

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING OCTOBER 1, 1969

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

PRESENT: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

ABSENT: None

Minutes of the meeting held September 17, 1969, were read and approved.

INTRODUCTION OF ASSISTANT
CITY MANAGER:
Thomas Huebner

Newly appointed Assistant City
Manager, Thomas Huebner, was

introduced to the Board members.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the fol-
lowing examinations have been

scheduled:

#1071	Sanitary Laboratory Technician
#1072	Landscape Architect
#1073	Library Page
#1074	EDP Programmer-Trainee
#1075	EDP Programmer-Analyst

PLUMBING INSPECTOR I
EXAMINATION NO. 1063:
Eligible Register

Written test scores and person-
al interview ratings in Plumb-

ing Inspector I Examination No. 1063, written test for which was held September 4, 1969, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 84 of a possible 120 items, qualifying 8 of 15 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Elmer Flitter, Chief Plumbing Inspector; Harry Behrens, Assistant Manager, Water and Sewer Division; and

William Woska, Personnel Analyst.

The following eligible register was made effective September 26, 1969:

PLUMBING INSPECTOR I EXAMINATION NO. 1063

#1. Leland L. Leete	95.60%
#2. Andrew N. DiLoreto	90.20
#3. Stanford Simi	90.17
#4. John J. Helmrich	88.60
#5. Delton Halligan	88.27
#6. August G. Fabian	84.93
7. Richard J. Mette	79.87
8. George L. Pieretti	73.83

(# Indicates applicant received 10 points Veteran's Credit.)

PLUMBING INSPECTOR II EXAMINATION
NO. 1069 (PROMOTIONAL):
Eligible Register

Personal interview rat-
ings in Plumbing Inspec-

tor II Examination No. 1069 (Promotional) held September 23, 1969, were reviewed, written test not having been included as a part of the examination.

Qualifications Appraisal Board consisted of Otto Steinbrenner, Director of Building Inspections Division; Ronald Parker, Assistant City Engineer; and Rodney McWilliam, Personnel Officer

The following eligible register is made effective September 24, 1969:

PLUMBING INSPECTOR II EXAMINATION NO. 1069

(Promotional)

1. Richard Collins	89.50%
2. Charles Johnston	85.08
3. Edward Reynoso	80.75
4. Charles Wiegman	78.25

PARKS SUPERVISOR EXAMINATION NO. 1065:
Eligible Register (Promotional)

Written test scores and
personal interview

ratings in Parks Supervisor Examination No. 1065, written test for which was held August 19, 1969, were reviewed.

Secretary advised that the minimum qualifying score in the written test was

of a possible 120 items (by Civil Service Board action September 4, 1969, eliminating 4 of 7 candidates appearing for the written test.

The Appraisal Board consisted of Palmer Slack, Chief of Park Maintenance, County of Sacramento; John Bramble, Superintendent of Parks, City of Sacramento; Rodney McWilliam, Personnel Officer.

The following eligible register was made effective September 17, 1969:

PARKS SUPERVISOR EXAMINATION NO. 1065

(Promotional)

1. James Hilts	87.55%
2. Alonzo Gale	84.23
3. Merville Felden	81.69
4. Louis Merlino	73.84

INTER-CLASS TRANSFER:

Communication from Jacquleen

J. Dickenson

J. Dickensen, Library Page,

September 15, 1969, requesting approval of an inter-class transfer to Jr. Typist-Clerk, in accordance with Section 13.3 of the rules and regulations, was considered.

The Board advised that the classes of Library Page and Junior Typist-Clerk are at the same salary level, and that the request had been approved by Dorothy Street, County Librarian and John Casali, Street Improvement Supervisor.

A motion was made by Mr. Street that the request for inter-class transfer be approved as requested. Motion was seconded by Mr. Alexander and carried by the

vote:

Members Alexander, Diepenbrock, Erickson, Genshlea, Street

None

LEAVE OF ABSENCE:

Communication from Kathryn

King, Sr. Typist-Clerk

King, Senior Typist-Clerk in

the City-County Library, dated September 20, 1969, requesting approval of a one year leave of absence beginning October 20, 1969, in order to return to college, was considered.

Secretary advised that the request had been approved by Dorothy Drake, City-County Librarian.

Motion was made by Mr. Erickson that the request be approved. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

REQUEST FOR SALARY ADJUSTMENTS
AND CHANGE OF SURVEY PROCEDURE:
Roger Ekar, Representative
Stationary Engineers, Local #39

Communication from Roger
Ekar, Business Represen-
tative of Stationary

Engineers, Local #39, and representing Water Department Plant Operators, dated September 23, 1969, requesting a change in the salary survey procedures to include only cities and agencies in Northern California, was read and considered. Mr. Ekar was present and outlined the reasons for the request on the basis that such cities as Los Angeles, Burbank, Long Beach, Glendale, Fresno, and San Diego are outside the area from which the City recruits for applicants.

Mr. Ekar was questioned by the Board members and was advised that the City Charter provisions stipulate that "...the Board shall take into consideration the generally prevailing rates for such services in other California cities of comparable size..." without reference to geographical location.

Mr. Huebner addressed the Board and indicated that some of the cities which have been used in the past for salary comparison purposes, such as Alameda and Santa Monica, are not really comparable with the City of Sacramento and suggested that the Board should give consideration to revising the group

and agencies used in connection with the annual salary survey. considerable discussion of the proposal by Mr. Ekar and the suggestion of Mr. Huebner, it was the consensus of the Board that there was insufficient time to give consideration to revising the survey procedures and the Board was instructed to prepare a survey using the same cities and agencies used in 1968.

Mr. Ekar thereupon withdrew his request for changing the selection of agencies to include only those from Northern California, but requested that the salary range for Plant Operator II be reallocated to Range No. 48 (\$860 per month), and that all other classes in the Plant Operator series be adjusted accordingly.

It was the order of the Board that action on the request be held in abeyance pending completion of the salary survey.

OF CLASSIFICATION PLAN:

Secretary advised that a classification survey had been com-

pleted in the Street Tree Division and recommended that certain classifications be revised and re-titled. These classes are as follows:

Present Class

Proposed Class

Tree Maintenance Trainee	Tree Trainee
Tree Maintenance Man I	Tree Trimmer I
Tree Maintenance Man II	Tree Trimmer II
Tree Maintenance Foreman I	Tree Trimmer Foreman I
Tree Maintenance Foreman II	Tree Trimmer Foreman II
Tree Maintenance Supervisor	Tree Supervisor

The specifications were submitted for the proposed classes and recommended that the new specifications be adopted at the next regular meeting of

LETTER OF RESIGNATION:
Rodney McWilliam
Personnel Officer

The following letter of
 resignation was submitted
 to the Civil Service Board

as follows:

"Gentlemen:

"As you are undoubtedly aware, I am leaving City service effective October 3, 1969, to accept a position in the Personnel Division of the State of Alaska.

"I would like to express my sincere appreciation and gratitude to the members of the Sacramento City Civil Service Board for the wonderful cooperation which I have received over the years, which certainly contributed in no small way towards any success I may have achieved in my position as Personnel Officer and Secretary of the Board.

"The many friendly personal relationships established with the Board members, employees, employee representatives, other City administrative officials, and members of the press, will not soon be forgotten.

"My thirty-two years with the City of Sacramento have been most interesting and rewarding -- in particular those years spent in the Personnel Department where I have had the opportunity to work closely with the Civil Service Board in administering the City's personnel program.

"With my most sincere personal regards, I am

Respectfully, "

(Signed) Rodney McWilliam

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


 SECRETARY


 PRESIDENT