

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

August 7, 1934.

The Civil Service Board met in special session in the office of the Board, Room 106, City Hall, at 8:00 o'clock P.M., President Deise presiding.

PRESENT: Commissioner Stacy, and President Deise.
ABSENT : Commissioner Chenu.

Due to the absence of Commissioner Chenu, reading of the minutes was omitted.

LEANDRO, J. Q.

Employment Status

Mr. D. Dennis appeared with Mr. Leandro to discuss the status of Mr. Leandro's employment with the

City. Mr. Dennis explained that Mr. Leandro understood and spoke the English language with difficulty and hence he felt there had been a misunderstanding in regard to his suspension and lay-off. It was explained that a Mr. John Thomas of the Engineering Department advised Mr. Leandro that he was to lay off January 5, 1934, for thirty days. At the expiration of this period Mr. Leandro expected a call to return to duty and not receiving such notice appeared in March and was instructed to visit the City Physician. Mr. Leandro presented statements from both Dr. Coyle and Dr. Dozier, dated June 22, 1934, stating that he was able to perform his work. After reviewing Mr. Leandro's civil service history and Doctor's letters and statements, the Board instructed Mr. Leandro to visit the City Engineering office and ascertain if there was an opening for him to return to duty.

FARRELL, LORETTA
RECLASSIFICATION REQUEST

The Secretary presented a letter from R. C. Oakley, dated August 7,

August 7, 1934.

1934, reading as follows:

"City of Sacramento
State of California

August 7, 1934.

Civil Service Board,
City of Sacramento.

Gentlemen:

I have your letter of August 3rd requesting information concerning the classification of Miss Loretta Farrell, now rated as a Junior Clerk in the Assessor-Collector's office.

At the time classification of employees was made in 1928, Miss Farrell was placed under the Junior Clerk classification due primarily to the fact that her salary at that time was \$125.00 per month. The salary range for Junior Clerks was \$85.00 to \$135.00 and for Senior Clerks and Bookkeepers the range was \$140.00 to \$200.00. Her classification as a Junior Clerk was entirely arbitrary and the salary she received was virtually the sole justification for it. As outlined in letter dated June 5, 1934, from the Assessor-Collector, Miss Farrell's duties consist almost entirely of bookkeeping activities. She has been employed in this department since 1925 and upon discussing the matter further with Mr. Nelson it is found that her work is still along bookkeeping lines.

In view of the circumstances surrounding this case it is my recommendation that this employee be reclassified as a Bookkeeper instead of a Junior Clerk. This recommendation is concurred in by the Assessor-Collector and the City Manager.

Contingent upon the Civil Service Board acting favorably on this recommendation, a salary rating of \$140.00 has been established in the 1935 budget for this employee, which is the minimum rate for a Bookkeeper.

Yours very truly,

(Signed) Ray C. Oakley.
Executive Secretary
to the City Manager.

RCO'L

We concur in this recommendation:

(Signed) Jas. S. Dean
City Manager

(Signed) E. H. Nelson
Assessor-Collector."

August 7, 1934.

After discussing the above letter, the Board reviewed Miss Farrell's employment history and the following letters from C.W. Mier, and E. H. Nelson:

"City of Sacramento
State of California

May 16, 1929.

"Civil Service Board,
Sacramento, California.

Gentlemen:

Miss Loretta Farrell received \$130.00 per month and is classed as a Junior Clerk.

Her work really consists of accounting and bookkeeping and the training she heretofore acquired during her employment with Schaw-Batcher Company, fits her for the detailed accounting of city receipts.

She has been employed by the City for four years.

No doubt, she would have been raised from time to time, but the Civil Service placed her (at \$130.00) in the Junior Clerk class.

If there is a possibility for her advancement either by an examination for Senior Clerk, or by a slight increase in her monthly wage, would deem it reasonably right.

Respectfully asking for your kind consideration.

Very truly yours,

(Signed) C. W. Mier
Assessor-Collector."

"City of Sacramento
State of California

May 2, 1934.

Honorable Civil Service Board,
City of Sacramento.

Gentlemen:

I would respectfully request that your honorable body give consideration to there-classification of Miss Loretta Farrell, now employed in my department under the classification of Junior Clerk.

August 7, 1934.

Miss Farrell was engaged by this department in the capacity of a bookkeeper in 1925 and has since then been continuously employed as such. Therefore, this request that she be rated as a bookkeeper.

Yours very truly,

(Signed) E. H. Nelson,
Assessor-Collector.

EHN:RT

APPROVED

(Signed) Jas. S. Dean
City Manager."

"City of Sacramento
State of California

June 5, 1934.

Honorable City Council,
City of Sacramento.

Gentlemen:

In re your request for a detailed statement of Miss Farrell's duties I submit the following:

Daily check of Cashier's balance and keep record book of same. This includes a complete re-adding of all tax and street bond stubs.

Recap Tax Rolls and make all additions, deductions and refunds of double and erroneous payments on taxes and street bonds and keep record of same.

Check charge made by Controller covering each years collectible street bond charges. This requires about three weeks teady work as entries come to this office unchecked, but charge is made from blue prints compiled by Street Department.

Make completed financial report of all tax and street bond money collected and delinquent. This balance covers a period from the first of November to the first of the following July.

Balance unsecured Personal Property Rolls.

The above constitutes the major part of Miss Farrell's work, the balance being office routine.

Yours very truly,

(Signed) E. H. Nelson,
Assessor-Collector."

August 7, 1934.

After a thorough discussion, Commissioner Stacy moved that after consideration of letters and facts presented by C. W. Mier, May 16, 1929; E. H. Nelson, May 2, 1934, and June 5, 1934; and Ray C. Oakley, August 7, 1934, which conclusively proved to the Board that Miss Farrell had been incorrectly classified in 1928, and after reviewing Miss Farrell's employment history and the facts relative thereto, Miss Loretta Farrell's civil service classification be changed from that of a Junior Clerk to that of a Bookkeeper. Seconded by President Deise and carried with the following vote:

AYES: Commissioner Stacy, President Deise.
 NOES: None. ABSENT: Commissioner Chenu.

TELEPHONE OPERATOR
 EXAMINATION # 78

The Secretary stated to the Board that Pacific Telephone and Telegraph officials had reviewed the examination questions which candidates in this examination had questioned and that in each question the answer as used in the key set of questions had been found correctly marked. The Board then instructed the Secretary to prepare final scores upon the papers as previously graded.

DEPARTMENTAL REPORTS
 APPROVAL OF.

The following reports received from Departments were submitted for consideration:

City Attorney

Mull, A. M., Jr. - Temp. Appt., Prosecuting Attorney, Aug. 6, 1934.

Engineering Department

Britt, F. C. - Temp. Appt., Plumber, July 31, 1934.

August 7, 1934.

Health Department

Lawson, George L. - Temp. Appt., Janitor, August 6, 1934.

Waste Removal Department

Rhoades, J. L. - Temp. Appt., Truck Driver, August 7, 1934.
 Tillotson, J. D. - Temp. Appt., Truck Driver, August 8, 1934.
 Flaherty, Wm. F. - Temp. Appt., Collector, August 5, 1934.

Leave of Absence

Gordon, Clyde E. - 90 days starting June 21, 1934.

Transfer

Potter, Edgar C. - From City Hall to Hall of Justice June 23, 1934.

After reviewing the above reports, Commissioner Stacy moved that they be approved. Seconded by President Deise and carried with the following vote:

AYES: Commissioner Stacy, President Deise.
 NOES: None. ABSENT: Commissioner Chenu.

There being no further business, the Board adjourned at 11:15 o'clock P.M. to meet again August 16, 1934, at 8:00 o'clock P.M.

H. W. Jaqueth
 Secretary.

APPROVED:

Leroy Deise
 President.