

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JANUARY 5, 1966

The Civil Service Board met in regular session in the Conference Room,
819-10th Street, at 2:00 p.m.

PRESENT: Members Street, Erickson, Genshlea, Alexander.

ABSENT: Member James Diepenbrock.

Minutes of the last meeting held December 22, 1965, were read and approved.

ELECTIONS OF OFFICERS:

Mr. Fritz Erickson was nominated
for the office of President for
the 1966 term by Mr. Alexander and the nomination was seconded by Mr. Genshlea.
There were no further nominations and Mr. Erickson was elected by unanimous vote.

Mr. Joe Genshlea was nominated for Vice-President for the 1966 term by Mr.
Street and the nomination was seconded by Mr. Alexander. There were no further
nominations and Mr. Genshlea was elected Vice-President by unanimous vote.

Mr. Erickson was nominated as representative from the Civil Service Board to
the City Employees' Retirement Board of Administration for 1966 by Mr. Street and
the nomination was seconded by Mr. Genshlea. There were no further nominations
and Mr. Erickson was elected ^{representative} to the Retirement Board by unanimous vote.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the
following examinations have
been scheduled:

#893 Construction Inspector II
#894 Civil Engineer I
#895 Patrolman

ASSISTANT BUYER EXAMINATION NO. 888:
Eligible Register

Written test scores and Personal
Interview ratings in the Assistant
Buyer Examination No. 888, written test for which was held December 15, 1965, were
reviewed.

ASSISTANT BUYER EXAMINATION NO. 888: (CONT'D)

Secretary advised that the minimum qualifying score in the written test was set at 91 of a possible 130 items, qualifying 7 of 44 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Don Sandman, Personnel Technician, West Dillon, City Treasurer, and H. R. LaFortune, Purchasing Agent of Sacramento Municipal Utility District.

The following eligible register was made effective January 3, 1966:

ASSISTANT BUYER EXAMINATION NO. 888

#1.	Stanley R. Sloçum	90.51%
2.	Robert R. Dennis	81.85
3.	George VanVranken	79.57
4.	Floyd J. Ahern	76.71
5.	Dwayne E. Conable	75.13
6.	Harvey W. Flewellyn	73.43

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

REQUEST FOR WAIVER OF
RESIDENCE REQUIREMENT:

Communication from Joe Rooney,

Chief of Police, dated January 5,

1966, requesting that the residence requirement again be waived in the forthcoming Patrolman examination, was read and considered. Mr. Rooney advised that the waiving of the residence requirement in previous examinations had resulted in a much larger number of qualified applicants, as well as a greater number of candidates successful in the entire examination,

Motion was made by Mr. Erickson that the residence requirement be waived for Patrolman Examination No. 895. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Alexander.

NOES: None.

1-5-66

AMENDMENT OF CLASSIFICATION PLAN:

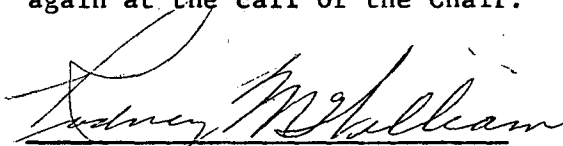
City Collector
Assistant Director of Recreation
& Parks

Secretary advised that as a
result of appraisal functions
in the Assessor-Collector's

office being taken over by the County, that the class of Assistant Assessor-Collector will be replaced by a new class of City Collector, effective upon the retirement of G. C. McKinley, Assessor-Collector. Also, the Council had instructed the Personnel Department to prepare specifications for a new class of Assistant Recreation & Parks Director.

Proposed specifications for the above two classes were submitted to the Board for their consideration with recommendation for adoption at the next regular meeting of the Board as required by Section 4.5 of the Rules and Regulations.

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


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JANUARY 19, 1966

The Civil Service Board met in regular session in the Conference Room, 819-10th Street, at 2:00 p.m.

PRESENT: Members Erickson, Alexander, Street, Genshlea.

ABSENT: Member James Diepenbrock.

Minutes of the last meeting held January 5, 1966, were read and approved.

AMENDMENT OF CLASSIFICATION PLAN:

City Collector
Assistant Director Recreation
& Parks

Secretary advised that the date
of January 19, 1966, had been
set by the Board for public

hearing on adoption of specifications for the exempt classes of City Collector

City of Sacramento

New Classification Established
January 19, 1966.

1023.1

CITY COLLECTOR

Nature of Work:

This is specialized administrative work in the collection of city taxes and license fees, and for maintenance of city property ownership records. The employee in this class is responsible for interpreting tax laws and license ordinances, for issuing municipal business and privilege licenses, and for collecting all municipal taxes and license fees. Supervision is exercised over a moderately large staff of clerical employees. The employee works under the general direction of the City Controller but is given wide latitude in developing methods and procedures for the administration of the collection program and licensing program.

Illustrative Examples of Work:

Plans, organizes, directs, and review the work of clerical employees involved in preparation of public improvement rolls, field maps, and transfer of property ownership; in issuance of licenses; and in the collection of taxes, license, permit, and other fees.

Makes the final review and approves major technical decisions of subordinates.

Confers with employees on the effectiveness of techniques and methods, and institutes changes where indicated.

Reviews complaints concerning assessments; meets with taxpayers and attempts to settle disputes; interprets tax and collection laws.

Supervises the collection of monies paid to the city for public improvement bonds, license fees and service charges.

Performs related work as required.

Knowledges, Abilities, and Skills:

Considerable knowledge of the charter provisions, ordinances, and general law pertinent to the collection of taxes.

Ability to plan, assign, and supervise the activities of a technical and clerical staff engaged in the collection and licensing activities.

Ability to read and understand maps, blueprints, specifications, and legal descriptions.

Ability to establish and maintain effective working relationships with taxpayers and employees.

Desirable Experience and Training:

Considerable experience in progressively responsible administrative work, preferably including some experience involving responsibility for the collection and accounting for money; and graduation from an accredited college or university with specialization in accounting, public administration, or business administration.

ASSISTANT DIRECTOR OF RECREATION AND PARKS

Nature of Work:

This is professional administrative work assisting the Director of Recreation and Parks in the management of a parks and recreational system. This class differs from the Parks Superintendent and Recreation Superintendent in the fact that the incumbent may have broad overall supervision of these sections under the general direction of the Director of Recreation and Parks. The work involves wide latitude for exercising professional and administrative judgment, and the employee is responsible for directing all functions of the department in the director's absence.

Illustrative Examples of Work:

Assisting in formulating policies, rules and regulations, and the development of long-range capital improvements and financial plans.

Conferring with community groups and individuals on matters relating to the division's programs and services for report to the Director.

Making field inspections including areas, facilities and equipment for purposes of improving the division's efficiency in both the maintenance and recreation program sections.

Approving all bulletins, correspondence and news releases prepared by division supervisors concerning division activities.

Conducting staff meetings of supervisors and superintendents, and planning in-service training programs for all division employees.

Reviewing employee evaluations, work schedules, vacation schedules and pay increases and making recommendations to the Director for approval.

Developing budget estimates and coordinating budget preparation of the superintendents for review and approval by the Director.

Supervising the operation and maintenance of facilities and preparing contract for approval.

Knowledges, Abilities and Skills:

Thorough knowledge of the principles and practices of the problems of public parks and recreation administration.

Knowledge of public administration, personnel management, administrative analysis, budgeting and office procedures.

Ability to plan, organize and direct a comprehensive administrative program for a combined park and recreation division.

Ability to train, supervise and evaluate the work of employees in various professional and non-professional assignments.

Ability to collect data, analyze it objectively, present it clearly and prepare sound recommendations to the Director.

Ability to establish and maintain effective and cooperative relationships with the public, other divisions or agencies.

Desirable Experience and Training:

Considerable administrative experience of a progressively responsible nature, at least three years of which have been directly related to parks and/or recreation service; and graduation from a college or university with a degree in public administration, business administration, landscape architecture, recreation, or related fields.

1-19-66

POLICE LIEUTENANT PROMOTIONAL
EXAMINATION: (CONT'D)

Because that section requires that eligibility for higher uniform positions in the Classified Service must be based on three years in the department and at least two years in the rank from which the officer is to be appointed, we must conclude that the Board has no authority to establish an eligible list for the appointment of officers to Police Lieutenant solely from the newly created position of Police Sergeant, without also requiring such appointees to have at least two years in the new rank of Police Sergeant."

After discussion, motion was made by Mr. Genshlea that a new announcement notice for the examination be prepared, in accordance with the opinion of the attorney on eligibility, and that the eligible list be limited to twenty (20) names in accordance with Section 8.2 (g) of the rules and regulations. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Erickson, Alexander, Street, Genshlea.

NOES: None.

REQUEST FOR VOLUNTARY DEMOTION:
Albert Wise

Communication from Albert Wise,
Automotive Serviceman II, dated

January 19, 1966, requesting approval of a voluntary demotion to the class of Automotive Stores Clerk, was considered.

Secretary advised that the voluntary demotion had the approval of Charles Inderbitzen, Automotive Superintendent.

Motion was made by Mr. Street that the request for voluntary demotion to Automotive Stores Clerk be approved. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Erickson, Alexander, Street, Genshlea.

NOES: None.

REQUEST FOR LEAVES OF ABSENCE:

Diann Ogden - Typist-Clerk I
Jose Silva - Laborer
June Bryant - Cashier
Mohammed Akbar - Refuse Collector

Request for leaves of absence

extension from Diann Ogden,

Typist-Clerk I; Jose Silva,

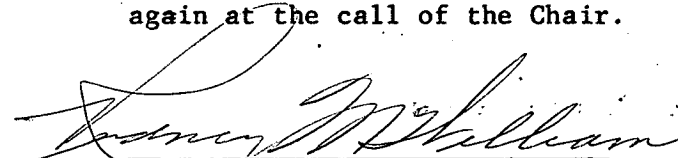
Laborer; June Bryant-Cashier;

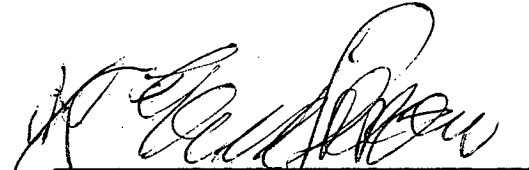
and Mohammed Akbar, Refuse Collector, were approved to the dates outlined for the employees listed below:

Extended to:

Diann Ogden	June 30, 1966
Jose Silva	March 31, 1966
June Bryant	March 27, 1966
Mohammed Akbar	March 31, 1966

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


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING FEBRUARY 9, 1966

The Civil Service Board met in regular session in the Conference Room at 819-10th Street, at 2:00 p.m.

PRESENT: Members Erickson, Alexander, Street, Genshlea.

ABSENT: Member James Diepenbrock.

Minutes of the last meeting held January 19, 1966, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have

been scheduled:

- #877 Police Lieutenant (Promotional)
- #896 Identification Technician I
- #897 Engineering Aide
- #898 Automotive Serviceman II

GENERAL UTILITY WORKER
EXAMINATION NO. 885:
 Eligible Register

Written test scores and Personnel
 Interview ratings in General Utility

Worker Examination No. 885, written test for which was held November 17, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 45 of a possible 80 items, qualifying 55 of 331 candidates appearing for the written test.

Qualifications Appraisal Boards (2) consisted of Gene Robinson, Assistant Parks Superintendent; Anthony Nastro, Building Maintenance Superintendent; William Shaw, Water Treatment Plant Supervisor; Phil Macdonald, Personnel Technician; and Don Sandman, Personnel Technician.

The following eligible register was made effective January 17, 1966:

GENERAL UTILITY WORKER EXAMINATION NO.885

(Promotional)

- | | | |
|----|-----------------|--------|
| 1. | Lester T. Pryor | 91.25% |
| 2. | Arthur Gonzales | 79.50 |

(Open)

- | | | |
|------|--------------------|---------|
| #1. | John J. Craft | 101.75% |
| #2. | Mack L. Rose | 98.25 |
| #3. | Thomas E. Hoover | 92.00 |
| #4. | Jack R. Redman | 91.25 |
| #5. | James C. Maxwell | 90.60 |
| #6. | William T. Oliver | 89.25 |
| #7. | James E. Black | 89.25 |
| #8. | Raymond Ruiz | 88.50 |
| #9. | Axel C. Johnson | 88.25 |
| #10. | Frank R. Curtis | 88.00 |
| #11. | Wilburn D. Higgins | 87.00 |
| #12. | Chester O. Biddle | 86.50 |
| #13. | Joseph W. Harmon | 86.25 |
| #14. | Jack I. Yoshizuka | 85.75 |
| #15. | Charles T. Winters | 85.75 |
| 16. | Barry D. LaVine | 85.00 |
| #17. | Charles C. Crosby | 84.00 |
| 18. | Dwayne L. Varner | 82.50 |
| 19. | Thomas M. Regan | 81.25 |
| #20. | Warren F. Stephens | 81.00 |

GENERAL UTILITY WORKER
EXAMINATION NO. 885: (CONT'D)

GENERAL UTILITY WORKER EXAMINATION NO. 885

21.	John A. Santos	80.90%
#22.	Lawrence W. Windham	80.00
23.	Michael K. Powers	79.75
24.	Norman G. Coad Jr.	78.50
25.	Allan N. Fraser	78.00
26.	Robert E. Hughes	78.00
27.	Walter L. Stahlman Jr.	77.50
28.	John R. Zamlich	76.75
29.	Eugene D. Collins	76.00
30.	David L. Henry	75.75
31.	Jackey L. Andrews	75.50
32.	Jake J. Mumm	75.00
33.	Leslie D. McKnight	74.25
34.	Robert E. Cadjew	73.00
35.	Michael D. Schooler	72.50
36.	Steven A. Caballero	72.00
37.	John M. O'Sullivan	71.50
38.	Donald J. Rowe	71.00
39.	Gary A. Britton	70.75

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

PLANT OPERATOR I
EXAMINATION NO. 891:
 Eligible Register

Written test scores and Personal
 Interview ratings in Plant Opera-

tor I Examination No. 891, written test for which was held January 5, 1966, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 65 of a possible 100 items, qualifying 26 of 85 candidates appearing for the written test.

Qualifications Appraisal Board consisted of William E. Shaw, Water Treatment Plant Supervisor; William Rogers, Water Treatment Plant Supervisor; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective January 20, 1966:

PLANT OPERATOR I EXAMINATION NO. 891

(Promotional)

1.	Gary L. Thiry	93.07%
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PLANT OPERATOR I EXAMINATION
NO. 891: (CONT'D)

PLANT OPERATOR I EXAMINATION NO. 891 (CONT'D)

(OPEN)

#1.	James A. Williamson	94.09%
#2.	Martin D. Hartzler	90.34
#3.	Jack I. Yoshizuka	88.57
#4.	Wayne E. Woodard	86.63
#5.	Arthur T. Valdez	86.61
#6.	William M. Geban	86.13
#7.	Billy C. Eve	83.33
#8.	Lawrence W. Windham	83.08
#9.	Raul Melendez	83.05
10.	Marvin E. Pryde	81.96
11.	Christopher Baldwin	79.08
12.	William H. Rinehart	78.02
13.	Clyde I. Butts	77.83
14.	George P. Valerio	76.80
15.	Wesley L. Reeves	75.87
16.	Donald R. Luckie	75.68
17.	Joseph M. Honig	73.93
18.	John S. Rand	73.16
19.	Robert J. Hamilton	73.03
20.	Francis P. Hassey	72.93
21.	Charles D. DeTalley	70.00

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

CASHIER EXAMINATION NO. 892:
Eligible Register

Written test scores and Personal
 Interview ratings in Cashier

examination No. 892, written test for which was held January 12, 1966, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 65 of a possible 115 items, qualifying 12 of 52 candidates appearing for the written test.

Qualifications Appraisal Board consisted of F. C. Erickson, Civil Service Board member; James Eckberg, Accountant; and Don Sandman, Personnel Technician.

The following eligible register was made effective January 31, 1966:

CASHIER EXAMINATION NO. 892: (CONT'D)CASHIER EXAMINATION NO. 892

1.	Fonda Hodgson	91.17%
#2.	Wanda Baker	86.23
3.	Angela Whyte	83.16
4.	Sandra McKinley	81.49
5.	Iris D. Mastilock	78.43
6.	Kathleen A. Esola	77.74
7.	Margaret Kirkman	77.58
8.	Linda S. Middleton	77.39
9.	Marie W. Mingo	76.76
10.	Lillian B. London	74.33
11.	Ann L. Gulley	73.97
12.	Peggy Wetter Agnew	73.79

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

1964-65 ANNUAL REPORT:

Preliminary copies of the 1964-65 Annual Report of the Civil Service and Personnel Department were submitted to the Board members.

Secretary advised that official copies of the report would be released and submitted to the City Manager and City Council at such time as the reports are properly bound.

REQUEST FOR WAIVER OF RESIDENCE
REQUIREMENT:
Tabulating Machine Operator I

Communication from C. A. Kitchen,
City Controller, dated January 31,

1966, requesting that the one year residence requirement for applicants in the forthcoming examination for Tabulating Machine Operator I be waived because of the difficulty involved in recruiting qualified candidates for this examination.

Motion was made by Mr. Alexander that the request for waiver of residence requirement in Tabulating Machine Operator I, be approved. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Alexander.

NOES: None.

CLASSIFICATION REVIEW AND
PAY SURVEY PROPOSAL:
Cooperative Personnel Services

Mr. Bruce Austin, Manager of the
Northern California office of

Cooperative Personnel Services, an agency of the State Personnel Board, met with the Board to discuss details of a proposal to review the city's classification plan and to prepare a salary survey all during the calendar year 1966, as outlined in a letter to the Personnel Department, dated February 8, 1966.

A resume¹ of similar work performed for other governmental agencies in California was reviewed and discussed; the scope of the proposed salary survey and scope of the proposed classification survey was discussed in detail; survey methods and procedures used were reviewed and approximate costs were discussed.

Mr. Austin was questioned at length on various aspects of the classification and salary survey with special emphasis on the methods employed to obtain acceptance from employees, employee organizations and management of new changes recommended with a minimum of protests and appeals.

After Mr. Austin was excused, the proposal was discussed further by members of the Board and the Personnel Officer and motion was made by Mr. Alexander that recommendation be made to the City Council that a contract be entered into with Cooperative Personnel Services for the performance of the classification review and salary survey in an amount not to exceed \$19,500. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Alexander.

NOES: None.

CERTIFICATION IN ABSENCE OF
ELIGIBLE REGISTER:

Upon recommendation of the

Secretary, motion was made by

Mr. Street that the Secretary be authorized to certify from Parking Lot Attendant I eligible register no. 850, in order to fill a position in the class of Watchman, in accordance with provisions of Section 11.6 of the Rules and Regulations, since

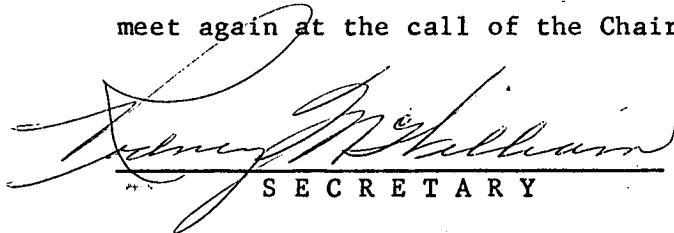
CERTIFICATION IN ABSENCE OF
ELIGIBLE REGISTER: (CONT'D)

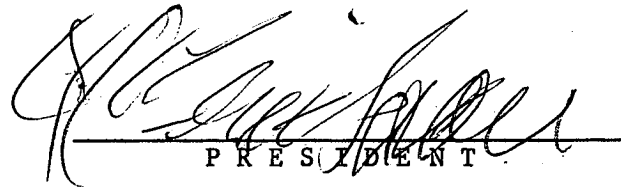
no eligible list existed for the class of Watchman. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Alexander.

NOES: None.

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 - FEBRUARY 28, 1966

The Civil Service Board met in regular session in the Conference Room at 819-10th Street, at 1:30 p.m.

PRESENT: Members Alexander, Street, and Diepenbrock.

ABSENT: Members Erickson and Genshlea.

Minutes of the last meeting held February 9, 1966, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have

been scheduled:

#899 Tabulating Machine Operator
(Remington Rand)
#900 Stenographer-Clerk I
#901 Policewoman

REQUEST FOR VOLUNTARY DEMOTION:
Steve Gavica

Communication from Steve Gavica,
Poundman, dated February 21, 1966

requesting approval of a voluntary demotion to the class of Parking Lot Attendant I,
was considered.

Communication from James D. Coyle Jr., M.D., recommending that Mr. Gavica be
transferred from his job as a Poundman to other type of employment, because of a
hypertensive tendency and nervousness, was read and ordered filed.

Secretary advised that an opening for Parking Lot Attendant I existed and
that the Parking Lot Operations Supervisor had approved Mr. Gavica's appointment
subject to approval of the Board.

Motion was made by Mr. Alexander that the request for voluntary demotion
from Poundman to Parking Lot Attendant I, be approved. Motion was seconded by
Mr. Diepenbrock and carried by the following vote:

AYES: Members Alexander, Street, and Diepenbrock.

NOES: None.

LEAVE OF ABSENCE EXTENSIONS:
Frank Whiteside, Refuse Collector
Jacqueline Snyder, Librarian II
Nick Rohrer, Zoo Attendant

Communications from Frank Whiteside,
Refuse Collector, Jacqueline Snyder,
Librarian, II, and Nick Rohrer, Zoo

Attendant, requesting 90 day extensions of leaves of absence, because of illness, were
considered.

Motion was made by Mr. Diepenbrock that the leave of absence extensions be
approved as below outlined:

Frank Whiteside
Jacqueline Snyder
Nick Rohrer

Extended to:

May 14, 1966
June 1, 1966
May 23, 1966

EXTENSION OF ELIGIBLE REGISTERS:

Upon recommendation of the Secretary, it was the order of the Board that the eligible registers listed below be extended for one year to the dates indicated:

	<u>Extended to:</u>
#803 Clerk IV	February 21, 1966
#805 Draftsman I	March 9, 1966
#806 Draftsman II	March 18, 1966
#811 Painter	April 22, 1966

CERTIFICATION IN ABSENCE OF ELIGIBLE REGISTER:

Upon recommendation of the Secretary, motion was made by Mr. Alexander that the Secretary be authorized to certify from General Utility Worker eligible register #885, in order to fill two positions in the class of Poundman, in accordance with provisions of Section 11.6 of the Rules and Regulations, since no eligible list exists for the class of Poundman. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Alexander, Street, and Diepenbrock.

NOES: None.

CLASSIFICATION REVIEW AND SALARY SURVEY:

Secretary advised that approval had been granted by the City Council, on February 17, 1966, for a classification review and salary survey to be conducted by Cooperative Personnel Services at a maximum cost figure of \$19,500. Secretary further advised that work on the classification review would begin in the latter part of April and work on the salary survey is expected to be started in August 1966.