

) MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING OCTOBER 15, 1969

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street at 1:30 p.m.

PRESENT: Members Alexander, Erickson, Genshlea, Street

ABSENT: Member Diepenbrock

Minutes of the meeting held October 1, 1969, were read and approved.

FIRE CAPTAIN EXAMINATION
NO. 1051 (PROMOTIONAL):
Eligible Register

Written test scores, personal inter-
view ratings, performance ratings

and seniority credit in Fire Captain Examination No. 1051 (promotional), written test for which was held July 22, 1969, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 112 of a possible 165 items, qualifying 84 of 189 candidates appearing for the written test (see Civil Service Board minutes of February 27, 1969, designating the number of candidates to be placed on the eligible register).

Qualifications Appraisal Board consisted of Chris Shannon, Chief, San Jose Fire Department; Don Foley, Assistant to the City Manager; and Earl Simons, Safety and Training Officer.

The following eligible register was made effective October 10, 1969:

FIRE CAPTAIN EXAMINATION NO. 1051

(Promotional)

1. James Hendrix	94.05%
2. Charles Dunham	93.89
3. Richard Green	93.09
4. David Ogden	92.45
5. Millard Bower	92.25
6. Gordon Petersen	90.95
7. Leon Williams	89.52
8. Jack Brocchini	89.39
9. Kenneth Schroeder	89.15
10. Edward Merrill	88.80

FIRE CAPTAIN EXAMINATION NO. 1051 (CONT'D.)

11.	Gerald Dysart	88.60%
12.	Bertrand Mutz	87.55
13.	Henry Schneider	87.11
14.	Richard Brown	86.78
15.	Burton Bradley Jr.	86.62
16.	Kenneth Merrill	86.38
17.	Carl Davis	86.31
18.	William Bryant	86.29
19.	Richard LaVine	86.21
20.	David Elder	85.97
21.	Herbert Gadeberg	85.95
22.	Stanley Hanna	85.84
23.	Albert Stratton	85.66
24.	Dale Head	85.45
25.	Gerald Sackett	85.18
26.	Fred Cooper	85.11
27.	James Cherney	85.03
28.	Henry Collins	84.79
29.	Richard Crispi	84.67
30.	David Keene	84.66
31.	Carl Graves	84.58
32.	Craig Carrier	84.54
33.	John McLaughlin	84.39
34.	Victor Lunetta	84.32
35.	George Nugent	84.30
36.	Thomas Partington	84.21
37.	Rufino Mora	84.20
38.	Robert Kern	83.95
39.	Larry Paladini	83.76
40.	Larry Heselton	83.69
41.	Carl Zuehlke	82.80
42.	Jack Shepler	82.40

ASSOCIATE CIVIL ENGINEER
EXAMINATION NO. 1066:
 Eligible Register

Personal interview ratings
 in Associate Civil Engineer

Examination No. 1066, held September 30 and October 1, 1969, were reviewed, written test not having been included as a part of the examination.

Qualifications Appraisal Board consisted of Ronald Parker, Assistant City Engineer and John Varozza, Assistant City Engineer.

The following eligible register was made effective October 2, 1969:

ASSOCIATE CIVIL ENGINEER EXAMINATION NO. 1066

#1.	Paul Lew	105.00%
2.	John Deglow	94.00
3.	Richard Schmiedt	93.50
4.	N. Dee Lewis	93.00
#5.	Calvin Jepsen	92.50
#6.	David Cleavinger	91.50
#7.	Arthur Owyong	90.50
8.	Charles Yakabe	88.50
#9.	Murt Lininger	87.50
10.	Dale Martfeld	87.50
11.	Lawson Frank	83.00
#12.	Nobuyuki Kodani	82.50
13.	Roger Stoughton	80.00
14.	Jerry Chang	72.50
15.	Ted Tsuruda	72.00
16.	Joseph Wirth	71.50
17.	Alejandro Martin	70.00
18.	Henry Nakamura	70.00
19.	Alfred Rock	70.00

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

REQUEST FOR LEAVE OF ABSENCE:

Thomas C. Kronland
Patrolman

Communication from Thomas C. Kron-
land, Patrolman, dated October 3,

1969, requesting a leave of absence for a period of six (6) months due to personal difficulty, was read and considered.

Secretary advised that the request had been approved by Ray Dehner, Police Chief, and Richard Rathfon, City Manager.

Motion was made by Mr. Erickson that the request for a six months' leave of absence be granted. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Alexander, Erickson, Genshlea, Street

NOES: None

AMENDMENT OF CLASSIFICATION PLAN:

Motor Sweeper Operator

Revised specification for the class
of Motor Sweeper Operator was pre-

sented to the Board for consideration.

Secretary advised that the specification for Motor Sweeper Operator had been revised to include the maintenance and repair of such equipment and possible assignment of employee training duties.

It was the order of the Board that action on the proposed specification be held over to the next regular meeting, as required by Section 4.5 of the rules and regulations, with possible revisions of certain sections of the specification.

AMENDMENT OF CLASSIFICATION PLAN:

- Tree Trainee
- Tree Trimmer I
- Tree Trimmer II
- Tree Trimmer Foreman I
- Tree Trimmer Foreman II

Secretary advised that this date had been set for hearing on adoption of specifications for the classes of

Tree Trainee, Tree Trimmer I, Tree Trimmer II, Tree Trimmer Foreman I, and Tree Trimmer Foreman II.

Motion was made by Mr. Genshlea that the new specifications as prepared by the Secretary and made a part of these minutes be adopted as of January 1, 1970.

Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Alexander, Erickson, Genshlea, Street

NOES: None

EMPLOYEE STATUS IN POSITIONS
REALLOCATED TO HIGHER CLASSES:

Secretary advised that the employees below listed occupied

positions which have been reallocated to higher classes after review of duties and responsibilities assigned and approval of the department head, and recommended that permanent status be granted in the higher classes:

<u>Name</u>	<u>Reallocated Class</u>
Ethan Browning	Associate Planner
Vera Zazzetti	Intermediate Typist-Clerk

TREE TRAINEE

NATURE OF WORK:

This is a training assignment which involves semi-skilled work in pruning, trimming, felling and topping city trees. The work involves a variety of manual tasks incidental to the transplanting, trimming, pruning, spraying, and removal of trees along city streets. Much of the work is hazardous and requires considerable strength and agility. Assignments are received from a superior and include specific details of each job to be performed. Work is carried on under the immediate supervision of a Tree Trimmer II who directs pruning operations and safety precautions and is responsible for assigning work to and training employees in this class.

ILLUSTRATIVE EXAMPLES OF WORK:

Under close supervision, climbs trees using hooks and cables; removes dead, broken and undesired branches; tops trees using chain and hand saws, axes, and other tools and lowers portions removed to the ground with ropes; removes overhanging branches and split or broken limbs after storms.

Trims trees for clearance of overhead utility facilities.

Participates in the planting, transplanting, seeding, and spraying of trees; cleans, sterilizes, and fills tree cavities and places bolts and cables.

Sharpens and cares for edged tools; cares for ropes and safety equipment; drives a truck, and operates winch.

Trims and digs out protruding tree roots; uses axe and power saws for felling trees or cutting up felled trees; uses chipper.

Performs related work as required.

KNOWLEDGES, ABILITIES, AND SKILLS:

Ability to learn tree trimming, treatment, and removal methods.

Ability to learn the hazards and safety precautions of the work.

Ability to acquire skill in the use and care of ropes, knots, climber hooks, riggings, and tools commonly used in tree trimming and felling operations.

Ability to climb trees and to work at heights, sometimes in precarious positions.

DESIRABLE EXPERIENCE AND TRAINING:

Some experience in working at heights, and completion of the tenth (10th) school grade.

TREE TRIMMER I

NATURE OF WORK:

This is skilled work involved in pruning, trimming, felling and topping city trees. The work involves responsibility for performing a variety of manual tasks incidental to the trimming, care, and removal of shade trees along city streets. Much of the work is hazardous and requires considerable strength and agility. Work is carried on under immediate supervision of a Tree Trimmer II who directs pruning operations and safety precautions.

ILLUSTRATIVE EXAMPLES OF WORK:

Climbs trees, using hooks and ropes; removes dead, broken and undesired branches; tops trees using chain and hand saws, axes and other tools, and lowers portions removed to the ground with ropes; removes overhanging branches and split or broken limbs after storms.

Trims trees for clearance of overhead utility facilities.

Cleans, sterilizes, and fills tree cavities and places bolts and cables.

Sharpens and cares for edged tools; cares for ropes and safety equipment; drives a truck; and operates winch.

Uses axe and power saws for felling trees or cutting up felled trees; uses chipper.

Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS:

Knowledge of tree trimming, treatment, and removal methods.

Knowledge of the hazards and safety precautions of the work.

Skill in the use and care of ropes, knots, climber hooks, riggings, and tools commonly used in tree trimming and felling operations.

Ability to climb trees and to work at heights; sometimes in precarious positions.

DESIRABLE EXPERIENCE AND TRAINING:

Completion of an appropriate training period as a Tree Trainee.

TREE TRIMMER IINATURE OF WORK:

This is skilled work involving leadman responsibility in maintaining city shade trees. Work involves responsibility for supervising and personally participating in a variety of tasks, often hazardous, incidental to the trimming, care and removal of shade trees along city streets. The work includes the field planning and maintenance of proper safeguards for subordinates and the public. An employee takes lead responsibilities in the felling, trimming and repairing of city trees. Assignments are received verbally or in the form of work orders and carry relatively detailed instructions regarding the work to be performed. The employee is responsible for assigning tasks to and training subordinates, and making field decisions. The work is inspected during process and is subject to final review for conformance with instructions.

ILLUSTRATIVE EXAMPLES OF WORK:

Supervises and participates in the topping, felling, trimming, pruning, and removal of trees.

Climbs trees, using hooks and ropes; removes dead, broken and undesired branches; tops trees using chain and hand saws, axes and other tools, and lowers portions removed to the ground with ropes; removes overhanging branches and split or broken limbs after storms.

Trims trees for clearance of overhead utility facilities.

Cleans, sterilizes and fills tree cavities and places bolts and cables.

Sharpens and cares for edged tools; cares for ropes and safety equipment; drives a truck and operates winch.

Uses axe and power saws for felling trees or cutting up felled trees; uses chipper.

Supervises care and maintenance of tools and equipment

Performs related work as required.

KNOWLEDGES, ABILITIES AND SKILLS:

Knowledge of tree trimming, treatment, and removal methods and techniques.

Knowledge of the occupational hazards and safety precautions of the work.

Knowledge of rigging methods and of the use and maintenance of the tools and equipment of the trade.

Some knowledge of insects, parasites and diseases which attack trees and of the proper methods of their control.

Ability to climb and to work in high and hazardous locations.

Ability to supervise and direct the work of others

Skill in the use and care of climber hooks, ropes, knots, and the tools and equipment commonly used in tree trimming and tree surgery operations.

DESIRABLE EXPERIENCE AND TRAINING:

Permanent status as a Tree Trimmer I.

TREE TRIMMER FOREMAN I AND IIDEFINITION:

Under direction, to plan, lay out, supervise and participate in the work of Tree Trimmers engaged in the pruning, trimming, felling, and topping of city trees; to requisition and account for materials, supplies and equipment needed in tree trimming work; to prepare work and time reports on subordinate personnel; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Although the supervisory responsibilities of these two classes are similar, the class of Tree Trimmer Foreman I is distinguished from the class of Tree Trimmer Foreman II in that a Foreman I participates in the work and supervises a crew of five to ten subordinates as a regular assignment. A Foreman II, on the other hand, supervises subordinate foreman and ten or more men performing tree trimming work.

EXAMPLES OF DUTIES:

Directs and coordinates the work of Tree Trimmers engaged in pruning, trimming, felling and topping of city trees; inspects street trees to determine the extent of work required to be done; discusses and resolves complaints of property owners; estimates labor and material costs for work to be performed; prepares work schedules; requisitions, keeps records and accounts for materials, equipment and supplies; keeps records of work performed and supplies used; performs related work as required.

DESIRABLE QUALIFICATIONS:Knowledge of:

Standard practices, equipment and tools used in tree trimming work;
The occupational hazards and safety precautions of tree trimming work;

and

Ability to:

Understand and carry out Park Department policies and written and oral instructions relating to tree trimming problems;
Adapt available tools, supplies and equipment to particular tree maintenance problems;
Plan, organize and supervise the work of subordinates and provide appropriate advise and assistance on tree trimming problems to obtain effective results;
Keep records and prepare work and time reports;
Establish cooperative working relationships with superiors, subordinates, other city employees and members of the general public contacted in the course of work.

and

DESIRABLE QUALIFICATIONS - Continued:

Experience:

Tree Trimmer Foreman I:- Permanent status as a Tree Trimmer II.

Tree Trimmer Foreman II:- Permanent status as a Tree Trimmer Foreman I or two (2) years of experience as a Tree Trimmer II.

TREE SUPERVISOR

general direction, to plan, organize and direct the work of tree crews engaged in planting, trimming, spraying and removing street trees; to prepare, review and approve work and time reports submitted on subordinates; to confer with superiors in the Recreation and Parks Department and assist in developing plans and procedures relating to the street tree maintenance program; and to do related work as required.

DUTIES:

organizes and directs the work of subordinate foremen and tree crews engaged in a program of planting, watering, trimming, spraying and removing street trees; instructs foremen in the policies, methods and procedures of the Recreation and Parks Department relating to the tree maintenance program; inspects street trees and park areas to determine the extent of maintenance activity required; reviews and approves estimates of labor and costs for work to be performed; reviews and prepares work schedules; prepares time cards; prepares and submits reports on work projects; confers with superiors in the Recreation and Parks Department to assist in developing policies and proposed tree maintenance projects; trains subordinate personnel and employees in the proper standards of work performance and development of safe work habits; keeps records of work performed and costs; develops proposals for personnel needs to accomplish the street tree maintenance program.

QUALIFICATIONS:

Knowledge of:

The materials, methods and techniques commonly used in a comprehensive program of tree maintenance activities;
The hazards and safety precautions of tree maintenance work.

and

Ability to:

Plan, organize and direct the work of a large working force, comprised of several crews and foremen, performing a variety of tree maintenance activities and to obtain effective results;
Understand and to resolve complex personnel and work requirement problems;
Keep records and prepare time and activity reports;
Establish cooperative working relationships with superiors, subordinates, other city departments and members of the general public contacted in the course of work.

and

Experience:


Permanent status as a Tree Maintenance Foreman II or a Tree Trimmer Foreman II

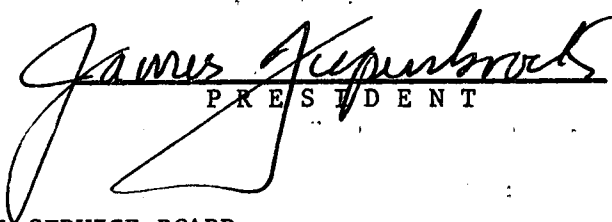
... was made by Mr. Erickson that permanent status be granted the above
... in the classes designated in accordance with Section 4.7(c) of the
... regulations. Motion was seconded by Mr. Genshlea and carried by the
... vote:

Members Alexander, Erickson, Genshlea, Street

None

... being no further business, the meeting adjourned at 2:30 p.m. to meet
... the call of the Chair.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING OCTOBER 23, 1969

Civil Service Board met in regular session in the Conference Room at
... Street at 1:30 p.m.

PRESENT: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

ABSENT: None

Minutes of the meeting held October 15, 1969, were read and approved.

FOR EXTENSION OF TIME
INTO THE CITY LIMITS:
Snow, Patrolman

Communication from Alvie J. Snow,
Patrolman, dated October 16, 1969,

... an extension of time to move his residence into the city limits due
... to difficulty in finding suitable accommodations to place his mobile house-
... was read and considered.

Secretary advised that his original appointment date was October 16, 1968,

... the one year period to move into the city expired October 16, 1969.

... motion was made by Mr. Erickson that Mr. Snow be granted a 'three months'

... of time in order to comply with Charter provisions covering residence.

Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

AMENDMENT OF CLASSIFICATION PLAN:
Motor Sweeper Operator

Secretary advised that this
date had been set for hearing

on adoption of the amended specification for the class of Motor Sweeper Operator in accordance with Section 4.5 of the rules and regulations.

Motion was made by Mr. Street that the amended specification as prepared by the Secretary and made a part of these minutes be adopted. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

REQUEST FOR CHANGE OF POSITION TITLE:
Deputy Chief, Headquarters Division

Communication from Ray Dehner,
Police Chief, dated October

16, 1969, requesting that the position title of Headquarters Superintendent, which carries the title of Captain, be changed to Deputy Chief, Headquarters Division, was read. It was explained that this change in title would in no way effect the duties or salary range of the position involved.

After discussion, motion was made by Mr. Erickson that the request for change of title to Deputy Chief, Headquarters Division, be approved. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

REQUEST FOR CERTIFICATION
FROM HIGHER CLASS:

Communication from Dorothy
Drake, City-County Librarian,

City of Sacramento

MOTOR SWEEPER OPERATOR

Nature of Work:

This is skilled work involving the operation of a mechanical street sweeper on City streets. An employee of this class operates a motor driven sweeper on assigned routes throughout the City for the purpose of keeping streets and gutters clear of debris, or may be assigned to perform the routine duties involved in the servicing and maintenance of street sweeping equipment. Incumbents may also, on occasion, train employees in learning the fundamentals required in the operation of a motor sweeper. Employees in this class work under general supervision which is limited to route assignment and review of results.

Illustrative Examples of Work:

Sweeps streets and gutters clear of litter, grass, and leaves; changes brooms on sweepers and buckers.
Checks for improper functioning of the sweeper during operations; makes adjustments on sweeper for correct operation.
Services sweeper properly at regular intervals.
Repairs and replaces bearings, couplings, and lights; packs water pumps and installs rubber shoes on mechanical sweepers.
Inspects and services drive chains and conveyor belts.
Prepares, services, and replaces brooms used on mechanical sweepers.
Prepares water hoses for sweepers.
Occasionally operates either light or heavy equipment on an assigned route.
Performs related work as required.

Knowledges, Abilities, and Skills:

Knowledge of the operation and maintenance of mechanical street sweeping equipment together with the ability to make all necessary repairs, adjustments, and servicing required on this type of equipment.
Knowledge of the hazards involved and of applicable safety rules and regulations in equipment operation.
Knowledge of traffic laws, ordinances, and rules pertaining to equipment operation.
Ability to operate equipment skillfully, safely, and according to traffic laws and departmental regulations.
Ability to understand and carry out both written and oral instructions and to work independently in the performance of regular duties.

Desirable Experience and Training:

Considerable experience in the operation of trucks, tractors, or other types of public works equipment; and completion of the tenth school grade.

City of Sacramento
Revised: Civil Service Board
10/23/69

dated October 16, 1969, requesting certification from Library Technician Eligible Register No. 1021 to fill a position of Library Assistant in accordance with provisions of Section 11.6 of the rules and regulations, was considered.

After discussion, motion was made by Mr. Erickson that the Personnel Officer be authorized to certify from the Library Technician Eligible Register No. 1021 as requested. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

TREE MAINTENANCE MAN I EXAMINATION NO. 1070 (PROMOTIONAL):
Minimum Qualifying Score

Upon the recommendation of the Secretary, it was the order of the Board that the minimum qualifying score in the written test for Tree Maintenance Man I Examination No. 1070 (Promotional) be set at 56 of a possible 85 items, qualifying five of seven candidates appearing for the written test, in accordance with Section 7.4(c) of the rules and regulations.

REQUEST FOR EXTENSION OF LEAVE OF ABSENCE:
Marjorie Marvich
Library Assistant

Communication from Marjorie Marvich, Library Assistant, dated October 20, 1969, requesting an extension of her

leave of absence for thirty (30) days because of the continued use of crutches, was read and considered.

Secretary advised that this request had been approved by Dorothy Drake, City-County Librarian.

Motion was made by Mr. Alexander that the request for a thirty (30) day extension of her leave of absence to December 3, 1969, be approved. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

There being no further business, the Board adjourned at 2:30 p.m. to meet again at the call of the Chair.


S E C R E T A R Y


P R E S I D E N T

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING OCTOBER 30, 1969

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street at 1:30 p.m.

PRESENT: Members Alexander, Erickson, Genshlea, Street

ABSENT: Member Diepenbrock

Minutes of the meeting held October 23, 1969, were read and approved.

REALLOCATION OF POSITION
TO HIGHER CLASS:

Jack Gruber

Communication from Kent Link,

Street Superintendent, request-

ing that the position of General Repairman in his department, currently held by Mr. Jack Gruber, be reclassified to Motor Sweeper Operator, was read and considered.

Secretary advised that this request had been approved by R. H. Boggs, Assistant to the City Manager.

After discussion, motion was made by Mr. Alexander that the position of General Repairman be reallocated to the class of Motor Sweeper Operator and that Mr. Gruber be given permanent status in this class. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Alexander, Erickson, Genshlea, Street

NOES: None

REQUEST TO USE VACATION ACCUMULATED
DURING 1969 IN 1969:
Wanda Baker, Cashier

Communication from Arthur Valine,
City Collector, requesting that
Mrs. Wanda Baker, Cashier in his

department, be permitted to use the amount of vacation she has accumulated from February 1 to November 1, 1969, during the month of November due to immediate radical surgery and the fact that her accumulated sick leave has been exhausted, was read.

Motion was made by Mr. Erickson that the request to allow Wanda Baker to use all of the vacation leave she has accumulated during the year 1969 be approved. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Alexander, Erickson, Genshlea, Street

NOES: None

1969 SALARY SURVEY:
Presentation

The 1969 Salary Survey Report, prepared by the Personnel Department, was submitted to the Board. Each item in the survey was discussed and reviewed by the Secretary and discussion followed on method of procedure for recommendation.

Upon recommendation of the Secretary, it was the order of the Board that November 7, 1969, at 1:30 p.m. in the City Council Chambers be set as the time and place to hear appeals by employees, employee representatives and department heads concerning the 1969 salary survey.

Secretary advised that a final recommendation should be adopted by the Board and forwarded to the City Council early in December in order that any recommendation which might be adopted by the Council could be made effective January 1, 1969.

There being no further business, the meeting adjourned at 2:30 p.m. to meet