

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING

July 5, 1945

The Civil Service Board met in regular session in its office at 7:15 o'clock P.M.

PRESENT: Commissioners Cavanaugh, Deise and Root.
ABSENT: None

MINUTES, READING OF
Approved

Minutes of the meeting of May 29, 1945, were ordered approved as read.

AMENDMENT TO RULES
Rule VIII, Section 7

After discussion of leaves of absence as granted by heads of departments, Mr. Cavanaugh moved that Rule VIII, Section 1

be amended to read as follows:

Rule VIII, Section 1 - Leaves of Absence: No leave of absence shall be granted within six months after appointment or reinstatement, except upon showing of cause and with the consent of the Civil Service Board. Leaves of absence may be granted by a head of a department or appointing power upon approval of the City Manager for a period not to exceed 90 days during any elapsed period of one year, and the period of time for which said leave is granted and the reason for granting said leave shall be definitely stated by such head of department or appointing power, and it shall be immediately reported to the Civil Service Board.

Upon approval by the Board, leave (except military leaves and for sickness of a nature which in the opinion of the Board justifies a leave of a longer period) may be granted for a period not exceeding one year, provided any leave of absence shall not be extended unless application therefor is made prior to the expiration of such leave, and provided further that in periods of national emergency a leave of absence for a period greater than one year may be granted for the duration of such emergency by the Civil Service Board after receipt of recommendation therefor from the City Council.

Seconded by Mr. Deise, thereupon becoming the order of the Board.

EVELYN STAINBROOK
Re: Classification

Miss Evelyn Stainbrook, an employee in the Division of Water, and Mr. Carl Hoskinson, Chief Engineer and Acting

Superintendent of Division of Water, appeared before the Board, requesting proper

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clarification of the classification of Miss Stainbrook. Mr. Cavanaugh moved that the classification of Bookkeeping Machine Operator be retained for this position and the salary paid in conformity therewith; seconded by Mr. Root, thereupon becoming the order of the Board.

MARIE LORD

Re: Extension of Leave
of Absence

A letter from Marie Lord dated June 6, 1945, requesting a 90 day extension of her leave of absence,

was read. Mr. Deise moved that Marie Lord be granted a 90 day extension of her leave of absence, beginning June 11, 1945; seconded by Mr. Root, thereupon becoming the order of the Board.

EVELYN CARROLL

Re: Extension of Leave

A letter from Evelyn Carroll dated June 11, 1945, requesting a 90 day extension of her leave of absence

was read. Mr. Root moved that Evelyn Carroll be granted a 90 day extension of her leave of absence, beginning June 12, 1945; seconded by Mr. Deise, thereupon becoming the order of the Board.

GWENDOLYN C. STONUM

Requests name be restored
to Stenographer Elig. Reg. #162

The Board, at its meeting May 29, 1945, removed the name of Gwendolyn C. Stonum from the Stenographer

Eligible Register #162 for failure to reply upon certification. A letter dated May 29, 1945, was received by the Board from Gwendolyn C. Stonum, explaining her reason for failure to appear upon certification and requesting that her name be restored to the Stenographer Eligible Register. After discussion, Mr. Cavanaugh moved that the name of Gwendolyn C. Stonum be restored to that register; seconded by Mr. Root, thereupon becoming the order of the Board.

CONRAD T. HEGG

Request for Permanent Status

Request of Conrad T. Hegg for permanent status as a Laborer, continued from the meeting of May 29,

1945, was again considered by the Board. After general discussion, the request of

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Conrad T. Hegg was denied by the Board.

A. B. LAGOMARSINO
Re: Status as Statistician

The Board again considered the position classification of A. B. Lagomarsino. After review and dis-

ussion of the duties of the position, it was the decision of the Board that a new classification of Record Supervisor - Fire Dept. be created. The Secretary was instructed to inform the City Council of the Board's findings. Upon creation of this classification, appropriate examination will be conducted.

RECORD SUPERVISOR - FIRE DEPT.
Recommended Position Classification

After review and discussion of the duties existing in the office of the Fire Department, it was the finding

of the Board that there are two positions existing in the office of the Fire Department that should be classified as Record Supervisor - Fire Department, with a recommended basic salary of \$155 minimum - \$184 maximum. The duties of these positions are now being performed by a Junior Clerk and Acting Statistician. The Secretary was instructed to notify the City Council of the findings of the Board and upon the Council's approval, the Board will hold an appropriate examination to fill these positions.

NAMES OFF LIST

After investigation, the following names were ordered removed from the eligible registers because certifi-

cations were either returned by postal authorities or eligibles failed to report after certification:

- Nell May Mortesen - Junior Clerk
- Robert W. Campbell - Laborer
- Tillie Taverna - Laborer
- Anthony T. Vassallo - Laborer
- Camilo C. Viegas - Laborer
- Baxter O. Whitaker - Laborer
- Joyce Alm - Stenographer
- Arlene Bingham - Stenographer
- Mrs. H.A. Danielson - Stenographer
- Dorris Davidson - Stenographer

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NAMES OFF LIST (Continued)

Frances Dong	-	Stenographer
Emaline Gordon	-	Stenographer
Barbara Greenlaw	-	Stenographer
Louise Hitchcock	-	Stenographer
Lena Marasovich	-	Stenographer
Caroline Marsh	-	Stenographer
Virginia McCloy	-	Stenographer
Mildred A. Morris	-	Stenographer
Janice L. Nassi	-	Stenographer
Verene Negranti	-	Stenographer
Gloria Paulsen	-	Stenographer
Edna Piacentini	-	Stenographer
Barbara Robinson	-	Stenographer
Mabel Schoefer	-	Stenographer
Barbara Shannon	-	Stenographer
Lorraine A. Sleeper	-	Stenographer
Blanche Westergaard	-	Stenographer
Rosemary Wortman	-	Stenographer

DEPARTMENTAL REPORTS
APPROVAL OF

After review and agreement, it was
the order of the Board that the follow-
ing Departmental Reports be approved:

Army Dormitory

Gebbett, Alfred E. - Temp. Appt. 6/30/45 Watchman @ \$145 Month

City Library

Hoerner, Jacqueline - Temp. Appt. 6/11/45 Library Page @ 50¢ Hour
Lasell, Kathleen - Temp. Appt. 5/22/45 Library Page @ 50¢ Hour
Liondakis, Elizabeth - Temp. Appt. 6/12/45 Library Page @ 50¢ Hour
Paras, Mary - Temp. Appt. 5/19/45 Library Page @ 50¢ Hour

Crocker Art Gallery

Frazier, Charles E. - Temp. Appt. 5/21/45 Assistant Custodian @ \$175 Month
Hodgson, Isabel - Temp. Appt. 7/10/45 Junior Clerk @ \$135 Month
McDonald, James F. - Temp. Appt. 7/1/45 Watchman @ \$165 Month
Skarning, Edward - Temp. Appt. 6/9/45 Watchman @ \$145 Month

Engineering Department

Stevens, Wm. E. - Temp. Appt. 6/10/45 Janitor @ \$145 Month
Carroll, Eura L. - Temp. Appt. 5/25/45 Janitor @ \$145 Month
Ferguson, Wm. C. - Temp. Appt. 6/21/45 Janitor @ \$145 Month
Hodgson, Isabel - Temp. Appt. 6/1/45 Junior Clerk @ \$135 Month

Fire Department

Purcell, M.A. - Temp. Appt. 5/1/45 Uniform Fireman @ \$195 Month

Health Department

McAvoy, Irene - Temp. Appt. 6/25/45 Director of Child Clinic @ \$200 Mo.

Park Department

Bozich, Nick	--	Temp. Appt.	7/2/45	Laborer @ \$150	Month
Federighi, F.	--	Temp. Appt.	6/11/45	Laborer @ \$150	Month
Henderson, Leland	--	Temp. Appt.	6/15/45	Laborer @ \$150	Month
Kelly, J. J.	--	Temp. Appt.	6/18/45	Laborer @ \$150	Month
Nevis, Edward	--	Temp. Appt.	6/25/45	Laborer @ \$150	Month
Talbot, Albert J.	--	Temp. Appt.	6/21/45	Laborer @ \$150	Month

Police Department

Campbell, Rod	--	Temp. Appt.	6/13/45	Patrolman @ \$195	Month
Capen, E. W.	--	Prob. Appt.	7/1/45	Sergeant @ \$245	Month from List
Hanson, R.	--	Prob. Appt.	7/1/45	Sergeant @ \$245	Month from List
Oakes, Robert M.	--	Temp. Appt.	6/1/45	Patrolman @ \$195	Month
Peck, R. J.	--	Temp. Appt.	4/22/45	Janitor @ \$145	Month
Perry, Floyd D.	--	Temp. Appt.	5/28/45	Patrolman @ \$195	Month
Strachan, Cecelia A.	--	Temp. Appt.	6/25/45	Junior Clerk @ \$140	Month

Recreation Department

Blair, William H.	--	Prob. Appt.	6/5/45	Laborer @ \$150	Month from List
Breumer, William	--	Temp. Appt.	5/26/45	Recreation Leader @ 60¢	Hour
Bridgham, Mary Ann	--	Temp. Appt.	6/5/45	Recreation Leader @ 60¢	Hour
Cahill, Barbara	--	Temp. Appt.	6/6/45	Recreation Leader @ 60¢	Hour
Crandall, Mildred	--	Temp. Appt.	5/23/45	Recreation Leader @ 60¢	Hour
Doyle, Jack	--	Temp. Appt.	6/4/45	Recreation Leader @ 60¢	Hour
Farrell, E. J.	--	Temp. Appt.	6/21/45	Laborer @ \$150	Month
Fassett, Dolores	--	Temp. Appt.	5/25/45	Recreation Leader @ 60¢	Hour
Gordon, Keith	--	Temp. Appt.	5/26/45	Recreation Leader @ 60¢	Hour
Gregory, Earl E.	--	Temp. Appt.	6/5/45	Laborer @ \$150	Month
Harriman, Gene	--	Temp. Appt.	5/26/45	Recreation Leader @ 60¢	Hour
Hennessy, Etta	--	Temp. Appt.	6/1/45	Recreation Leader @ 60¢	Hour
Jordan, Will	--	Temp. Appt.	6/6/45	Laborer @ \$150	Month
Leckie, Garnet K.	--	Temp. Appt.	6/18/45	Laborer @ \$150	Month
Mendoza, Andrew H.	--	Temp. Appt.	6/11/45	Laborer @ \$150	Month
Milano, Vincent	--	Temp. Appt.	6/5/45	Laborer @ \$150	Month
Morris, Bill	--	Temp. Appt.	6/11/45	Recreation Leader @ 60¢	Hour
Nadler, Alex	--	Temp. Appt.	6/1/45	Recreation Leader @ 60¢	Hour
O'Brien, Jean	--	Temp. Appt.	5/26/45	Recreation Leader @ 60¢	Hour
Reed, Tommy Lou	--	Temp. Appt.	5/26/45	Recreation Leader @ 60¢	Hour
Riolo, George Jr.	--	Temp. Appt.	5/26/45	Recreation Leader @ 60¢	Hour
Riolo, Joseph	--	Temp. Appt.	5/22/45	Recreation Leader @ 75¢	Hour
Riolo, Mattio	--	Temp. Appt.	5/26/45	Recreation Leader @ 60¢	Hour
Rodoni, Camillo	--	Temp. Appt.	6/27/45	Laborer @ \$150	Month
Shilts, Earl	--	Temp. Appt.	6/27/45	Laborer @ \$150	Month
Thomas, Jack	--	Temp. Appt.	6/11/45	Recreation Leader @ 60¢	Hour
Wisely, Anthony F.	--	Temp. Appt.	5/24/45	Laborer @ \$150	Month
Zavala, Robert	--	Temp. Appt.	5/25/45	Recreation Leader @ 60¢	Hour

Waste Removal Department

Levitt, Elbert	--	Temp. Appt.	6/20/45	Garbageman @ \$6.75	Day
Marlow, Glenn	--	Temp. Appt.	6/27/45	Truck Driver @ \$175	Month
Mondy, John O.	--	Temp. Appt.	6/4/45	Garbageman @ \$6.75	Day
Pacheco, William J.	--	Temp. Appt.	5/31/45	Garbageman @ \$6.75	Day

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Waste Removal Department (Continued)

- Raiha, Oscar - Temp. Appt. 5/29/45 Laborer @ \$150 Month
- Richardson, Gene - Temp. Appt. 6/21/45 Garbageman @ \$6.75 Day
- Rosborough, Riley C. - Temp. Appt. 6/7/45 Garbageman @ \$6.75 Day
- Simon, Abraham B. - Temp. Appt. 6/7/45 Garbageman @ \$6.75 Day
- Snowden, Richard O. - Temp. Appt. 6/22/45 Garbageman @ \$6.75 Day
- Spotts, Norvelle - Temp. Appt. 5/25/45 Garbageman @ \$6.75 Day
- Thornton, Jimmie F. - Temp. Appt. 6/8/45 Garbageman @ \$6.75 Day
- Waters, Numon O. - Temp. Appt. 6/14/45 Garbageman @ \$6.75 Day
- Williams, Dave - Temp. Appt. 6/20/45 Garbageman @ \$6.75 Day
- Woody, Hezekie - Temp. Appt. 5/28/45 Garbageman @ \$6.75 Day
- Yori, Frederick - Temp. Appt. 5/8/45 Garbageman @ \$6.75 Day

Water Department

- Sexton, W. S. - Temp. Appt. 6/11/45 Laborer @ \$150 Month

Leave of Absence

- Carlson, Harry J. - Leave of Absence from June 24, 1945 to September 23, 1945 without pay
- Laughlin, Henry W. - Leave of Absence from November 14, 1943, without pay a/c Military Leave
- Oakes, Wm. Mixon - Leave of Absence from May 10, 1945, without pay a/c Military Leave
- Parino, Bernard B. - Leave of Absence from May 11, 1945, without pay a/c Military Leave
- Spencer, Thomas E. - Leave of Absence from June 6, 1945 to July 5, 1945 without pay
- Ward, W. W. - Leave of Absence from June 25, 1945 to August 24, 1945 without pay
- Whiteaker, B. B. - Leave of Absence from October 16, 1944, without pay a/c Military Leave
- Wilson, Patricia - Leave of Absence from July 5, 1945 to October 1, 1945 without pay

Transfer

- Littlefield, Dorothy - Transfer 7/1/45 as Exec. Secretary and Personnel Officer from Civilian Defense to Civilian Service @ \$180
- Morrissey, Marguerite - Transfer 7/1/45 as Investigating Nurse from Health Dept. to Civil Service @ \$183 Month

There being no further business, the Board adjourned to meet again at the

Call of the Chair.

S. C. Wittmar
 Secretary

APPROVED:

[Signature]
 President