

March 6, 1947

There being no further business, the Board adjourned to meet again at the Call of the Chair.

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 Secretary

APPROVED:

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 President

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING

March 20, 1947

The Civil Service Board met in regular session in its office at 4:30 P.M.

PRESENT: Commissioners Deise and Marty  
ABSENT : Commissioner Root

Minutes of the previous meeting were ordered approved as read.

ASSESSOR-COLLECTOR

Reclassification  
Billing Machine Opr.

Communication from the Assessor-  
Collector requesting that position of  
Billing Machine Operator in the License

and Collection Department be reclassified to Intermediate Clerk was considered.

After determining that the duties of the position of Billing Machine Operator had been changed due to the installation of equipment in the City Controller's Office and that the duties of said position are now similar to the duties of an Intermediate Clerk, Mr. Deise moved that the foregoing request be approved; seconded by Mr. Marty and motion carried.

FRANK CASTALDO

Garbageman List No. 160

In accordance with request filed on  
this date, Mr. Marty moved that the  
name of Frank Castaldo be restored to

the Garbageman Eligible List No. 160, said eligible having filed proof of military service between 1942 and 1946; seconded by Mr. Deise and motion carried.

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ELAINE V. SEKUL

Mr. Marty moved that the name of Elaine V. Sekul be restored to the Intermediate Clerk Eligible List, No. 173, said employee having been employed in the Civil Service and Retirement Office and employment terminated before expiration of probationary period, due to illness; seconded by Mr. Deise and motion carried.

There being no further business, the Board adjourned to meet again at the Call of the Chair.

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 Secretary

APPROVED:

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 President

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING

April 3, 1947

The Civil Service Board met in regular session in its office at 7:30 P.M.

PRESENT: Commissioners Deise and Marty

ABSENT: Commissioner Root

Minutes of the previous meeting were ordered approved as read.

ROBERT PLUMB

Extension of Leave of Absence

In accordance with Rule 8 of the  
Civil Service Rules and Regulations,

Mr. Deise moved that request filed

by Robert H. Plumb for a 6 months extension of leave of absence from April 9, 1947, at which time previous leave of one year expires, be denied; seconded by Mr. Marty and motion carried.

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HAZEL GLACKINExtension of Leave  
of Absence

In accordance with communication and approval of the Department Head, Mr. Deise moved that Hazel M. Glackin, Bookkeeping Machine Operator, be granted an extension of leave of absence for a period of six months from April 6, 1947; seconded by Mr. Marty and motion carried.

RUBY VERDINA

Leave of Absence

In accordance with communication and approval of the Department Head, Mr. Marty moved that Ruby D. Verdina, Recreation Leader, Grade A, be granted a leave of absence for a period of one year from March 13, 1947, on account of illness; seconded by Mr. Deise and motion carried.

SALARY ADJUSTMENT  
MASTER MECHANIC and  
ASSISTANT MASTER MECHANIC  
Fire Dept.

The adjustment of salaries for Master Mechanic and Assistant Master Mechanic employed by the Fire Department was

considered.

After investigation by the Board, Mr. Marty moved that the Board recommend to the City Council that the salary for Master Mechanic - Fire Department, be established at \$1.67 per hour and that the position of Assistant Master Mechanic be reclassified to Auto Mechanic with a scale of \$1.60 per hour for said position; seconded by Mr. Deise and motion carried.

MAINTENANCE MAN

Fire Dept.

The reclassification of the position of Body and Fender Man in the Fire Department and the revision of the wage scale

for said position was considered.

After due investigation of the duties of said position, Mr. Deise moved that the position of Body and Fender Man - Fire Department, be reclassified to Maintenance Man - Fire Department, and that a monthly salary range be established at \$220 - 229 - 238 - 255; seconded by Mr. Marty and motion carried.

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JANITOR LIST NO. 179  
Removal of Names

In accordance with recommendation of the Secretary, Mr. Deise moved that the names of Jess E. Burns and John Bromagen be removed from Janitor Eligible List No. 179 for failure to pass the physical examination; seconded by Mr. Deise and motion carried.

SENIOR CLERK LIST NO. 170  
Removal of Name

In accordance with recommendation of the Secretary, Mr. Marty moved that the name of Erwin Brown be removed from the Senior Clerk Eligible List No. 170 for failure to reply to certification notice; seconded by Mr. Deise and motion carried.

ENGINEER EXAMIN. No. 177 - Fire Dept.  
Practical Test

The Board was notified that the Practical Test for Fire Department Engineer Examination No. 177 will be held at the

Drill Tower April 15th and 16th at 9 A.M.

CAPTAIN AND ENGINEER EXAMIN. NO. 176 & 177  
Oral Interviews

Mr. Deise moved that Oral Interviews for Fire Department Captain and Engineer Examinations Nos. 176 and 177

be set for April 23rd and 24th, 1947, at 7:30 P.M.; seconded by Mr. Marty and motion carried.

SECRETARY TO  
CITY LIBRARIAN

Communication from the Sacramento City Employees' Association, submitting a letter from Lucille Holland, Stenog-

rapher in the City Library, requesting reclassification of position to Secretary to the City Librarian, was considered.

After general discussion by members of the Board with reference to the duties of the foregoing position and the practicability of establishing individual "Secretary" classifications, action was postponed until the next regular meeting of the Board.

J. L. BARNEY  
Janitor-Custodian  
McClatchy Library

Communication from J. L. Barney, Janitor at the McClatchy Branch Library, requesting reclassification to Janitor-

Custodian was considered.

After due investigation and comparison of the duties of said position with the duties of Janitor-Custodian employed at the Clunie Memorial and the Crocker Art Gallery, Mr. Deise moved that the position of Janitor at the McClatchy Branch Library be reclassified to Janitor-Custodian, subject to the creating of such position by the City Council; seconded by Mr. Marty and motion carried.

SALARY ADJUSTMENT  
TELEPHONE OPERATORS

Communication from Lottie Cronan, Chief Telephone Operator, transmitted by the City Engineer, requesting that the

salary scale for Telephone Operators and Chief Telephone Operator be adjusted in the 1947-48 budget, was considered.

After a survey of the duties of the foregoing positions and a study of salaries paid for similar classifications in private employment, State of California, County of Sacramento, U.S. Government, etc., Mr. Marty moved that the Board recommend to the City Council that the following salaries be established, effective July 1, 1947:

Telephone Operator	\$180-187-194-201-206
Chief Telephone Operator	\$190-197-204-211-218

seconded by Mr. Deise and motion carried.

OPERATING ENGINEERS  
Salaries

Communication from the International Union of Operating Engineers requesting \$25.00 per month adjustment in

salaries for Operating Engineers employed by the City of Sacramento, was ordered filed and action postponed until the next regular meeting.

CHAS. ZWYER  
ANDY T. CAVAGNARO

The Secretary reported to the Board that at the time of the Laborer Examination on March 8, 1947, Mr. Chas.

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and Mr. Andy T. Cavagnaro were unable to participate due to injury and illness. Communication from Dr. Claude C. Gray, stating that Mr. Chas. Zwyer could not participate due to an eye injury, was read and ordered filed.

After general discussion by members of the Board, the status of said employees, now employed on a temporary basis, was referred to the City Attorney for an opinion.

AMENDMENTS  
RULES AND REGULATIONS

The following amendments to Civil Service Rules and Regulations were considered by the Board, ordered

posted and action postponed until next regular meeting of the Board:

RULE 111, SECTION 15 - APPEAL FOR REVIEWING: Any applicant may appeal to the Civil Service Board to have his examination papers reviewed on the ground of errors committed therein, if said appeal is made in writing within ten (10) days after receiving announcement of the result of the examination. Upon a review of the examination papers of the applicant, his rating may be changed, in accordance with such review. If, in the judgment of the Board, such review discloses errors on the part of the examiners affecting the examination papers of all applicants, then all the examination papers may be reviewed.

RULE IV, SECTION 4 ELIGIBLE LISTS - DATE EFFECTIVE AND LIMITATIONS: Eligible lists shall become effective upon the date set by the Board for the posting, thereof, and shall expire by limitation of time in two (2) years from that date, unless extended or cancelled prior to the expiration of said two (2) year period by order of the Board.

When an eligible register is abolished, eligibles unable to accept employment or continue employment because of military service during a period of national emergency, may have their names placed on the top of the new eligible register if their names have been reached in certifications to permanent or to temporary positions, if they so request and submit their honorable discharge papers within 90 days after release from military service.

Those eligibles whose names were not reached by certification, and who were unable to take the new examination because of military service, may have their names placed on the new eligible register at their old percentage, if they so request and submit their honorable discharge papers within 90 days after release from military service.

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RULE V, SECTION 6 - REMOVAL OF TEMPORARY EMPLOYEES:

Within thirty (30) days from the posting of an eligible list in any position, the appointing power must terminate the services of such persons as may be temporarily employed therein, and if the position is to be filled, it must be filled upon requisition and certification from the eligible list referred to herein within the time set forth. The Board shall not approve the salary claim of any person for services rendered in conflict with the provisions of this section.

DEPARTMENTAL REPORTS  
APPROVAL OF

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

Assessor-Collector

Bruggman, Darwin R. - Temp. Appt. 3/1/47 Deputy Assessor @ \$205 Month  
 Greiger, Chas. - Temp. Appt. 3/1/47 Deputy Assessor @ \$205 Month  
 Henderson, Paul - Temp. Appt. 3/1/47 Deputy Assessor @ \$213 Month  
 Holdener, John - Temp. Appt. 3/1/47 Deputy Assessor @ \$205 Month  
 Hook, M. R. - Temp. Appt. 3/1/47 Deputy Assessor @ \$205 Month  
 Killalay, Marty - Temp. Appt. 3/1/47 Deputy Assessor @ \$205 Month  
 Reveal, Helen A. - Temp. Appt. 3/5/47 Junior Clerk @ \$160 Month

City Hall

McCormick, Clyde - Temp. Appt. 3/7/47 Janitor @ \$160 Month  
 Price, Lewis - Temp. Appt. 2/27/47 Janitor @ \$160 Month  
 Sellaro, John - Temp. Appt. 2/27/47 Janitor @ \$160 Month

City Library

Bruno, Dorothy H. - Temp. Appt. 3/18/47 Supervising Librarian @ \$270 Mo. - Exempt  
 Jacobson, Faye - Temp. Appt. 3/17/47 Library Clerk @ \$160 Month  
 Kay, Myrtle D. - Temp. Appt. 3/11/47 Library Clerk @ \$160 Month  
 Lopez, Emilie - Temp. Appt. 3/8/47 Library Page Grade B @ 64¢ Hour  
 Williams, Reba Jo. - Temp. Appt. 3/18/47 Library Clerk @ \$160 Month

Fire Department

Barrow, J. A. Jr. - Prob. Appt. 3/18/47 Uniform Fireman @ \$220 Mo. from List  
 Otwell, J. E. - Prob. Appt. 3/18/47 Uniform Fireman @ \$220 Mo. from List

Hall of Justice

Jackson, Henry - Temp. Appt. 3/11/47 Janitor @ \$160 Month  
 Zorn, Joseph - Temp. Appt. 2/24/47 Janitor @ \$160 Month

Municipal Court

Hodge, Verne T. - Temp. Appt. 3/8/47 Deputy Marshal @ \$210 Month

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Police Department

- Overstreet, Evelyn  
Wilkinson, Ramona
- Prob. Appt. 3/1/47 Junior Clerk @ \$160 Month from List
  - Temp. Appt. 3/24/47 Stenographer @ \$175 Month

Recreation Department

- Bacon, George  
Brorsen, Sine  
Harders, Margaret  
Herbert, Noreen  
Santich, John
- Temp. Appt. 3/4/47 Laborer @ \$175 Month
  - Temp. Appt. 3/1/47 Recreation Leader @ 75¢ Hour
  - Temp. Appt. 3/1/47 Recreation Leader @ 75¢ Hour
  - Temp. Appt. 3/11/47 Recreation Leader @ \$75¢ Hour
  - Temp. Appt. 3/4/47 Laborer @ \$175 Month

Street Maintenance

- Ferguson, O. W.
- Temp. Appt. 2/24/47 Senior Clerk @ \$195 Month

Traffic Signs & Signals

- Huggins, Marion S.
- Temp. Appt. 3/10/47 Traffic Checker @ \$1.04 Hour

Waste Removal Department

- Carmon, Alfred
- Temp. Appt. 3/4/47 Garbageman @ \$8.87 Day

Water Department

- Arroya, Arthur  
Hoffman, Frank  
Jorgensen, George  
Marsiglia, John
- Temp. Appt. 3/5/47 Skilled Laborer @ \$175 Month
  - Temp. Appt. 3/5/47 Skilled Laborer @ \$175 Month
  - Temp. Appt. 3/6/47 Skilled Laborer @ \$175 Month
  - Temp. Appt. 3/13/47 Skilled Laborer @ \$175 Month

Leave of Absence

- Doyle, Robert E.
- Leave of Absence from January 28, 1947 to January 27, 1948, without pay

Transfers

- Kurtz, Herman  
Zorn, Joseph
- Transfer 3/10/47 Elevator Operator from Hall of Justice to City Hall @ \$189 Mo.
  - Transfer 3/11/47 Janitor from Hall of Justice to City Hall @ \$160 Month

There being no further business, the Board adjourned to meet again at the  
Call of the Chair.

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Secretary

APPROVED:

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President