

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

March 16, 1949

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

PRESENT: Commissioners Deise and Marty

ABSENT: None

Minutes of the previous meeting were ordered approved as read.

OUTSIDE EMPLOYMENT

Letter of approval from
Building & Construction
Trades Council

Communication from the Building
and Construction Trades Council,
expressing appreciation for the

Board's policy confining City employees to regular City employment, was read and ordered filed.

GRACE BARNES

Reclassification
rescinded

After discussion, Mr. Marty moved
that action of the Board March 9,
1949, reclassifying the position

of Junior Clerk occupied by Mrs. Grace Barnes in the Police Department to Key
Punch Operator be rescinded; seconded by Mr. Deise and motion carried.

OUTSIDE EMPLOYMENT

Special permits granted

In accordance with Rule XI, the
following applications requesting
special permits to accept part-

time employment, were considered:

DELMER A. SLAUGHTER, Janitor in the City Library, to work as
Janitor for Grebitus Jewelers, 21 hours per week, from 9 A.M.
to 12:30 P.M.

JOHN A. LEWIS, Traffic Linesman, to work as a part-time clerk
in the Lucky Store 16 hours per week - 8 hours on Saturday and
4 hours Thursday and Friday.

ROY WILLIAMS, Custodian-Janitor in the Health Department, to
work as a part-time Janitor in the Cliff House Bar 14 hours
per week between 6 A.M. and 8 A.M.

VIRGIL L. WHITTIER, Truck Driver in the Recreation Department,
to work as a Clerk in the Stop N Shop Market, 16 hours per week
Saturdays and Sundays.

C. R. HOLLAND, Electrical Inspector, to teach an Electrical Apprentice Class at the Sacramento Evening College four hours per week between 7 P.M. and 9 P.M. Tuesdays and Thursdays.

JUNE VESEY, Junior Clerk in the Civil Service Department to do sewing and alteration work in her home.

Casual Orchestra Employment by the following employees:

RAYMOND E. BEAM, Tabulating Machine Operator - Accounting Dept.
 ORREN H. TURNER, Account Clerk - Assessor-Collector Dept.
 DONALD B. SANDMAN, Senior Clerk - Civil Service Dept.
 EARL R. SIMONS, Senior Clerk - Civil Service Dept.
 Rodney W. McWilliam, Examination Clerk - Civil Service Dept.
 FORREST LONG, Record Supervisor - Fire Dept.
 ARTHUR VALINE, Office Supervisor - Assessor-Collector Dept.
 RAYMOND F. CRABBE, Senior Clerk - Traffic Signs & Signals
 TED C. DOICE, Senior Clerk - Traffic Signs & Signals
 CARROLL E. SWESEY, Parking Meter Collector - Parking Meter Dept.

Mr. Marty moved that the foregoing employees be granted special work permits for a period of six months; seconded by Mr. Deise and motion carried.

LIBRARY CLERK EX. #225

After reviewing the outcome of raw scores for the written portion of Library Clerk Examination #225, Mr.

Deise moved that those candidates receiving a raw score of 40, be considered as receiving a passing grade of 70%; seconded by Mr. Marty and motion carried.

JUNIOR CLERK EX. #224 (Women)

After reviewing the outcome of raw scores for the written portion of Junior Clerk Examination #224 (women),

Mr. Marty moved that those candidates receiving a raw score of 40, be considered as receiving a passing grade of 70%; seconded by Mr. Marty and motion carried.

JUNIOR CLERK EX. #224 (Men)

After reviewing the outcome of raw scores for the written portion of Junior Clerk Examination #224 (Men),

Mr. Marty moved that those candidates receiving a raw score of 32, be considered as receiving a passing grade of 70%; seconded by Mr. Deise and motion carried.

March 16, 1949

INTERMEDIATE CLERK, EX. #226
(Women)

(Women), Mr. Deise moved that those candidates receiving a raw score of 75 be considered as receiving a passing grade of 70%; seconded by Mr. Marty and motion carried.

INTERMEDIATE CLERK EX. #226
(Men)

Examination #226 (Men), Mr. Marty moved that those candidates receiving a raw score of 75 be considered as receiving a passing grade of 70%; seconded by Mr. Deise and motion carried.

SENIOR CLERK EX. #227 (Men)

(Men), Mr. Deise moved that those candidates receiving a raw score of 70% be considered as receiving a passing grade of 70%; seconded by Mr. Marty and motion carried.

ORAL INTERVIEWS

Identification envelopes were thereupon opened for the foregoing examinations and Mr. Deise at 7 P.M. moved that Oral Interviews be held on March 31, 1949; seconded by Mr. Marty and motion carried.

DEPARTMENTAL REPORTS
APPROVAL OF

ports be approved:

After reviewing the outcome of raw scores for the written portion of Intermediate Clerk #226

After reviewing the outcome of raw scores for the written portion of Intermediate Clerk

After reviewing the outcome of raw scores for the written portion of Senior Clerk Examination #227

Identification envelopes were thereupon opened for the foregoing examinations and Mr. Deise at 7 P.M.

After review and agreement, it was the order of the Board that the following Departmental Re-

March 16, 1949

Police Department

Bailey, Richard E. - Temp. Appt. 2/28/49 Jr. Fingerprint Technician @ \$209 Mo.
 Douglas, Edith - Temp. Appt. 3/1/49 Relief Cook @ \$176 Month
 Espinosa, Edna - Temp. Appt. 3/1/49 Cook @ \$211 Month

Recreation Department

Tietjen, Joseph - Temp. Appt. 3/1/49 Laborer @ \$231 Month
 Yniquez, Rudy - Temp. Appt. 3/1/49 Laborer @ \$220 Month

Water Department

Gill, Michael - Temp. Appt. 1/28/49 Serviceman Helper @ \$205 Month

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

 Secretary

APPROVED:

 President

MINUTES OF CIVIL SERVICE BOARD
 CITY OF SACRAMENTO
 SPECIAL MEETING

March 25, 1949

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

PRESENT: Commissioners Deise, Marty and Root
 ABSENT: None

Minutes of the previous meeting were ordered approved as read.

SALARY AND CLASSIFICATION
SURVEY BY J. R. JAMISON

Mr. J. H. Jamison, recently employed
 by the Board and the City Council to
 prepare a comprehensive salary and

classification survey for the City of Sacramento personally appeared and dis-
 cussed with the members of the Board preliminary draft of said report, par-
 ticularly those sections affecting administrative policies. Mr. Jamison
 stated that final draft of said report will be presented for consideration
 within the next ten days.

March 25, 1949

DALE MILLER

Oral Interview for
Junior and Intermediate
Clerk Examinations

Due to illness in the family, Mr.
Dale Miller was given his Oral
Interview for the recent Junior and

Intermediate Clerk Examinations - regular interviews having been set for
March 31, 1949.

TREE TRIMMER EX. #228
Applications Rejected

After general discussion by members
of the Board, Mr. Root moved that
the following applications filed

for Tree Trimmer Examination No. 228 be rejected for lack of experience:

Anthony J. Oreb
Harry T. McCarthy
Manuel V. Balshor
Geo. L. Stritzel

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

S e c r e t a r y

APPROVED:

P r e s i d e n t

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

March 31, 1949

The Civil Service Board met in special session in its office at 7:00 P.M.

PRESENT: Commissioners Deise, Marty and Root
ABSENT : None

Minutes of the previous meeting were ordered approved as read.

CLERICAL EXAMINATIONS
Personal Interviews

Assisted by Miss Dorothy Drake,
Messrs. A. C. Kitchen and John
Casali, the Board conducted

Personal Interviews for those candidates who had successfully passed the written

March 31, 1949

portion of the following examinations:

Library Clerk	Examination #224
Junior Clerk	Examination #225
Intermediate Clerk	Examination #226
Senior Clerk (Men)	Examination #227

ELECTRICAL INSPECTOR
PLUMBING INSPECTOR.

After consideration and discussion, Mr.

Root moved that the Secretary be instructed to prepare Announcement Notice for Electrical Inspector and Plumbing Inspector Examinations; seconded by Mr. Deise and motion carried.

TREE TRIMMER EX. #228

After reviewing the outcome of raw scores for the Practical Test included in the Tree Trimmer Examination #228, Mr. Marty

moved that 70% be established as the passing grade; seconded by Mr. Deise and motion carried.

Identification envelopes were thereupon opened and Mr. Root moved that Personal Interviews be held on April 7, 1949 at 4:30 P.M. in Room 303, City Hall; seconded by Mr. Marty and motion carried.

STENOGRAPHER-CLERK, GR. I
STENOGRAPHER-CLERK, GR. II
Examinations #229 and #230

Mr. Deise moved that the written examination for Stenographer-Clerk, Grade I, No. 229 and Stenographer-Clerk, Grade II,

No. 230 be held on April 8, 1949 at 7 P.M. in the Junior College Library; seconded by Mr. Marty and motion carried.

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

S e c r e t a r y

APPROVED:

P r e s i d e n t