

8-21-57

There being no further business, the Board adjourned at 6:15 P.M. to meet again at the Call of the Chair.

APPROVED:

P r e s i d e n t

Robert McWilliam

S e c r e t a r y

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

September 25, 1957

The Civil Service Board met in special session as set at the Regular Meeting held August 21, 1957.

PRESENT: Commissioners Deise and Finks

ABSENT : Commissioner Wright

Minutes of the previous meeting were approved as read.

NEW EXAMINATIONS SCHEDULED

Announcement Notices for the following examinations were approved:

- No. 508 Custodian I
- " 509 Costumer
- " 510 Machinist
- " 511 Recreation Director (Music)
- " 512 Fire Captain (Promotional)
- " 513 Police Patrolman

EXTENSION OF ELIGIBLE REGISTERS

- Telephone Operator #419
- Carpenter #421
- Fire Captain #387

Upon motion by Mr. Deise, seconded by Mr. Finks and unanimously carried, the following eligible

registers were extended as below noted:

<u>No.</u>	<u>Class</u>	<u>Expiration Date</u>	<u>Extend to</u>
#419	Telephone Operator	September 3, 1957	September 3, 1958
#421	Carpenter	October 10, 1957	October 10, 1958
##387	Fire Captain	November 8, 1957	Until effective date of new eligible register, Examination to be held January 15, 1958.

9-25-57

WATCHMAN EXAMINATION #490
Eligible Register

Written test scores of Watchman
Examination No. 490, held June 20,
1957, were reviewed.

It was the order of the Board that the qualifying score be set at a weighted raw score of 700 of a possible 1000; that the Personal Interviews be eliminated, and the following eligible register to become effective July 4, 1957:

WATCHMAN ELIGIBLE REGISTER NO. 490

#1.	Donald A. Franke	99.00%
#2.	Clayton L. Madan	98.00
#3.	Robert B. McKay	91.50
4.	Edwin B. Eastman	91.00
#5.	Thomas G. Reshke	91.00
#6.	Robert E. Minkley	86.00
7.	Donald J. Sowles	84.00
#8.	Joe G. Cuilla	82.50
9.	Raymond K. Chapman	81.50
10.	Fred Stickel	76.50
11.	William L. Byrne	70.50
12.	James Purcell	70.12

(#Indicates applicant received 10 points Veterans' Credit.)

LIBRARY CLERK EXAMINATION #491
Eligible Register

Written Test scores of Library
Clerk Examination No. 491, held
June 19, 1957, were reviewed.

It was the order of the Board that the qualifying score be set at a raw score of 40 of a possible 80; that the Personal Interviews be eliminated, and the following Eligible Register established, to become effective July 5, 1957:

LIBRARY CLERK ELIGIBLE REGISTER NO. 491

1.	Phebe K. West	93.25%
2.	Kathleen E. Howell	91.00
3.	Joan F. Cordano	83.50
4.	Nancy H. Brown	81.25
5.	Norene J. Maxfield	81.25
6.	Ida M. Charles	79.00
7.	Dorothy E. Harvey	70.75

UNIFORM FIREMAN EX. #494
Eligible Register

It was the order of the Board that the following Eligible Register for Uniform Fireman, as a result of the examination held August 17, 1957, be established, to become effective September 26, 1957:

UNIFORM FOREMAN ELIGIBLE REGISTER NO. 494

#1.	Arvid H. Malme	95.93%
#2.	Kenneth W. Dommer	92.70
#3.	Hull E. Dicks	92.39
#4.	Charles W. Rose	92.35
#5.	Edward T. Hennessy	90.09
#6.	Clarence F. Kunz	89.56
#7.	Peter F. Matranga	89.53
#8.	Carlo Guidera	89.41
#9.	John J. Whalen	89.25
#10.	Joseph C. Edwards	89.13
#11.	Lloyd R. Dawson	88.45
12.	Mervin M. Strong	88.22
13.	Robert J. Petersen	87.79
#14.	Joseph P. Del Ponte	87.62
#15.	Kelmer E. Chapman	87.37
#16.	Homer I. Danley	86.79
#17.	William M. Lusich	86.61
#18.	Robert I. Yoas	86.43
#19.	James Eng	85.74
20.	Duane A. Britton	84.82
21.	Bob R. Rayfield	83.66
22.	Donald E. Corum	82.08
23.	Bill J. Kameyer	81.75
24.	Jack J. Keaton	79.95
25.	Dwayne H. Scott	77.82
26.	Donald J.S. Bachman	77.17

(#Indicates applicant received 10 points Veterans' Credit.)

It was also the order of the Board that the two candidates Anthony Sestito and John Heselton, excused from the Mile Run and Athletic Tests because of injuries, be placed on the above eligible register according to their final score, provided they successfully complete the examination on October 4, 1957.

ELECTRICIAN EXAMINATION #495
Eligible Register

Written Test scores and Personal Interview ratings of Electrician Examination No. 495, held July 30, 1957, were reviewed. Qualifications Appraisal Board consisted of L. E. Woldit, City Electrician, Leroy Deise, Civil Service Board Member and Rodney McWilliam,

Assistant Personnel Officer, Personal Interviews having been held August 7, 1957.

It was the order of the Board that the qualifying raw score of 129 of a possible 183 in the Written Test be approved, and the following Eligible Register established to become effective August 19, 1957:

ELECTRICIAN ELIGIBLE REGISTER NO. 495

#1.	John S. Vining	93.61%
#2.	Robert B. Inman	90.83
#3.	Charles H. James	89.48
#4.	Robert L. Crockett	88.84
#5.	Eugene C. McIntire	87.97
#6.	Jackson D. Schmitz, Jr.	87.30
#7.	Manuel Artero	86.85
#8.	John A. Heselton	86.79
9.	Clyde Stucker	85.05
#10.	Joseph C. Delvaux	83.57
11.	Joseph Bell	81.78
12.	Roger O. Bedigrew	77.14
13.	Robert R. Hefnew	73.48

(# Indicates applicant received 10 points Veterans' Credit.)

CLERK IV EXAMINATION #500 (Promotional)
Eligible Register

Written Test scores of Clerk IV Examination No. 500 (Promotional from Clerk III and Account Clerk I)

held August 29, 1957, were reviewed.

It was the order of the Board that the qualifying raw score be set at 133 of a possible 190; that the Personal Interviews be eliminated, and the following Eligible Register established to become effective September 20, 1957:

CLERK IV ELIGIBLE REGISTER NO. 500
(Promotional)

1.	Roger K. Dickie	77.74%
2.	Elmer C. Cleveland	76.84
3.	Harvey Flewellyn	76.09

DISPATCHER-CLERK EXAMINATION #501
Eligible Register

Written Test scores of Dispatcher-Clerk Examination No. 501, held August 21, 1957, were re-

viewed.

It was the order of the Board that the qualifying raw score be set at 118 of a possible 170; that the Personal Interviews be eliminated; and the following Eligible Register established, to become effective September 1, 1957:

DISPATCHER-CLERK ELIGIBLE REGISTER NO. 501

1.	Grace D. Johnson	94.71%
2.	Genevieve M. Davison	85.29
3.	Harriet Martin	84.12
4.	Carmen F. Burelle	80.59
#5.	Helen R. Bunker	80.00
6.	June A. Faber	76.47
7.	Audrey H. Walker	74.12

(#Indicates applicant received 10 points Veterans' Credit.)

FINGERPRINT TECHNICIAN EX. #502
Eligible Register

Written Test scores of Fingerprint Technician Examination No. 502 held August 22, 1957, were reviewed.

It was the order of the Board that the qualifying weighted raw score be set at 420 of a possible 600; that the Personal Interviews be eliminated, and the following Eligible Register established, to become effective September 1, 1957:

FINGERPRINT TECHNICIAN ELIGIBLE REGISTER NO. 502

#1.	Donald A. Franke	97.50%
#2.	James D. Mercer	95.13
#3.	Robert W. Lapp	86.38
#4.	John J. Whalen	81.50
5.	Charles B. DeTalley	76.13

(#Indicates applicant received 10 points Veterans' Credit.)

LIBRARY CLERK EXAMINATION NO. 503
Eligible Register

Written Test scores of Library Clerk Examination No. 503, held September 5, 1957, were reviewed.

It was the order of the Board that the qualifying raw score be set at 40 of a possible 80; that the Personal Interviews be eliminated and the following Eligible Register established, to become effective September 23, 1957:

LIBRARY CLERK ELIGIBLE REGISTER NO. 503

1.	Phebe K. West	91.75%
2.	Kathleen E. Howell	91.00
3.	Ethylanne Didion	90.25
4.	Nancy H. Brown	82.75
5.	Catherine A. Strong	82.75
6.	Peggy J. DeCuir	82.00
7.	Margaret R. Byng	81.25
#8.	Lena Cusenza	80.00
9.	Vivian F. Jackson	79.75
10.	Grace C. Fernandez	79.75
11.	Barbara A. Sanchez	77.50
12.	Irene M. Shepherd	76.75
13.	Carole A. Corcoran	76.75
14.	Dorothy M. Williams	76.00
15.	Lucille V. Kuck	75.25
16.	Celia T. Evans	75.25
17.	Ruth Flanagan	75.25
18.	Patricia Vlardi	74.50
19.	Loretta D. McCan	74.50
20.	Georgeina U. Rowe	74.50
21.	Clovys C. Riddleberger	73.75
22.	Peggy J. Gorbet	73.00
23.	Mary N. Nishioka	71.50

(#Indicates applicant received 10 points Veterans' Credit.)

STENOGRAPHER-CLERK I EX. #504

Written Test scores and Dictation Test scores of Stenographer-Clerk I Examination No. 504,

held September 12, 1957, were reviewed.

It was the order of the Board that the qualifying raw score in the written test be set at 65 of a possible 100; that the qualifying score in the Dictation Test be set at 70 of a possible 100; that the Personal Interviews be eliminated and the following Eligible Register established, to become effective September 23, 1957:

STENOGRAPHER-CLERK I EXAMINATION NO. 504

1.	Sarah E. Weisman	93.75%
2.	Winona E. Knierim	88.37
3.	Genevieve M. Davison	86.78
4.	Florence R. Keeley	85.92
5.	Carmen F. Burelle	82.95
6.	Freda Romeril	80.83
7.	Millie C. Turcotte	79.28
8.	Ruth Flanagan	72.21

CLERK I EXAMINATION NO. 505
Eligible Register

Written Test scores of Clerk I
Examination No. 505 held Septem-
ber 5, 1957, were reviewed.

It was the order of the Board that the qualifying raw score be set at 40 of a possible 80; that the Personal Interviews be eliminated and the following eligible register established, to become effective September 23, 1957:

CLERK I ELIGIBLE REGISTER NO. 505

1.	Catherine A. Strong	82.75%
2.	Peggy J. DeCuir	82.00
3.	Margaret R. Byng	81.25
#4.	Lena Cusenza	80.00
5.	Grace C. Fernandez	79.75
6.	Alice E. Myose	78.25
7.	Barbara A. Sanchez	77.50
8.	Millie C. Turcotte	77.50
9.	Irene M. Shepherd	76.75
10.	Lucille V. Kuck	75.25
11.	Celia T. Evans	75.25
12.	Virginia D. Duffek	75.25
13.	Patricia Vlardi	74.50
14.	Loretta D. McCan	74.50
15.	Peggy J. Corbet	73.00
16.	Fannie L. Simpson	72.25
17.	Rosabel N. Wheeler	71.50
18.	Mary N. Nishioka	71.50
19.	Anna R. Lovdal	70.00

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

LIBRARY PAGE EXAMINATION #506
Eligible Register

Written Test scores of Library
Page Examination No. 506, held
September 20, 1957, were reviewed.

It was the order of the Board that the qualifying raw score be set at 30 of a possible 80; that the Personal Interviews be eliminated and the following Eligible Register established to become effective October 3, 1957:

LIBRARY PAGE ELIGIBLE REGISTER NO. 506

1.	Judith R. Levy	93.40%
2.	Denise E. Cruz	89.20
3.	Sondra M. Bohl	87.40
4.	Beverly M. Jaskala	78.40
5.	Velma Conway	74.80
6.	Zenobia K. Fuller	73.60
7.	Sylvia L. Reid	72.40
8.	Mabel Turner	71.80
9.	Mildred B. Redmon	71.20
10.	Edna M. Taylor	70.60
11.	Ressie M. Reed	70.00
12.	Yoshiko Nakatomi	70.00

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BOOKMOBILE DRIVER-CLERK EX. #507
Eligible Register

Personal Interview ratings on the Bookmobile-Driver Clerk Examination No. 507, held September 19, 1957 (no written test held) were reviewed. Qualifications Appraisal Board consisted of Mrs. Grace Dean, City Librarian, and Rodney McWilliam, Assistant Personnel Officer.

It was the order of the Board that the following Eligible Register be established, to become effective September 30, 1957:

BOOKMOBILE DRIVER-CLERK ELIGIBLE REGISTER No. 507

#1.	John Macdonald, Jr.	103.30%
2.	Edwin F. Martin	92.20
#3.	Domenic A. Perez, Jr.	88.35
4.	Carl D. Colebourn	86.15
5.	Albert Lemus	81.15
#6.	Guy Robinson	80.70
7.	Lawrence Santos-Coy	72.85
8.	Bob G. Maciel	72.20

(#Indicates applicant received 10 points Veterans' Credit.)

REQUEST - VOLUNTARY DEMOTION
George A. Harder

Communication dated September 15, 1957, from George A. Harder, Accountant I in the City Controller's Office, requesting approval of a voluntary demotion to Clerk IV, was read. Said request was approved by the City Controller, A. O. Hoover, and Tom Deise, Chief of the Fire Department.

After discussion, it was moved by Mr. Deise, seconded by Mr. Finks and unanimously carried, that the request be approved.

REQUEST - CHANGE OF CONTRACT
TO DETERMINE PREVAILING RATE
Truck Driver

Communication read from J. C. Jennings, Assistant City Engineer, requesting that the Civil Service Board give consideration to changing the union contract pertaining to Truck Driver (Street Construction Worker) from the present contract between the Teamsters Union and the Building Materials Dealers, which

establishes the rate of \$2.505 for Truck Driver (under 6 yards), to the contract between the Teamsters Union and the Associated General Contractors which establishes the rate of \$2.69 per hour for Truck Driver (4 yards and under 6 yards), in order to conform to the rates outlined in City Resolution #613 for rates to be paid on city construction work by private contract, and to provide a wage differential between Truck Driver and Laborer, both of which are presently paid at the \$2.505 per hour rate.

After discussion, and upon recommendation of the Secretary, it was the order of the Board that the Teamsters Union - Associated General Contractors contract be recognized as establishing the hourly rate to be paid Truck Drivers (Street Construction Worker), and which is presently \$2.69 per hour, to become effective September 26, 1957.

PAINTERS' UNION #487

Mr. Ed Smith, Business Representative of the Painters' Union #487, appeared before the Board to discuss city policies relative to painting work performed by employees other than Journeyman Painters. Mr. Smith was advised that the Civil Service Board had no jurisdiction in this matter, and that the subject should be discussed with the City Manager's Office.

HEARING ON TRAFFIC LINESMAN SALARY RANGE
City Employees' Association

Mr. Arnold Gamble and Mr. Fred Christophel, representing the City Employees' Association, appeared before the Board to discuss a request for establishing a higher salary range for the classification of Traffic Linesman. Communication from Dudley Stevens, Traffic Engineer, recommending that favorable consideration be given to the request, and outlining the rates paid for Traffic Linesmen in other jurisdictions, was read.

A survey of the monthly salary rates of Traffic Linesmen in other

jurisdictions, prepared by the Civil Service Committee of the Association, was presented to the Board for study, which differed in several instances from the findings of the salary survey prepared by the Civil Service Board in March 1957. In each instance, the Secretary explained the reason for the discrepancy between the two surveys, and explained the method by which salary data was obtained on the corresponding classification in other agencies.

After general discussion, it was the order of the Board that the matter be laid over for further discussion at a subsequent meeting.

WORK PERMITS FILED

The following work permits, approved by department heads in accordance with Civil Service Board

policy were approved:

<u>Employee</u>	<u>Classification</u>	<u>Type of Work</u>	<u>Approved by</u>
Martin, Edwin F.	Auto Serviceman II	Stage Work	C. Inderbitzen
Fassett, Keith L.	Auto Serviceman I	Casual Musician	A. O. Hoover
Iazzari, Frank	Laborer	Ticket Taker	R. Renfree
*Farmer, Robert	Sup. License Insp.	State Fair Work	G.C. McKinley
*Martin, Edwin F.	Auto Serviceman II	State Fair Work	L. Campbell
*McCarthy, Elizabeth	Key Punch Operator	State Fair Work	A. O. Hoover

(*While on vacation to work at the Fair.) (All in conformity with Civil Service Board policy not to exceed 8 hours per week.)

DEPARTMENTAL REPORTS APPROVAL OF

After review and agreement, it was the order of the Board that the following Departmental Reports be

approved:

Temporary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Barnard, Alma	Registered Nurse	Emergency Hos.
Coppin, Elaine C.	Recreation Leader	Recreation
Fisher, Samuel L.	Refuse Collector	Waste Removal
Green, Ruth	Telephone Operator	City Hall
Jones, John A.	Refuse Collector	Waste Removal
Lower, Patricia Ann	Recreation Leader	Recreation
Macdonald, John Jr.	Bookmobile-Driver Clerk	City Library
McDowell, L. V.	Refuse Collector	Waste Removal

Temporary Appointments (Cont'd.)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Ogg, Sharon	Dance Leader	Recreation
Reeve, Nancy	Library Page P/T	City Library
Ritter, Edwin	Custodian I	Art Gallery
Ritter, Edwin	Custodian I	Park
Schmidt, T.	Custodian I	Recreation
Scott, Edmond	Refuse Collector	Waste Removal
Thompson, Charles	Recreation Leader	Recreation
Valine, Robert	Car Dispatcher	Transportation
Varanini, Emilo	Locker Attendant	Recreation
Weinsberg, Shirley S.	Library Clerk	City Library
Wilkins, James H.	Refuse Collector	Waste Removal
Young, Bing	Asst. Physician & Surgeon	Emergency Hospital

Exempt Appointments

Moriarity, Joanne C.	Junior Librarian	City Library
Scott, Florence J.	Junior Librarian	City Library

Probationary Appointments

Bencich, Adam	Machinist	Water
Blake, Mary J.	Parking Meter Checker	Police
Fuller, Dana E.	Carpenter	Corporation Yard
Hall, Mell	Refuse Collector	Waste Removal
Johnson, Leonard	Junior Draftsman	Traffic Engineering
McKay, Robert	Watchman	Waste Removal
Smith, Fern W.	Clerk III	Plumbing Insp.
Ross, Maureen L.	Parking Meter Checker	Police
Spieth, Audre	Parking Meter Checker	Police
Vining, John S.	Electrician	Street Lighting

Limited Term Appointments

Bacchi, Kenneth A.	Laborer	Recreation
Bettag, Irven	Truck Driver	Street Cleaning
Brideson, John K.	Street Construction Worker	Street Maintenance
Capps, Robert M.	Night Irrigator	Recreation
Cooke, Robert	Laborer	Water
Cummings, Ed	Painter	Water
Fisher, Gordon L.	Street Construction Worker	Street Maintenance
Franzella, Castenzie	Custodian I	Municipal Airport
Gianulias, Gus G.	Street Construction Worker	Street Maintenance
Green, Carröll	Laborer	Park
Hermann, Marlen R.	Laborer	Traffic Engineering
Lofing, Arthur	Truck Driver	Street Cleaning
Nebel, Leo C.	Truck Driver	Street Cleaning
Nebel, Sam	Laborer	Recreation
O'Dell, Kenneth	Laborer	Park
Perez, Domenic A.	Custodian I	Municipal Airport
Perez, Jessie	Laborer	Traffic Engineering
Perez, Nash	Laborer	Traffic Engineering
Pine, Benjamin	Laborer	Recreation
Pobor, Norman	Laborer	Park

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Limited Term Appointment (Cont'd.)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Rasmussen, Ray G.	Truck Driver	Street Cleaning
Raviotta, Elmer J.	Laborer	Water
Saenz, Manuel	Laborer	Traffic Engineering
Sear, Russell	Laborer	Park
Smith, Gene	Electrician Helper	Street Lighting
Wherry, William	Laborer	Recreation

Leave of Absence

Haley, R. J. - Leave of Absence 8/7/57 to 8/9/57, Superintendent Bur.
of Records, Military Service

Stevens, Dudley F. - Leave of Absence 8/4/57 to 8/18/57, Traffic Engineer,
Military Service

Military Service Replacement

Brock, Henry - Military Service Replacement 8/1/57, Refuse Collector
@ \$300 Month Waste Removal

Return to Duty

Williams, Leroy - Returned to Duty 8/26/57, Refuse Collector, Military
Service

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

APPROVED:

 President


 Secretary

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
Regular Meeting

October 16, 1957

The Civil Service Board met in regular session at 5:30 P.M.

PRESENT: Commissioners Deise and Finks

ABSENT: Commissioner Wright

Minutes of the previous meeting were approved as read.

NEW EXAMINATIONS SCHEDULED

Announcement Notices for the following examinations were approved:

No. 514 Accountant I
 " 515 Airport Attendant
 " 516 Senior Draftsman

CUSTODIAN I EX. #508

Written test scores of Custodian I Examination No. 508 held October 3, 1957, were reviewed.

It was the order of the Board that the qualifying raw score be set at 60 of a possible 100, that the Personal Interviews be eliminated and the following Eligible Register established, to become effective October 14, 1957:

CUSTODIAN I ELIGIBLE REGISTER NO. 508

#1.	Charles Bentzen	101.75%
#2.	Thomas F. Lytle	98.75
#3.	Rudy M. Telles	95.75
#4.	Stanley R. Slaff	95.00
#5.	James Stovall	92.75
#6.	Henry H. Jednat	92.00
#7.	Milton M. Gamble	91.25
#8.	Roy Sheppard, Jr.	90.50
#9.	Benjamin T. Pine	89.75
#10.	Jesse Perez	89.75
#11.	Jim A. Flores	87.50
#12.	Harold M. LaVine	86.00
13.	Loy F. Hood	85.75
14.	Albert E. Carlson	82.00
15.	Polan E. Franklin	82.00
16.	Thomas C. Schmidt	75.25
17.	John T. Cazanis	73.00
18.	John Firenza	70.75

(#Indicates applicant received 10 points Veterans' Credit.)

COSTUMER EX. #509

Personal Interview ratings of Costumer Examination No. 509 held October 3, 1957, were reviewed,

Qualifications Appraisal Board consisting of Leroy Deise, Board Member, Arvid Pauly, Superintendent of Recreation and Rodney McWilliam, Assistant Personnel Officer.

It was the order of the Board that the qualifying score be set at 70 of a possible 100 and the following Eligible Register established, to become ef-

fective October 14, 1957.

COSTUMER ELIGIBLE REGISTER NO. 509

1.	Dorothy M. Williams	92.97%
2.	Nellie J. Griffin	87.87
3.	Mary C. Baker	86.20
4.	Geneva D. Christophel	85.60
5.	Sylvia LaCornu	84.57
6.	Mary Cazanis	83.57
7.	Kiyoko Miura	76.87
8.	Marian E. Wilson	76.83
9.	Mary E. Barbieri	75.60

MACHINIST EX. #510

Written Test scores for Machinist Examination No. 510 held October 10, 1957, were reviewed.

It was the order of the Board that the qualifying raw score be set at 98 of a possible 140, that the Personal Interviews be eliminated and the following Eligible Register established, to become effective October 21, 1957.

MACHINIST ELIGIBLE REGISTER NO. 510

#1.	Lynwood P. Sigston	97.86%
#2.	Johnnie W. Ledford	82.86
3.	Rex B. Paquin	75.00
4.	John Znider	74.29
5.	Robert D. King	71.43
6.	John Castori	71.43

(#Indicates applicant received 10 points Veterans' Credit.)

ACCOUNTANT I EX. #514
Request for Promotional Eligibility

The Secretary advised that request had been received from city employees with permanent status

as Bookkeeping Machine Operator and Storekeeper to be permitted to take the examination for Accountant I - #514 on a promotional basis, the original notice having stated that the examination was open only for Account Clerks I or Account Clerks II on a promotional basis.

It was the order of the Board that the request be granted.

REQUEST ADJUSTMENT OF SALARY RANGE
Building Maintenance Superintendent

Request was made to the Board by Milton F. Faig, Assistant City Manager, for an increase in the

salary range of Building Maintenance Superintendent presently assigned to

Range 39, \$630-\$750 per month, due to additional duties and responsibilities involved in maintenance and repair of all street lighting, fire alarm traffic signals and other electrical maintenance work having been assigned to this to this position.

After discussion, it was the order of the Board that recommendation be made to the City Council to amend Salary Ordinance No. 2001 to provide for the establishment of a new class title of Construction and Maintenance Superintendent, with a salary range of \$690-\$820 (Range 41), and that the present class of Building Maintenance Superintendent be abolished.

REFUSE COLLECTOR EXAMINATION
Change of Policy

The Secretary recommended that the method of examining for the class of Refuse Collector be changed by elimination of formal physical demonstration tests, to the method of certifying from open eligible registers maintained by the Personnel Department in the same manner as presently followed for the classes of Laborer, Street Construction Worker, Building Construction Laborer and Tree Groundman. The Secretary further advised that this change of policy had been requested by the Waste Removal Department, as it would facilitate their operations by permitting them to fill positions with candidates who had demonstrated their physical capability and dependability while working under "Extra Board" status. Upon motion of Mr. Deise and seconded by Mr. Finks, this recommended change of policy was approved and the Secretary was instructed to notify the Waste Removal Department accordingly.

REQUEST SALARY RANGE INCREASE
Traffic Linesman

The request by representatives of the City Employees Association for an adjustment of the salary range for Traffic Linesman made at the meeting September 25, 1957, was considered.

After discussion, it was the decision of the Board that no action be taken on this request at this time but that the Secretary be instructed to give this

this class close attention in the preparation of the next annual salary survey.

SICK LEAVE REPORT

August 1957

The Sick Leave Report for the month of August 1957 showing number of days used on sick

leave and days on special leave was read and ordered filed.

UNIFORM FIREMAN EX. #494

Appeal - James Lambros

The Secretary advised that the name of James Lambros, a successful candidate in the written and

performance tests for Uniform Fireman Examination No. 494 had been deleted from the eligible register because of a police record.

Appeal was made by Mr. Lambros, and full explanation of the record was given to the Fire Chief by the candidate.

After a thorough investigation by the Fire Department, it was their recommendation that his name be placed on the eligible list.

After discussion, it was the order of the Board that the name of James Lambros be placed on the Eligible Register for Uniform Fireman No. 494, in accordance with his final test score.

REINSTATEMENT REQUEST

Joe Anderson, Tree Groundman

Communication from Joe Anderson, former Tree Groundman in the Recreation and Park Department dated

October 10, 1957, requesting reinstatement to his former position, was considered.

Anderson resigned from city service on October 1, 1957 because of financial difficulties and family illness. Request for reinstatement was approved by Reg Renfree, Director of Recreation and Parks, and upon motion by Mr. Deise and seconded by Mr. Finks, the request for reinstatement was approved, subject to forfeiture of all sick leave credits but retention of salary rights as of the date of his resignation.

REINSTATEMENT REQUEST
Wilbert Spivey, Refuse Collector

Communication from Wilbert Spivey, former Refuse Collector in the Waste Removal Department, dated October 11, 1957, requesting reinstatement to his former position, was considered.

Communication from Jack E. Cronan, Superintendent of the Waste Removal Department, dated October 14, 1957, recommending that favorable consideration be given to his request in view of his satisfactory work record, was read.

Upon motion by Mr. Deise, seconded by Mr. Finks, the request for reinstatement was approved, subject to forfeiture of all accumulated sick leave credits but retention of salary rights as of the date of his resignation.

REQUEST EXTENSION OF
LEAVE OF ABSENCE
Edna Espinosa

Request of Edna Espinosa for an additional three months leave of absence from November 4, 1957 because of illness, was approved.

WORK PERMITS FILED

The following work permits approved by department heads in accordance with Civil Service Board policy were approved:

<u>Employee</u>	<u>Class</u>	<u>Type of Work</u>	<u>Approved by</u>
Kern, Andrew	Stage Electrician	Stagehand	Bert Geisreiter
Crowley, Elaine	Recreation Director	Casual Music	Reg Renfree
Chaquico, Manuel	Tree Trimmer	Tree Trimming	Reg Renfree
Cavin, Lloyd	Tree Trimmer	Tree Trimming	Reg Renfree
Shapp, Mailen	Tree Trimmer	Tree Trimming	Reg Renfree
Jackson, Ronald	Tree Trimmer	Tree Trimming	Reg Renfree
Hargis, J. L.	Tree Trimmer	Tree Trimming	Reg Renfree
Franklin, Chas. E.	Tree Trimmer	Tree Trimming	Reg Renfree
Nordeste, Frank	Tree Trimmer	Tree Trimming	Reg Renfree
Eaton, Earnest	Tree Trimmer	Tree Trimming	Reg Renfree
Engwicht, Gust	Laborer	Gardening	Reg. Renfree
Boland, Harry	Laborer	Yard Work	Reg Renfree
Bascherini, B.	Foreman	Yard Work	Reg Renfree

(All of above in accordance with Civil Service Board Policy, not to exceed 8 hours per week.)

DEPARTMENTAL REPORTS
APPROVAL OF

After review and agreement, it was
 the order of the Board that the
 following Departmental Reports be

approved:

Temporary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Bohl, Sondra	Library Page (P.T.)	City Library
Brown, Nancy	Library Clerk	City Library
Burns, Milton R.	Refuse Collector	Waste Removal
Butts, Barbara	Junior Clerk	Emergency Hospital
Conway, Velma	Library Page (P.T.)	City Library
Daech, George H.	Recreation Leader	Recreation
Dusfek, Virginia	Clerk I (P.T.)	City Attorney
Franklin, Edward	Tree Trimmer	Recreation & Park
Green, Caroll Jr.	Recreation Leader	Recreation
Hollingshead, William	Recreation Leader	Recreation
Jackson, Vivian	Library Clerk	City Library
Kuykendawl, Nadine E.	Recreation Leader	Recreation
Marchaend, Jack R.	Recreation Leader	Recreation
Renner, Caryol A.	Stenographer-Clerk I	Municipal Airport
Ritter, Edwin	Custodian I	Hall of Justice
Till, Kenneth	Recreation Leader	Recreation
Valine, Robert	Parking Lot Attendant	Parking Lot
Waddell, George	Recreation Leader	Recreation
Welsh, Wm. Jr.	Recreation Leader	Recreation
Wetmore, Susan	Library Page (P.T.)	City Library
Wiederhold, Gayle L.	Recreation Leader	Recreation
Williams, Dorothy	Costumer	Recreation
Witherell, J.	Recreation Leader	Recreation

Exempt Appointments

Chan, G.	Asst. Physician & Surgeon	Emergency Hospital
Speicher, M. Eugene	Asst. Physician & Surgeon	Emergency Hospital
Smeloff, Edward A.	Asst. Physician & Surgeon	Emergency Hospital
Wright, Peter	Asst. Physician & Surgeon	Emergency Hospital
Jarvis, Dorothy J.	Junior Librarian	City Library

Probationary Appointments

Cusenza, Lena	Library Clerk	City Library
Eastman, Edwin B.	Watchman	Corporation Yard
Flanagan, Ruth	Stenographer-Clerk I	Crocker Art Gallery
Franke, Donald A.	Fingerprint Technician I	Police
Ghilarducci, Lee J.	Patrolman	Police
Hall, Betty	Stenographer-Clerk I	Purchasing
LaDue, Noel	Fingerprint Technician II	Police
Lapp, Robert W.	Fingerprint Technician I	Police
McFadden, Archie	Laborer	Water
McKay, John	Fingerprint Technician II	Police
Peyton, Gary	Laborer	Water

Probationary Appointments (Cont'd.)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Ritter, David	Groundman	Park
Spencer, Aneita M.	Dispatcher Clerk	Police.
Strong, Catherine A.	Clerk I	Recreation
Thayer, Bruce	Patrolman	Police

Limited Term Appointments

Adams, Theodore	Laborer	Park.
Apodoca, Tony	Laborer	Park
Baroutis, Nick	Laborer	Park
Bray, Alvin	Laborer	Recreation
Buehler, Al	Street Const. Worker	St. Maintenance
Burr, Elroy E. Jr.	Street Const. Worker	St. Maintenance
Caiatti, Robert	Laborer	Park
Gerdes, J. F.	Clerk III	Elections
Grabinske, Edward R.	Carpenter	Corporation Yard
Graham, Herbert	Carpenter	Corporation Yard
Kaihe, George	Laborer	Park
Maciel, Robert	Laborer	Park
Marino, R.	Laborer	Park
Martello, Frank	Laborer	Park
Pine, Ben T.	Custodian I	Airport
Romer, Theodore G.	Truck Driver	St. Cleaning
Sayre, E. A. III	Street Const. Worker	St. Maintenance
Shepard, J.	Laborer	Water
Silva, Roy	Custodian I	City Library
Slaff, Stanley R.	Truck Driver	St. Cleaning
Telles, Rudolph	Custodian I	Auditorium
Wilfley, L.	Laborer	Park
Zimmerman, William	Carpenter	Corporation Yard

Reinstatements

Stearns, Harry	Recreation Director	Recreation
Zaro, Andrew J.	Engineering Aide	City Engineer

Military Service Replacements

Greer, James L. -	Military Service Replacement 9/23/57	
	Refuse Collector @ \$300 Month	Waste Removal
Lysaght, John C.	Military Service Replacement 9/16/57	
	Patrolman @ \$400 Month	Police

Voluntary Demotion

Biondo, Frank	Voluntary Demotion 9/1/57 from Truck Driver to Laborer
Morebeck, H.	Voluntary Demotion 9/1/57 from Truck Driver to Laborer

Return to Duty

McMahon, Francis	- Returned to duty 9/3/57 Foreman I
McDonald, Mary	- Returned to Duty 9/10/57 Stenographer-Clerk I

Leave of Absence

Cayocca, Mary Lou - Leave of Absence 9/1/57 to 2/28/58, Stenographer-Clerk I
 Haley, R. - Leave of Absence 9/3/57 to 9/17/57, Supt. Bur. of Records
 Military Service
 Haley, R. - Leave of Absence 9/18/57 to 9/19/57, Supt. Bur. of Records
 Military Service
 Hicks, James V. - Leave of Absence 9/18/57 to 9/19/57, Police Chief
 Military Service
 Johnson, Kenneth G. - Leave of Absence 9/1/57 to 9/14/57, Deputy Civ. Def. Director
 Military Service
 Montgomery, Virginia - Leave of Absence 9/7/57 to 9/6/58, Stenographer-Clerk I

There being no further business, the Board adjourned at 6:30 P.M. to meet again at the Call of the Chair.

APPROVED:

President

Henry McWilliam
Secretary

MINUTES OF CIVIL SERVICE BOARD
 CITY OF SACRAMENTO
 Regular Meeting

November 20, 1957

The Civil Service Board met in regular session at 5:30 P.M.

PRESENT: Commissioners Deise and Wright

ABSENT : Commissioner Finks

Minutes of the previous meeting were approved as read.

NEW EXAMINATIONS SCHEDULED

Announcement Notices for the following examinations were approved:

No. 517 Automotive Painter
 " 518 Parking Lot Attendant
 " 519 Fingerprint Technician I
 " 520 Appraisement Assessor

JR. RECREATION DIRECTOR (Music)
Ex. #520

Scores of Practical Demonstration Test and Personal Interview ratings held November 14, were

reviewed.

Qualifications Appraisal Board composed of Reg Renfree, Superintendent of

11-20-57

Recreation and Park Department, Rodney McWilliam, Assistant Personnel Officer. Examiners on Practical Demonstration Test, Doratheo Horner and Bertha Enz of the Recreation Department.

It was the order of the Board that the minimum qualifying score be set at 70 of a possible 100 and the following eligible register established to become effective November 25, 1957:

JR. RECREATION DIRECTOR (Music) Eligible Register No. 511

- #1. Gerald E. Murphy
2. Sharon L. Akers
3. Marilyn E. Brownfield
4. Isabel L. Crowley

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

ACCOUNTANT I EX. #514

Written Test scores of Accountant I Examination No. 514 held October 26, 1957, were reviewed.

It was the order of the Board that the qualifying raw score be set at 175 of a possible 250; that the Personal Interviews be eliminated and the following eligible register established, to become effective November 9, 1957:

ACCOUNTANT I ELIGIBLE REGISTER NO. 514

- #1. Raymond A. Paular

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

AIRPORT ATTENDANT EX. #515

Written Test scores of Airport Attendant Examination No. 515, held November 13, 1957, were re-

viewed.

It was the order of the Board that the qualifying raw score be set at 30 of a possible 60; that the Personal Interviews be eliminated and the following eligible register established to become effective November 25, 1957:

11-20-57

AIRPORT ATTENDANT ELIGIBLE REGISTER NO. 515

#1.	James D. Wolfe	98.00%
#2.	Stanley W. Wolfe	98.00
#3.	Val Anderson	91.00
#4.	Grant J. Shope	88.00
#5.	Harry Yaffee	82.00
#6.	Kenneth D. Odell	82.00
#7.	Charles E. West	80.00

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

ANNUAL REPORT 1956-57

Copies of the 1956-57 Annual Report of the City of Sacramento Civil Service Board were submitted

to the Board Members.

After review and discussion, the Secretary was instructed to distribute copies to the City Council, other Government Agencies and the Press.

REQUEST VOLUNTARY DEMOTION

Joseph J. DeGuara

Communication dated November 13, 1957, from Joseph J. DeGuara, Truck Driver in the Street Clean-

ing Department, requesting approval of voluntary demotion to Watchman was read.

Said request was approved by Jack Cronan, Superintendent of Waste Removal Department, and Chas. Haenggi, Superintendent of Street Maintenance Division.

There being a vacancy for Watchman in the Waste Removal Department, it was moved by Mr. Deise that the request be approved. Seconded by Mr. Wright and unanimously carried.

WORK PERMITS FILED

The following work permits approved by department heads in accordance with Civil Service Board policy

were approved:

<u>Name</u>	<u>Class</u>	<u>Type Work</u>	<u>Approved by</u>
Forrest Long	Buyer	Casual Music	W. J. Robbins
Donald Sandman	Personnel Tech. I	Casual Music	R. McWilliam
Leo Folena	Truck Driver	Misc. Labor	R. Renfree
Jesse F. Webster	Laborer	Misc. Labor	R. Renfree

(All of the above in accordance with Civil Service Board Policy not to exceed 8 hours per week.)

11-20-57

DEPARTMENTAL REPORTS
APPROVAL OF

After review and agreement, it was
the order of the Board that the
following Departmental Reports be

approved:

Temporary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Bakarich, Nick	Truck Driver	Street Cleaning
Butts, Barbara	Clerk I	Corporation Yard
Clark, Louise H.	Library Page P/T	City Library
Crocker, Robert	Custodian I	Hall of Justice
Davis, Glenn	Recreation Leader	Recreation
Davison, Genevieve	Stenographer-Clerk I	City Attorney
Fuller, Zenobia	Library Page P/T	City Library
Jackson, Otis	Custodian II	Park
Jeffers, James	Recreation Leader	Recreation
Maxfield, Norene	Library Clerk P/T	City Library
Murphy, Robert	Recreation Leader	Recreation
Reed, Bessie M.	Library Page P/T	City Library
Spencer, Aneita	Library Clerk P/T	City Library
Wittenbrock, A.	School Crossing Guard	Police
Wood, Ronald	Recreation Leader	Recreation

Exempt Appointments

Bascherini, N. R.	Foreman III	Park
Becker, D.	Foreman I	Park
Catalano, Joseph	Foreman I	Street Cleaning
King, Al	Recreation Maint Supervisor	Park
Liersch, Sydney	Senior Librarian	City Library
Martello, Carl	Foreman I	Park - Tree
Pearson, Russell C.	Associate Engineer	Traffic

Probationary Appointments

Bleuel, Bert	Clerk III	Personnel
Byng, Margaret	Clerk I	Controller
Cruz, Denise	Library Page	City Library
Davison, Genevieve	Dispatcher Clerk	Police
Enos, M.	Truck Driver	Park - Tree
Folena, Leo J.	Truck Driver	Park - Tree
Henry, Nathaniel	Refuse Collector	Waste Removal
Kaihe, George	Laborer	Park
Kuck, Lucille	Junior Clerk	Police
Macdonald, John Jr.	Bookmobile-Driver Clerk	City Library
Myers, Richie	Truck Driver	Street Cleaning
Myose, Alice	Clerk I	Personnel
Raviotta, J.	Laborer	Water
Raviotta, J.	Laborer	Water
Shepard, J. T.	Laborer	Water
Sigston, Lynwood P.	Machinist	Water
Westerman, Norman	Sr. Parking Lot Attendant	Parking Lot Maintenance

Probationary Appointments (Cont'd.)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
White, Bert	Parking Lot Attendant	Parking Lot Maint.
Williams, Dorothy	Costumer	Recreation

Limited Term Appointments

Adams, Theodore	Truck Driver	Street Cleaning
Donahue, Thomas	Painter	Corporation Yard
Duncan, Melvin	Laborer	Recreation
Freeman, George	Custodian I	Auditorium
Iateano, Michael A.	Truck Driver	Street Cleaning
Marino, Richard	Truck Driver	Street Cleaning
McNamara, J. F.	St. Const. Worker	Street Maintenance
Morin, Paul	Engineering Aide	City Engineer
Pennfield, Lawrence	Custodian I	Auditorium
Smith, Gene	Electrician Helper	Street Lighting

Reinstatements

Anderson, Joe	Groundman	Park - Tree
Booth, Burl	Laborer	Recreation
Myers, H. G.	Power Mower Operator	Park
Spivey, Wilbert	Refuse Collector	Waste Removal

Leave of Absence

Hicks, J. V.	- Leave of Absence 10/28/57 to 10/29/57, Police Chief Military Service
Merrill, E.	- Leave of Absence 10/27/57 Fireman, Military Service

Transfer

Hribar, Ruth	- Transfer 10/1/57 Clerk I from Controller to Police Dept.
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There being no further business, the Board adjourned at 6:30 P.M. to meet again at the Call of the Chair.


Secretary

APPROVED:

President