

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
SPECIAL MEETING

June 20, 1935.

The Civil Service Board met in special session in the office of the Board, Room 303, City Hall, at 4:30 o'clock P.M., President Deise presiding.

PRESENT: Commissioner Chen, President Deise.  
ABSENT : Commissioner Stacy, who arrived at 5:00 P.M.

The minutes of April 22nd and May 23, 1935, were read and, there being no corrections, were ordered approved as read.

TEMPORARY EMPLOYEES -  
DISCUSSION

James S. Dean, City Manager, was present and discussed the status of employees who had not come from Civil Service lists. After discussing the necessity of holding examinations for these employees, it was the concensus of opinion that an examination should be held by the Board for each classification, wherever possible. The Secretary was instructed to prepare copies of the definitions of such classifications and forward same to departments, requesting that each department head determine if unclassified employees in his department meet the qualifications as outlined. Also a list was requested of all unclassified employees in city service.

Commissioner Stacy arrived at this time.

H. H. JAQUETH - DATE OF  
APPOINTMENT

Secretary H. H. Jaqueth presented a letter from Harland Bartholomew, dated May 6, 1935, relating to Mr. Jaqueth's employment. Inasmuch as Mr. Bartholomew stated that in his opinion Mr. Jaqueth was technically employed by the City January 1,

June 20, 1935.

1927, it was suggested that the City Attorney's opinion be secured as to whether Mr. Jaqueth's date of employment should date from January 1, 1927.

BETTENCOURT, ANTONE S.  
DATE OF BIRTH

The Secretary reported that Mr. George Welch of the Engineering Department had attempted to secure additional information relative to Mr. Bettencourt's date of birth. Mr. Welch reported that Mr. Bettencourt's wife and daughter had no information relative thereto and that they concurred in the deposition dated April 2, 1935, stating that Mr. Bettencourt's date of birth was December 29, 1865.

After discussion Commissioner Chenu moved that the Civil Service records be changed and that Mr. Bettencourt's date of birth be established as December 29, 1865. Seconded by Commissioner Stacy and unanimously carried.

JUNIOR CLERK'S ELIGIBLE REG. #71  
INTENTION TO ABOLISH

After discussing the number of men and women eligibles available upon this eligible register, Commissioner Stacy moved that the Secretary notify those remaining upon the list that it is the intention of the Board to abolish same and that they might either take a new examination or be placed upon a subsequent list in the relative position of their percentage upon the existing list. Seconded by Commissioner Chenu and unanimously carried.

EXAMINATION PAPERS - DESTROYING

President Deise and the Secretary investigated examination papers which have been accumulating during past years. After discussion of the Rules which provide that examination

papers may be destroyed after a period of two years, Commissioner Stacy moved that examination papers more than two years old be destroyed. Seconded by Commissioner Chenu and unanimously carried.

GARDENER'S EXAMINATION  
APPROVAL OF

After again discussing Laborer's eligible Register, Group #3, Commissioner Chenu moved that an examination be held for the classification of Gardener, to be held starting at 6:30 P.M. July 12, 1935, in the Civil Service Board office. Seconded by Commissioner Stacy and unanimously carried. After discussing the announcement and subject matter for the examination and the following Scope of Examination, Commissioner Chenu moved that the Announcement and Scope of Examination be approved. Seconded by Commissioner Stacy and unanimously carried.

"SCOPE OF EXAMINATION FOR GARDENER

SUBJECT:

	<u>Required Minimum Rating</u>
1. Written test of knowledge and skill of performing the duties as outlined above. (Relative Weight - 6)	70%
2. Education, experience and fitness based on personal interview. (Relative Weight - 4) (Required only of applicants who are successful in the written test.)"	70%

LABORER'S EXAMINATION  
APPROVAL OF

After discussing date, subject matter and method of holding an examination for the classification of Laborer, Commissioner Stacy moved that the form of Announcement and the following Scope of Examination be approved and that the physical test to determine condition of applicants be held at the State Fair Grounds in the evening of July 18, 1935. Seconded by Commissioner Chenu and unanimously carried.

June 20, 1935.

"SCOPE OF EXAMINATION

Subject:

Required  
Minimum  
Rating

1. Physical test to determine physical condition of applicants. 70%
2. Education, experience and fitness based on personal interview. (Required only of those successful in the physical examination.)" 70%

JUNIOR CLERK'S EXAMINATION  
APPROVAL OF

After discussing dates, Examination Announcement and Scope of Examination for the classification

of Junior Clerk, Commissioner Stacy moved that the form of announcement, the following Scope of Examination be approved and that the examination be held in the evening of July 25, 1935. Seconded by Commissioner Chenu and unanimously carried.

"SCOPE OF EXAMINATION

SUBJECT:

Required  
Minimum  
Rating

1. Practical written test to determine applicants ability to perform the duties of the position as outlined above. 70%
2. Typing test (minimum speed of 40 words per minute) 70%
3. Personal Interview to determine qualifications and personal fitness for the position." 70%

ELIGIBLE REGISTER - NAMES  
REMOVED

The Secretary reported that the following names had been removed from Eligible Registers in accord-

ance with provisions of the Rules and Regulations either because of failure to appear or certifications had been returned by postal authorities undelivered.

Laborer Eligible Register  
Group No. 1.

G. Giovingo, 3045 39th Street  
W. P. Morrison, 3967 8th Avenue  
E. S. Smith, 2310 C Street.

June 20, 1935.

59

DEPARTMENTAL REPORTS  
APPROVAL OF

The following Civil Service  
Reports received from department  
heads were presented to the Board

for approval:

Engineering Department

Murch, John - Temp.Appt. Plumber, 6/4/35, \$10 day.  
Braden, Cora - Temp.Appt. Telephone Opr., 6/16/35 from list.  
Marty, Albert - Temp.Appt. Carpenter, 5/28/35 \$8 day.  
Cress, Jess - Temp.Appt. Carpenter, 5/27/35 \$8 day.  
Barden, John - Temp.Appt. Carpenter, 5/28/35 \$8 day.  
Derr, M. C. - Temp.Appt. Electrician, 6/3/35 \$8.50 day.  
Williams, Lloyd - Temp.Appt. Electrician, 6/3/35 \$8.50 day, from list.  
Lawson, Geo. - Temp.Appt. Janitor, 6/17/35 \$115 mo. from list.  
Britt, Frank - Temp.Appt. Plumber, 5/27/35 \$10 day from list.

Health Department

Pollock, Wayne - Temp.Appt. Emergency Surgeon 5/29 to 6/25/35.  
Ella, Vanderbilt - Temp.Appt. Nurse 5/24 and 5/25/35, \$150 mo.  
Hatfield, Bess - Temp.Appt. Nurse, 6/1/35 \$5.00 day.

Library Department

Young, Katherine - Appointment Library Clerk, 7/1/35 \$70 mo.

Park Department

Ingrim, Earl B. - Temp.Appt. Asst. Landscape Architect, 6/3/35.

Police Department

Darwin, W. M. - Temp.Appt. Supt. Juvenile Dept.  
Brown, Audrey D. - Temp.Appt. Stenographer 6/17/35 \$115 mo from list.

Recreation Department

Azzara, Russell - Temp.Appt. Kitchen Helper 6/16/35 \$45. mo.  
Bican, George - Temp.Appt. Life Guard, 6/18/35 \$3.25 day.  
Chappell, Mrs. E. - Temp.Appt. Camp Hostess, 6/16/35 \$75. mo.  
Tronsen, Alex - Temp.Appt. Cook, 6/16/35 \$175. mo.  
Sherburn, Wm. - Temp.Appt. Kitchen Helper \$40. mo.  
Cook, J. V. - Temp.Appt. Laborer 5/29/35 \$115 mo., from list.  
Artz, George - Temp.Appt. Dining Room Orderly 6/16/35 \$25 mo.

Waste Removal Dept.

Mikes, James - Reinstatement Garbageman, 6/10/35 \$120. mo.  
Tillotson, J. D. - Reinstatement Garbageman, 5/31/35 \$5.76 day from list.  
Lack, Lyle - Temp.Appt. Tractor Opr., 5/28/35 \$5.00 day.

60  
June 20, 1935.

Water Department

Hunter N. B. - Temp. Appt. Oiler, 6/1 to 6/8/35 \$160 mo.

Transfers

Lawson, Geo. - From Janitor at Hall of Justice at \$115. mo. to  
Janitor at City Hall.

Savy, Paul - From Janitor at City Hall at \$115. mo. to Janitor  
at Hall of Justice.

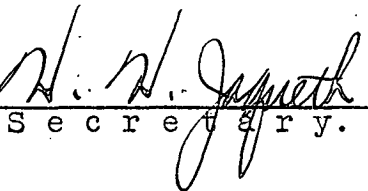
Leave of Absence

Casali, A. - From June 15th to Sept. 15, 1935, on account of  
illness.

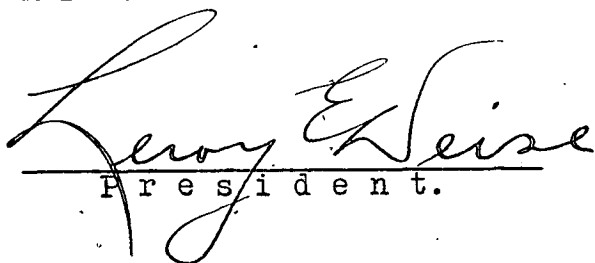
Mangan, James - From June 16th to Sept. 15, 1935, to Supervise  
Government project for S.E.R.A.

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

There being no further business, the Board adjourned at 6:45  
P.M. to meet again at the call of the Chair.

  
Secretary.

APPROVED:

  
President.