

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING

January 23, 1957

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

PRESENT: Commissioners Deise, Finks and Wright

ABSENT : None

Minutes of the previous meeting were approved as read.

CHAIRMAN FOR 1957

Upon motion by Mr. Deise, seconded by Mr. Finks and unanimously adopted, Mr. Wright was elected Chairman of the Civil Service Board for the year 1957.

Upon motion by Mr. Finks, seconded by Mr. Deise and unanimously adopted, Mr. Wright was also elected as a representative from the Civil Service Board to the Retirement Board.

NEW EXAMINATIONS SCHEDULED

Announcement Notices of the following examinations were approved:

No. 477	Machinist
" 478	Automotive Serviceman II
" 479	Junior Clerk
" 480	Watchman
" 481	Parking Meter Collector
" 482	Engineering Aide
" 483	Stenographer-Clerk I

JR. RECREATION DIRECTOR EX. #470

Written test scores of Junior Recreation Director Examination No. 470 held December 20, 1956, were reviewed.

It was the order of the Board that the minimum qualifying score be set at 91 of a possible 140; that the Personal Interviews be eliminated and the following Eligible Register established, to become effective January 4, 1957:

JR. RECREATION DIRECTOR ELIGIBLE REGISTER #470

1.	Shirley Downton	92.65%
2.	Constance Lower	87.14
#3.	Mark L. Edgar	84.90
#4.	Harry Stearns	83.67
#5.	John A. Patterson	83.47
#6.	Edward T. Hollis	83.06
7.	Judy Hollister	81.02
8.	Gene N. Hutton	77.35
9.	Robert Sherman	70.00

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

SURVEY PARTY CHIEF EX. #471  
(Promotional)

Personal Interview rating of the  
Survey Party Chief Examination  
No. 471 held December 5, 1956

with Qualifications Appraisal Board consisting of Mr. Deise, Board Member, Carl Hawthorne, Supervising Engineer and Rodney McWilliam, Assistant Personnel Officer, were reviewed, no written test having been held.

It was the order of the Board that the minimum qualifying score be set at 70% and the following Eligible Register established, to become effective December 16, 1956.

SURVEY PARTY CHIEF ELIGIBLE REGISTER NO. 471 (Promotional)

1.	Wesley G. Hughes	94.13%
2.	Irvin E. Moraes	84.97

CUSTODIAN III EX. #472  
(Promotional)

Personal Interview ratings of the  
Custodian III Examination No. 472  
held December 5, 1956 with Quali-

fications Appraisal Board consisting of Messrs. Leroy Deise, Richard Tully, Auditorium Superintendent and Rodney McWilliam, Assistant Personnel Officer, were reviewed.

It was the order of the Board that the minimum qualifying score be set at 70% and the following Eligible Register established, to become effective December 16, 1956.

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CUSTODIAN III ELIGIBLE REGISTER NO. 472 (Promotional)

1.	Edwin F. Martin	88.37%
#2.	Orville B. Clinton	87.33
3.	Glenn Tolle	86.93
4.	Henry Silva	82.60
5.	Carl E. Rigglesworth	79.73

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

ELECTRICAL INSPECTOR EX. #474

Written test scores of the Electrical Inspector Examination No. 474 held December 6, 1956 were reviewed.

It was the order of the Board that the minimum qualifying score be set at 120 of a possible 180; that the Personal Interviews be eliminated and the following Eligible Register established, to become effective December 20, 1956:

ELECTRICAL INSPECTOR ELIGIBLE REGISTER NO. 474

#1.	Robert B. Inman	96.50%
#2.	Anthony F. Nastro	94.50
#3.	James F. Collins	85.00
4.	Joseph Bell	84.00
5.	Leonard H. Phelps	71.00
6.	Richard R. Abramson	71.00

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

It was the further order of the Board that successful candidates Robert Inman and Joseph Bell be subject to certification only after qualifying for their Journeyman Electrician license.

PARKING LOT ATTENDANT EX. #475

Written test scores of the Parking Lot Attendant Examination No. 475 held December 19, 1956 were reviewed.

It was the order of the Board that the minimum qualifying score be set at 400 of a possible 600; that the Personal Interviews be eliminated and the following Eligible Register established, to become effective January 1, 1957:

PARKING LOT ATTENDANT ELIGIBLE REGISTER NO. 475

#1.	Charles E. Haskell	100.29%
#2.	Victor A. Parino	98.11
#3.	Irven L. Bettag	91.94
#4.	Ralph W. Schenken	89.64

PARKING LOT ATTENDANT ELIGIBLE REGISTER NO. 475 (Cont'd.)

#5.	Henry J. Ellis	89.56%
#6.	Chester C. Brandt	89.56
#7.	Douglas C. Van Maren	87.20
8.	George J. Aroujo	84.57
9.	Bert W. White	81.16
10.	H. Vern Crary	75.38
11.	Herbert N. Leak	71.80

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

LIBRARY CLERK EX. #476

Written test scores on the Library Clerk Examination No. 476 held January 10, 1957, were reviewed.

It was the order of the Board that the minimum qualifying score be set at 40 of a possible 80; that the Personal Interviews be eliminated and the following Eligible Register established to become effective January 21, 1957:

LIBRARY CLERK ELIGIBLE REGISTER NO. 476

1.	Phebe K. West	93.25%
2.	Kathleen E. Howell	88.75
3.	Aneita M. Spencer	88.00
4.	Rowena W. Day	83.50
5.	Marjorie Remington	79.00
6.	Joan F. Cordano	77.50
7.	Lena R. Linton	77.50
8.	Zelma B. Jackson	76.00
9.	Virginia V. Minisan	73.75
10.	Laura J. Taylor	71.50

MACHINIST EX. #477

Written test scores of the Machinist Examination No. 477 held January 17, 1957, were reviewed.

It was the order of the Board that the minimum qualifying score be set at 98 of a possible 140; that the Personal Interviews be eliminated and the following Eligible Register established to become effective January 28, 1957:

MACHINIST ELIGIBLE REGISTER NO. 477

#1.	Robert L. Haynes	94.29%
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(# Indicates applicant received 10 points Veteran's Credit.)

SICK LEAVE ANALYSIS  
YEAR 1956

and discussed.

Analysis indicated that for the year 1956, the overall use of sick leave by employees averaged 7.0 days, including 0.2 days of special leave for death in family; 0.2 days special leave for family care and .05 days of special leave for hospitalization of a member of the immediate family. The net increase in sick leave usage because of special leave provided, amounted to approximately 4% and the Assistant Personnel Officer advised that, in his opinion, there had been a minimum of abuse of sick leave privileges and that the amount of special leave taken by employees was relatively small in comparison with the amount of sick leave because of illness and/or off-duty injury.

Upon motion by Mr. Deise and seconded by Mr. Finks, it was unanimously voted that the sick leave plan be continued in its present form, with the exception of the following amendment which is to be added to Section 2 "Use of Special Leave Credits" under General Policy and Standards Leave.

"Upon approval of the appointing authority, an employee may be allowed special leave with pay, not to exceed four hours to attend a funeral of a person other than in the immediate family, which shall be charged to sick leave credits."

SICK LEAVE REPORTS  
November and December  
1956

sick leave and number of days on special leave were read and ordered filed.

REQUEST FOR VOLUNTARY DEMOTION

Carole Marty

Sick Leave Reports for the months of November and December 1956 showing number of days used on regular

Request of Carole Marty, Library Clerk dated January 17, 1957, for voluntary demotion to Junior Clerk,

was considered.

Upon motion properly made and passed, it was the order of the Board that the voluntary demotion of Carole Marty to Junior Clerk be approved.

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REQUEST FOR REINSTATEMENT  
TO ELIGIBLE REGISTER  
Wolfe, Stanley

Request from Stanley Wolfe dated  
December 19, 1956, requesting re-  
instatement to the existing Senior

Clerk Eligible Register, was considered.

Mr. Wolfe stated that at the time Senior Clerk Examination No. 469 was held, he was employed in a probationary status as a Senior Clerk at the Corporation Yard and that his services were terminated after the Eligible Register from the new examination became effective.

Upon motion by Mr. Finks, seconded by Mr. Deise and unanimously carried, the Secretary was instructed to place the name of Stanley Wolfe on the Senior Clerk Eligible Register No. 469 in the position of his score which he attained in the Senior Clerk Examination No. 440.

REQUESTS FOR POSITION  
RECLASSIFICATIONS

The following requests for position reclassifications were received:

<u>Position</u>	<u>Department</u>	<u>Requested by</u>
Stenographer-Clerk I	Police	J. V. Hicks, Chief of Police
Junior Clerk	Police	J. V. Hicks, Chief of Police
Labor Foreman III	Waste Removal	J. E. Cronan, Supt. Waste Rem.

The Secretary was instructed to prepare job survey report on each of the above with recommendations as to proper allocation and salary range assignment.

REQUESTS FOR SALARY ADJUSTMENTS

The following requests for salary adjustments in certain classifications were received:

<u>Classification</u>	<u>Department</u>	<u>Requested by</u>
Water Rate Inspector	Water	Ray Jones, Supt. Water Div.
Greenskeeper	Recreation & Parks	Reg Renfree, Dir. Parks & Rec.

The Secretary was instructed to include these requests as a part of the salary survey currently being made.

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SALARY SURVEY

The Civil Service Board was informed by the Secretary that the Civil Service Committee of the City Council does not favor the granting of any salary increases prior to July 1, 1957 because of sufficient funds not being available and because the administration is in the process of installing a Health Benefit Plan for employees to be paid for in its entirety by the City.

Letter from Local #522, International Fire Fighters Union, requesting a minimum of a 2-step increase in all classifications in the Fire Department and further requesting that these increases be granted not later than February 1, 1957, was read and ordered filed.

Section 52 of the City Charter, outlining authority of the Civil Service Board in salary matters, was read and discussed. Motion was made by Mr. Wright and seconded by Mr. Finks that a special meeting of the Civil Service Committee be held on Wednesday, January 30, 1957 at 5 P.M. for the purpose of discussing recommendations for salary increases. Motion was unanimously carried and the Secretary was instructed to notify the members of the Civil Service Committee of the City Council, the City Manager, representatives of the City Employees' Association and representatives of Local No. 522 International Fire Fighters Union to be present at this meeting.

REQUEST FOR LEGAL OPINIONS

The Secretary was instructed to obtain a legal opinion from the City Attorney prior to January 30, 1957, if possible,

on the questions below outlined:

1. SALARIES:

- Question #1: Does the Civil Service Board have the authority to make recommendations for salary increases at any time during the year?
- Question #2: Does the Civil Service Board have the authority to require that such salary recommendations, if made, be put into effect by the City Council at a time other than the beginning of a fiscal year?

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1. SALARIES (Contd.)

Question #3: Does the Civil Service Board have the authority to require that such salary recommendations, if made with the intent that they should be put into effect at the beginning of a fiscal year, be put into effect should the City Council refuse to accept such recommendations?

Question #4: Does the Civil Service Board have the authority, when new classifications are established, to require that salary ranges recommended for such new classifications be adopted by the City Council?

2. CLASSES:

Question #1: Does the Civil Service Board have the authority, according to the City Charter, to allocate new positions to a particular class after a study of the duties and responsibilities of the new positions, without reference to or further approval of any administrative official or the City Council?

Question #2: Does the Civil Service Board have the authority, according to the City Charter, to re-allocate existing positions to higher or lower classes, after a study is made of the changes in duties and responsibilities of existing positions, without reference to or further approval by any administrative official or the City Council?

3. EXEMPT POSITIONS:

Question #1: Within the definition of an exempt position as outlined by the City Charter, would the position of "Police Captain" be considered exempt?

Question #2: Within the definition of an exempt position as outlined by the City Charter, would the various classifications of "Foreman" (Labor Foreman, Street Maintenance Foreman, Electrician Foreman, Traffic Marking Foreman, etc.) be considered exempt?

WORK PERMITS FILED

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

<u>Name</u>	<u>Class</u>	<u>Type of Work</u>	<u>Approved by</u>
David Pinsler	Senior Clerk	Drug Sales	G. C. McKinley
Ken Shafer	Account Clerk	Casual Music	G. C. McKinley
Ed Michel	Tree Supervisor	Landscaping	Reg. Renfree
Robt. Kercheval	Plant Opr. II	Appliance Service	Ray Jones

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



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DEPARTMENTAL REPORTS  
APPROVAL OF

After review and agreement, it was  
 the order of the Board that the fol-  
 lowing Departmental Reports be

approved:

Temporary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Aitken, Jan	Auto Serviceman II	Corporation Yd.
Burns, Patty	Junior Clerk	Attorney
Crocker, Robert	Custodian I.	Hall of Justice
Dollings, Eunice	Junior Clerk	Civil Defense
Duffy, Joseph J.	School Crossing Guard	Police
Edgar, Mark	Recreation Leader	Recreation
Fields, Otho R.	Garbageman	Waste Removal
Gatiss, Robert	Recreation Leader	Recreation
Glandon, Lelia	Recreation Leader	Recreation
Hargis, J. L.	Tree Trimmer	Rec. & Parks
Hawkins, Willie	Truck Driver	Waste Removal
Henretty, Patrick	Recreation Leader	Recreation
Hribar, Ruth	Junior Clerk	Controller.
Jeter, Raymond	Garbageman	Waste Removal
King, Willivi	Recreation Leader	Recreation
Lilly, Suzanne	Recreation Leader	Recreation
Lobaugh, Jack	Parking Lot Attendant	Parking Lot
Mendoza, Herbert	Custodian I	Library
Neves, Gerald	Junior Clerk	Police
Williams, Julius	Garbageman	Waste Removal
Witherell, Joe	Recreation Leader	Recreation

Exempt Appointment

Skov, Peter	Asst. Physician & Surgeon	Health
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Probationary Appointments

Booth, Burl	Laborer	Recreation
Boyd, S. L.	Captain	Fire
Chambers, Calvin	Garbageman	Waste Removal
Cook, Jonathan	Senior Clerk	Building Insp.
Gamble, Leona	Intermediate Clerk	Controller
Gay, Eloi	Laborer	Recreation
Hamilton, Edgar	Sr. Parking Lot Attdt.	Parking Lot
Houck, C.	Laborer	Water
Huckaby, Ralph	Plant Operator I	Water
Hughes, Wesley	Chief Survey Party	Engineering
Kaihe, George	Groundman	Park
Kearns, Jack P.	Patrolman	Police
Kennedy, Robert	Sr. Parking Lot Attdt.	Parking Lot
Kroeger, Johnnie	Uniform Fireman	Fire
Linton, Lena R.	Library Clerk	Library
Logan, Oliver J.	Parking Lot Attendant	Parking Lot

Probationary Appointments (Cont'd.)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Martin, Edward	Custodian III	Memorial Auditorium
McClintock, William	Senior Clerk	Purchasing
McManus, James E.	Patrolman	Police
Mitchell, Ruth A.	Policewoman	Police
Mott, Donald S.	Uniform Fireman	Fire
Nastro, Anthony F.	Electrical Inspector	Electrical
Pinsler, David	Senior Clerk	Collector
Rigglesworth, Carl	Parking Lot Attendant	Parking Lot
Roof, R. L.	Engineer	Fire
Schultz, R. I.	Captain	Fire
Severitt, K. D.	Engineer	Fire
Stevens, Paul G.	Senior Parking Lot Attndt.	Parking Lot
Tolle, Glen	Custodian III	Memorial Auditorium
Williams, Leroy	Garbageman	Waste Removal
Wise, Robert	Plant Operator II	Water

Limited Term Appointments

Castle, Lucille	Junior Clerk	Assessor
Keifer, Donald	Street Const. Worker	Street Maintenance
Morin, Paul C Jr.	Auto Painter	Corporation Yard
Myers, Richie	Laborer	Street Maintenance
Robinson, Adlert	Laborer	Street Cleaning
Thurn, Richard L.	Street Const. Worker	Street Maintenance
Tietjen, Joe	Laborer	Street Cleaning

Reinstatements

Burnes, James	Laborer	Street Cleaning
Carboni, Fred	Laborer	Street Cleaning
Jones, Tommy	Laborer	Street Cleaning
Malnburg, Howard	Street Const. Worker	Street Maintenance
Mena, D. F.	Laborer	Street Cleaning
Zaro, Andrew J.	Engineering Aide	Engineering

Leaves of Absence

Haley, Ralph J.	- Leave of Absence 12/18 to 12/19/56	Supt. Bureau of Records Military Service
Hicks, James V.	- Leave of Absence 1/7 to 1/21/57	Chief of Police Military Service
Hicks, James V.	- Leave of Absence 12/18 to 12/19/56	Chief of Police Military Service
Petralli, M.S.	- Leave of Absence 12/9/56	Uniform Fireman, Military Service

Return to Duty

Shamrock, Frank - Returned to Duty 12/3/56 Parking Lot Attendant, illness

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

APPROVED:

*Adney McWilliam*  
Secretary

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President