chas. F. | -- | Employment as Senior Clerk in the Water Department. |

DEPARTMENTAL REPORTS

After review of the following reports received from departments it was the order of the Board that same be approved:

Crocker Art Gallery

- French, Geneva - Appt. 7/1/39 Office Ass't. & Secretary @ \$85 Mo. Exempt.

Engineering Department

- Clark, Ernest - Temp. Appt. 6/10/39 Airport Attendant @ \$145 Mo.
 Hayes, Roy P. - Temp. Appt. 6/5/39 Lineman @ \$10.00 Day from list.
 Newton, Dudley - Temp. Appt. 6/16/39 Senior Draftsman @ \$8.50 Day.
 Winslow, George F. - Temp. Appt. 6/7/39 Jr. Engineer @ \$150 Month from list.

Health Department

- Collins, Ethel K. - Temp. Appt. 6/23 to 7/23/39 Public Health Nurse @ \$150 Mo. Exempt.
 Gray, Elleta - Temp. Appt. 6/19/39 Dental Hygienist Substitute @ \$150 Mo. Exempt.
 Pratt, Ella - Temp. Appt. 6/6/39 Substi. Nurse @ \$5.00 Day Exempt.
 Saxild, Ethelwyn - Temp. Appt. 7/1/39 Public Health Nurse @ \$150 Mo. Exempt.

Recreation Department

- Avery, Charles - Temp. Appt. 6/14/39 Kitchen Helper @ \$45.00 Month.
 Bristow, John - Temp. Appt. 6/16/39 Laundryman @ \$3.25 Day.
 Callnon, Francis - Temp. Appt. 6/1/39 Ass't. Caretaker @ \$25.00 Month.
 Catlett, Forest - Temp. Appt. 7/1/39 Pianist @ \$25.00 Month.
 Chappell, Pearl - Temp. Appt. 6/16/39 Hostess, Camp Sacto. @ \$75.00 Month. ✓

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Recreation Department

Crossland, Archie - Temp. Appt. 7/1/39 Dining Room Boy @ \$15.00 Month
 Dorr, Jack - Temp. Appt. 6/16/39 Locker Attendant @ \$3.25 Day.
 Fox, Garrett P. - Temp. Appt. 7/1/39 Store Boy @ \$30.00 Month.
 Fuson, Angeline - Temp. Appt. 6/16/39 Locker Attendant @ \$3.25 Day.
 Gannon, Isabell - Temp. Appt. 6/16/39 Cashier @ \$3.25 Day.
 Gilmore, Mary S. - Temp. Appt. 6/1/39 Locker Attendant @ \$3.25 Day.
 Gropp, Bert - Temp. Appt. 7/1/39 Kitchen Helper @ \$45.00 Month.
 Legate, Tommy - Temp. Appt. 7/1/39 Kitchen Helper @ \$50.00 Month.
 Rivett, Dexter - Temp. Appt. 7/1/39 Dining Room Boy @ \$15.00 Month.
 Saunders, Jack - Temp. Appt. 6/16/39 Locker Attendant @ \$3.25 Day.
 Slater, Eugene - Temp. Appt. 6/14/39 Kitchen Helper @ \$50.00 Month.
 Sowles, D. J. - Temp. Appt. 6/19/39 Laborer @ \$120. Month from list.
 Tronsen, Alex - Temp. Appt. 7/1/39 Chef, Camp Sacto. @ \$175. Month.
 Wallis, Bob - Temp. Appt. 7/1/39 Dining Room Boy @ \$15.00 Month.

Waste Removal Department

Morrison, Robert - Temp. Appt. 6/7/39 Laborer @ \$5.52 Day from list.
 Robinson, William - Temp. Appt. 6/8/39 Garbageman @ \$5.05 Day from list.

Water Department

Connors, James L. - Temp. Appt. 6/26/39 Messenger @ \$80. Month.

There being no further business, the Board adjourned at 11:00 P.M. to meet again at the Call of the Chair.

APPROVED:

Joseph T. Stacy
 President

H. W. Squith
 Secretary