

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

August 2, 1951

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

PRESENT: Commissioners Deise, Hicks and Root
ABSENT : None

Minutes of the previous meeting were approved as read.

GARBAGEMAN EXAMINATION #282

Results of the Garbageman Examination held on July 25, 1951, were reviewed and eligible as below

listed was approved. The following applicants were rejected for the reasons outlined:

William D. Reese	-	Police Record
William C. Ross	-	Police Record
Jesse Ramirez	-	Injured left arm and shoulder

GARBAGEMAN ELIGIBLE REGISTER #282

* 1	Jamés V. Turner	98.40%
* 2	Alfred Maxwell	97.00
* 3	Benjamin Macias	96.33
* 4	James Mason	94.90
* 5	Booker T. Byrd	93.83
* 6	Warren G. Morris	93.20
* 7	Willie D. Fitz	92.90
* 8	Lionel R. Dixon	92.50
* 9	Charles Robinson	90.83
*10	Johnnie Grant	90.70
*11	Otis Passmore	90.30
*12	Claiborne Williams	89.70
*13	Eddie Varner	89.53
*14	Newton D. Morris	89.30
*15	Boyd Thompson	89.27
16	Earlza Washington	89.17
17	Moses Z. Smith	88.03
*18	John T. Lester	87.90
19	Jimmie Thornton	85.60
20	Andrew Ward	84.77
21	Jimmie Royster	81.13
22	Wilbert C. Spivey	81.07
23	Carl Cousins	80.90
24	Louis Coleman	80.20
25	James C. Harris	79.40
26	Henderson Ford, Jr.	78.43
27	Calvin Allen	74.80
28	James F. Haro	71.33
29	Frank Jones	70.83

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

It was the further order of the Board that a communication be sent to Mr. Wm. McQuillan, Superintendent of the Waste Removal Department, requesting a statement of the reasons leading to the re-appointment to the extra-board of Mr. Calvin Allen, previously discharged from the department because of forging a doctor's name to his sick leave certificate.

PARKING LOT ATTENDANT

Consideration was given to the establishment of this class as requested by the Traffic Engineering Department, employees of which would be assigned to work on the newly acquired off-street parking lots. After review of survey conducted by the staff relative to current wages paid to Parking Lot Attendants on various private parking lots, it was the order of the Board that the salary range (19) be assigned to this class, \$230-240-252-264-276. It was also the order of the Board that the new class be established immediately, and the class definition, outlining the duties, responsibilities and requirements for the position were adopted.

EXAMINATION ANNOUNCEMENT NOTICE
PARKING LOT ATTENDANT

Examination Announcement Notice for Parking Lot Attendant was reviewed. It was the order of the Board that the Announcement Notice be issued, with applications for same to be taken until August 17, 1951.

PARKING LOT FOREMAN

Consideration was given to the establishment of the class of "Parking Lot Supervisor" as requested by the Traffic Engineering Department, employees of which would be assigned to supervise the operations of the newly acquired off-street parking lots. After consideration and review of the duties and responsibilities of the position as outlined, it was the order of the Board that the title of the position should be Parking Lot Foreman, and that the

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salary range for this position be established at Range 25, \$300-315-330-345-360. It was the further order of the board that this position of Parking Lot Foreman should be under the classified service and not considered exempt.

After review of the position definition and the announcement notice for the examination, it was the order of the Board that the examination notice should be given further consideration and study with reference to requirements before being issued.

NORMAN E. WINCHESTER

As per request of the Board, various letters were presented by Norman E. Winchester, No. 33 on the Patrolman Eligible Register No. 253, verifying his residence within the city limits for the past three years. After discussion and review, it was the order of the Board that these letters, along with other material in his file, be forwarded to the Chief of Police, with communication to the effect that insofar as his meeting the residence requirement is concerned, Mr. Winchester is eligible for certification and appointment as Patrolman.

CLASSIFICATION SURVEY
HEALTH DEPT.

Communication received from Health Officer I. O. Church, relative to request for classification survey of certain positions in the Health Department, was read to the Board. Upon order of the Board, the matter was referred to the Secretary with instructions to make the surveys as requested and report on findings at a later meeting of the Board.

CLASSIFICATION SURVEY
ACCOUNT CLERK CLASSES

Report of survey of Account Clerk and Senior Account Clerk positions prepared by Earl Simons, Junior Personnel Technician, was read to the Board. After discussion and review, it

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was the order of the Board that the survey be referred to the City Manager for any comments or opinions, along with notation as to approximate costs for the balance of the fiscal year for the reclassifications recommended in the report, before any final action is to be taken.

PATROLMAN EXAMINATION #285

The written examination was reviewed and approved by the Board.

Explanation of methods to be used in administering the examination was given to the Board, and date of August 11, 1951, was set for holding of the Written Examination, Mile Run, Athletic Examination and Personal Interviews. In connection with this examination, the following applications were rejected for the reasons outlined:

Lloyd D. Houghton	-	Insufficient education
Henry A. Grishaber	-	Insufficient education
Jack R. Carlson	-	Insufficient education
James A. McGregor	-	Insufficient education
Peter J. Viratos	-	Police record
Edward Sypnicki	-	Police record

It was the further order of the Board that the effective date for the new Patrolman Eligible Register No. 285 be delayed until such time as all eligibles on the old list No. 253 had had an opportunity to be certified to a probationary position. It was the opinion of the Board that the new list would not therefore become effective until on or after November 1, 1951, but that if necessary, emergency duration appointments might be made from the new list prior to November 1, 1951.

ELIGIBLE REGISTERS EXTENDED

It was the order of the Board that the following Eligible Registers be extended for a period

of one year from their expiration date:

Car Dispatcher #235	Extend to 7/18/52
Coagulant Plant Opr. #237	Extend to 8/1/52
Filter Operator #236	Extend to 8/1/52
Pump Operator #238	Extend to 8/1/52
Water Rate Inspector #204	Extend to 5/3/52

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NAMES REMOVED FROM
ELIGIBLE REGISTERS

Mr. Deise moved that the following
names be removed from the designated
eligible registers for reasons stated:

Clarence Stephan	- Patrolman #253	- No reply
Fred Andrews	- Patrolman #253	- No reply
Oscar Gracida	- Patrolman #253	- No reply
Benjamin Manford	- Patrolman #253	- Not taken on account of edu- cation requirements
Peter E. McLaughlin	- Traffic Checker #252	- No reply
Paul Schmidt	- Traffic Checker #252	- By request
John Kreatz	- Traffic Checker #252	- No reply
Edmond L. Waggoner	- Traffic Checker #252	- No reply
Percy Webb	- Traffic Checker #252	- Letter returned
Louis Harvey	- Traffic Checker #252	- No reply
Ed Waggoner	- Engineering Aide #251	- No reply
P. T. Webb	- Engineering Aide #251	- Ltr. returned
Lyle Craig	- Engineering Aide #251	- 3rd cert.
Halten Halbrook	- Engineering Aide #251	- 3rd cert.
Fred Benton	- Engineering Aide #251	- No reply
Frank A. Cooper	- Engineering Aide #251	- No reply
Wesley Hughes	- Engineering Aide #251	- Ltr. returned
Clifford Moller	- Radio Opr. #247	- Outside City Limits
Thomas F. Ryan	- Filter Opr. #236	- No reply
Jack J. Schaedler	- Filter Opr. #236	- No reply
Elizabeth Lennon	- Junior Clerk #268	- No reply
Rose Yee	- Junior Clerk #268	- No reply
Barbara Hooper	- Junior Clerk #268	- No reply
Tena Galliani	- Junior Clerk #268	- No reply
Neta Trimble	- Junior Clerk #268	- No reply
Ann Masonich	- Junior Clerk #268	- No reply
Dolly Bachtell	- Junior Clerk #268	- No reply
Ruth Marie Hansen	- Junior Clerk #268	- No reply
Ella Mae Gant	- Junior Clerk #268	- Ltr. returned
LaVada Barker	- Junior Clerk #268	- No reply
Rose Yee	- Library Clerk #269	- By request
Barbara Wold	- Library Clerk #269	- No reply
La Vada Barker	- Library Clerk #269	- No reply
Ella Gant	- Library Clerk #269	- Ltr. returned
Arlo Benson	- Laborer #256	- No reply
Philip Charles	- Laborer #256	- No reply
Jack McDaniels	- Laborer #256	- No reply
Eugene Williamson	- Laborer #256	- No reply
Gean Rockhill	- Laborer #256	- No reply
Rudy Yniqués	- Laborer #256	- No reply
Sam Fontana	- Laborer #256	- 3rd Certification
James Thompson	- Laborer #256	- 3rd Certification
Harlo Itow	- Laborer #256	- No reply
Roger Keck	- Laborer #256	- 3rd Certification
Ernest Wong	- Laborer #256	- No reply
John Huffman	- Laborer #256	- No reply
Preston Henderson	- Laborer #256	- No reply
Wm. Mayfield	- Laborer #256	- No reply
Geo. Jorgensen	- Laborer #256	- No reply
John Cladianos	- Laborer #256	- No reply

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John Zider	- Oiler #220	- No reply
Ralph Schroder	- Oiler #220	- No reply
Wm. Thomas	- Oiler #220	- No reply
John T. Steely	- Engineer (Fire) #261	- 3rd Certification
Vivian Nance	- Stenographer-Clerk Gr. I #229	- No reply
Phyllis Schafer	- Stenographer-Clerk Gr. I #229	- No reply

DEPARTMENTAL REPORTS
APPROVAL OF

After review and agreement, it was

the order of the Board that the following Departmental Reports be approved:

City Hall

Sardelich, Peter J. - Prob. Appt. 7/9/51 Janitor @ \$210 Month

City Library

Jopson, Carol - Temp. Appt. 7/16/51 Library Page @ 95¢ Hour
Nelson, John J. - Prob. Appt. 7/1/51 Janitor @ \$210 Mo. from list

Controller

Schu, Ruth - Temp. Appt. 7/12/51 Junior Clerk @ \$200 Month
Wilson, Lucille - Temp. Appt. 7/16/51 Intermediate Clerk @ \$220 Month

Corporation Yard

Kern, Phil A. - Temp. Appt. 7/1/51 Service Sta. Attd. Gr. A @ \$252 Mo.

Fire Department

Lewis, J. A. - Emerg. Dur. Appt. 7/10/51 Uniform Fireman @ \$288 Mo.
Pettingell, H. W. - Emerg. Dur. Appt. 7/10/51 Uniform Fireman @ \$288 Mo.
Schultz, R. I. - Emerg. Dur. Appt. 7/1/51 Uniform Fireman @ \$288 Mo.
Sturgess, H. F. - Prob. Appt. 7/1/51 Uniform Fireman @ \$288 Mo. from list

Health Department

Isenhower, Frances - Temp. Appt. 7/2/51 Registered Nurse @ \$252 Month
McKindsey, Vivian - Temp. Appt. 7/23/51 Public Health Nurse @ \$288 Mo.
Meehan, Carl - Temp. Appt. 7/6/51 Asst. Emerg. Physician @ \$440 Mo.
Murphy, Margaret - Temp. Appt. 7/2/51 Registered Nurse @ \$252 Month

Police Department

Cevola, Anthony P. - Prob. Appt. 7/1/51 Patrolman @ \$288 Mo. from list
Esraelian, Chas. - Emerg. Appt. 7/1/51 Patrolman @ \$288 Month
Foster, H. V. - Prob. Appt. 7/1/51 Patrolman @ \$300 Mo. from list
Hunt, Horace S. Jr. - Emerg. Appt. 7/16/51 Patrolman @ \$288 Month
Ingram, Walter D. - Prob. Appt. 7/1/51 Patrolman @ \$288 Mo. from list
LaCornu, Virgil W. - Prob. Appt. 7/1/51 Patrolman @ \$288 Mo. from list
Meredith, Gerald C. - Prob. Appt. 7/1/51 Patrolman @ \$288 Mo. from list
Nyquist, Clyde E. - Emerg. Dur. Appt. 7/12/51 Patrolman @ \$288 Month
Smith, Clarence - Prob. Appt. 7/1/51 Patrolman @ \$300 Mo. from list
Singleton, Katherine M. - Prob. Appt. 7/5/51 Junior Clerk @ \$200 Mo. from list
York, P. A. - Prob. Appt. 7/1/51 Patrolman @ \$288 Mo. from list

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Recreation Department

Barbeau, Pat	- Temp. Appt. 7/18/51 Recreation Leader @ 83¢ Hr.
Camacho, Manuel	- Temp. Appt. 7/1/51 Attendant - McClatchy Pool @ \$1.00 Hr.
Carson, Robert	- Temp. Appt. 7/16/51 Boat Attendant @ \$1.00 Hr.
Claussen, Wm.	- Temp. Appt. 7/5/51 Laborer @ \$220 Month
De Faria, Dorothy	- Temp. Appt. 7/19/51 Recreation Leader @ 94¢ Hr.
Georgakakis, Emanuel	- Temp. Appt. 7/12/51 Laborer @ \$220 Month
Heavin, Lloyd	- Temp. Appt. 7/9/51 Recreation Leader @ 94¢ Hr.
Jones, Bob	- Temp. Appt. 7/20/51 Laborer @ \$220 Month
Maltezon, Andrew	- Temp. Appt. 7/16/51 Laborer @ \$220 Month
McManus, Morris	- Temp. Appt. 6/26/51 Laborer @ \$220 Month
Milton, Edgar J.	- Temp. Appt. 7/2/51 Laborer @ \$220 Month
Pappas, Tom J.	- Temp. Appt. 7/6/51 Laborer @ \$220 Month
Putnam, Gene	- Temp. Appt. 7/20/51 Laborer @ \$220 Month
Rossetto, Dempsey	- Temp. Appt. 6/25/51 Laborer @ \$220 Month
Rowell, Charles	- Temp. Appt. 7/9/51 Laborer @ \$220 Month
Santini, Antonio	- Temp. Appt. 7/6/51 Laborer @ \$220 Month
Thurn, Richard	- Temp. Appt. 6/27/51 Laborer @ \$220 Month
Vastelicia, Gregory	- Temp. Appt. 7/3/51 Laborer @ \$220 Month
Willett, Lawrence	- Temp. Appt. 7/9/51 Recreation Leader @ 83¢ Hr.

Street Cleaning Division

Atkins, Floyd	- Temp. Appt. 7/3/51 Truck Driver @ \$252 Month
Kulhank, A. J.	- Temp. Appt. 7/2/51 Truck Driver @ \$252 Month

Street Maintenance Division

Davis, Cecil	- Temp. Appt. 7/16/51 St. Const. Worker @ Hourly Rate
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Waste Removal Department

Higgins, Sylvester	- Temp. Appt. 7/10/51 Garbageman @ \$230 Month
Maxwell, Alfred	- Temp. Appt. 7/6/51 Garbageman @ \$230 Month
Morris, Warren G.	- Temp. Appt. 7/16/51 Garbageman @ \$230 Month
Passmore, Otis	- Temp. Appt. 7/13/51 Garbageman @ \$230 Month
Robinson, Chas. H.	- Temp. Appt. 7/9/51 Garbageman @ \$230 Month
Smith, Moses Z.	- Temp. Appt. 7/12/51 Garbageman @ \$230 Month
Spivey, Wilbert	- Temp. Appt. 7/5/51 Garbageman @ \$230 Month
Whitehead, James	- Temp. Appt. 6/27/51 Garbageman @ \$230 Month

Water Department

Maloof, David A.	- Temp. Appt. 7/10/51 Serviceman Helper @ \$240 Mo.
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Leave of Absence

Bartlett, Clara	- Leave of Absence from July 16, 1951 noon to October 14, 1951, without pay
Burgess, Marilyn	- Leave of Absence from July 3, 1951 to September 2, 1951, without pay
McMillan, A. N.	- Leave of Absence from July 8, 1951 to July 22, 1951 - Military Service
Rockafellow, Doris	- Leave of Absence from June 1, 1951 to July 31, 1951 without pay
Sumner, John P.	- Leave of Absence from July 27, 1951 to August 31, 1951, without pay

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Transfer

Caetano, Richard - Transfer 7/1/51 Laborer from Wm. Land Golf Course to Ring Maloney Golf Course @ \$220 Mo.
 Nieri, Dante - Transfer 7/1/51 Senior Director from Recreation General to McClatchy Pool at \$276 Month

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

 Secretary

APPROVED:

 President

MINUTES OF CIVIL SERVICE BOARD
 CITY OF SACRAMENTO
 SPECIAL MEETING

August 22, 1951

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

PRESENT: Commissioners Deise and Hicks
 ABSENT : Commissioner Root

Minutes of the previous meeting were approved as read.

STENOGRAPHER-CLERK
 MAYOR'S OFFICE

Re: Reclassification

Mr. H. G. Denton, City Clerk and Mr.

Paul Manby, Chief Deputy Clerk, personally appeared and presented a communi-

cation requesting that the Board's action reclassifying the Stenographer-Clerk, Grade I, assigned to the Mayor's Office to Stenographer-Clerk, Grade II, be rescinded with the understanding that said Stenographer so assigned will not perform duties beyond those of a Stenographer-Clerk Grade I.

After general discussion by members of the Board and in view of the fact that the City Council in adopting the 1951-52 Budget did not appropriate adequate funds for a Grade II Stenographer-Clerk, and in consider-

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ation of the City Clerk's written assurance that such assignee will not be required to perform duties beyond those of a Stenographer-Clerk, Grade I, and in the interest of maintaining unhampered efficiency in the City Clerk Department, Mr. Deise moved that the Board's action of June 15, 1951, be rescinded. Seconded by Mr. Hicks and motion carried.

PARKING LOT ATTENDANT
Date of examination set

After consideration and discussion, Mr. Hicks moved that the examination booklet for Parking Lot Attendant

Examination No. 286 be approved and that the written portion of said examination be held on date of August 24, 1951 at 7:00 P.M. in the 19th Street Fire House. Seconded by Mr. Deise and motion carried.

PARKING LOT FOREMAN
Date of examination set

After consideration and discussion, Mr. Hicks moved that the examination booklet for Parking Lot Foreman

Examination No. 287 be approved and that the written portion of said examination be held on date of August 28, 1951, at the Junior College Library at 7:00 P.M. Seconded by Mr. Deise and motion carried.

PARKING LOT ATTENDANT Ex. #286
PARKING LOT FOREMAN EX. #287
Re: Oral Interviews

Mr. Deise moved that Oral Interviews for Parking Lot Attendant Examination No. 286 and Parking Lot Foreman Ex-

amination No. 287 be set by the Secretary as soon as possible after the completion of the written portion of said examinations. Seconded by Mr. Hicks and motion carried.

PARKING LOT FOREMAN EX. #287
Applications rejected

Mr. Hicks moved that the following applications filed for Parking Lot Foreman Examination No. 287 be re-

jected for lack of experience; seconded by Mr. Deise and motion carried:

- James Ferris
- Alex Koch
- Paul Maro

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TRAFFIC ENGINEER
Re: Salary Range

Communication from the City Manager requesting that the salary range for Traffic Engineer be increased from \$500-\$600 to \$600-\$720 by reason of the additional duties of Parking Lot operation and supervision assigned to said position by the City Council, was considered.

The Board reviewed the record of duties and responsibilities of said position which was considered by Public Administration Service in establishing salaries during the salary survey. The Board also reviewed salaries now being paid Planning and Traffic Engineers in other California cities.

After considerable discussion, it was the opinion of the Board that from the information on file, said position did not justify a salary range of \$600-\$720 but that some adjustment was justified as compensation for the additional assigned duties.

Mr. Hicks moved that the City Manager be invited to meet with the Civil Service Board at his convenience for the purpose of discussing the foregoing matter further; seconded by Mr. Deise and motion carried.

EDWARD O. NEVES
Re: Veteran's Credit

Certificate of Discharge filed by Mr. Edward O. Neves for the purpose of obtaining 10 points veteran's preference for said eligible on the Serviceman Helper Eligible Register No. 284, was ordered filed and referred to the Secretary with instructions to confirm status of said discharge with the Naval Recruiting Station. So ordered.

CALVIN ALLEN
Re: Re-appointment

Communication from Mr. W. J. McQuillan, Superintendent of the Waste Removal Department, stating the circumstances attending the re-appointment of Mr. Calvin Allen after discharge for forging doctor's name on sick leave certificate, was read and ordered filed.

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FRED LIMA, JR.

Re: Outside employment

In accordance with application approved by the Department Head, Mr. Hicks moved that Mr. Fred Lima, Jr.

Traffic Linesman, be granted permission to accept part-time employment as a Guard for a period of ten days at the State Fair; seconded by Mr. Deise and motion carried.

ANITA ROUPPET

Re: Outside employment

In accordance with application approved by the Department Head, Mr. Hicks moved that Anita Rouppet,

Library Page, be granted a permit to accept part-time employment to work as a Nurse on Saturdays or Sundays for a period of twelve months; seconded by Mr. Deise and motion carried.

EARL SIMONSCommendation of Job
Survey Report

Mr. Hicks moved that Mr. Earl Simons, Junior Personnel Technician be commended for the comprehensive and

detailed Job Survey Report recently prepared for Account Clerks and Senior Account Clerks; seconded by Mr. Deise and motion carried.

BLACKSMITH-WELDER and
BODY and FENDERMAN

Re: Reclassification

The Secretary reported that verbal requests had been received from the Blacksmith-Welder and Body and

Fenderman for reclassification of said positions to Foreman, by reason present duties and responsibilities.

In respect to the foregoing requests for position reclassifications, the Board discussed the recently adopted policy of the City Manager requiring all requests for reclassification of positions to be filed with him before presentation to the Board.

Mr. Hicks stated that in his opinion the investigation of the classification plan is a continuous function of the Board and job surveys should be made whenever deemed necessary, regardless of departmental requests.

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Mr. Deise also states that if departmental requests are held up by the City Manager, the Board would not be able to accomplish its duty of maintaining a current classification plan. Mr. Deise also stated that a request had been made by the Health Department which has not been presented to the Board. The Secretary stated that said request is in the hands of the City Manager.

After general discussion, Mr. Deise moved that the policy with reference to reclassifications and job surveys be discussed with the City Manager at the proposed meeting to be held with reference to the salary of the Traffic Engineer; seconded by Mr. Hicks and motion carried.

There being no further business, the Board adjourned at 10:40 P.M. 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

August 29, 1951

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

PRESENT: Commissioners Deise, Hicks and Root
ABSENT : None

Minutes of the previous meeting were approved as read.

VIRGIL L. WHITTER
Re: Outside employment

In accordance with application approved by the Department Head, Mr.

Hicks moved that permission be granted

Virgil L. Whitter, Truck Driver, Recreation Department, to accept part-time employment as a Guard at the State Fair for a period of ten days; seconded

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by Mr. Deise and motion carried.

JOE LUTZY

Re: Outside employment

In accordance with application approved by the Department Head, Mr. Deise moved that permission

be granted Joe Lutzy, Laborer, Park Department, to accept part-time employment as a Guard at the State Fair for a period of eleven days; seconded by Mr. Hicks and motion carried.

JOSHUA L. BAKER

Req. Reclassification

Communicate from Joshua L. Baker, Garbageman, Waste Removal Department, requesting reclassification

of status from Garbageman to Garbageman Truck Driver, was ordered filed and referred to the Secretary for job survey and report.

TRAFFIC ENGINEER

Re: Salary

Report of the City Manager filed August 22, 1951 with reference to the additional duties assigned to

the Traffic Engineer under Ordinance No. 1598, which provides that the Traffic Engineer shall also be the Director of Parking, with the responsibility for the management and operation of public off-street parking facilities, was further considered.

City Manager Cavanaugh personally appeared with reference to foregoing matter and suggested that the salary of the Traffic Engineer be increased to compensate for the additional duties assigned under the provisions of said ordinance.

After reviewing the Public Administration Service Survey Record relating to said position, and after reviewing existing salaries in California cities for Traffic Engineers and Planning Engineers, it was the opinion that Salary Range No. 38, \$550.00 to \$660.00 per month should be established for said position.

Mr. Hicks thereupon moved that the Board recommend to the City Council

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that the Salary Ordinance be amended to provide for Salary Range No. 38, \$550.00 to \$660.00 for the Traffic Engineer; seconded by Mr. Deise and motion carried.

REQUESTS FOR
RECLASSIFICATION

City Manager Cavanaugh appeared before the Board for the purpose of discussing the future procedure with

reference to the filing of requests from Department Heads and employees relating to the reclassification of positions. After general discussion by members of the Board and City Manager Cavanaugh, it was the decision that all written requests for reclassifications filed by Department Heads, be first cleared through the City Manager and that written requests from employees filed with the Civil Service Board be considered and investigated in accordance with the present procedure. City Manager Cavanaugh also urged the Board to continue its program of continuous job surveys in order to maintain a current classification plan as recommended by Public Administration Service.

PARKING LOT FOREMAN EX. #287

After reviewing the outcome of raw scores for the written portion of Parking Lot Foreman Examination

No. 287 which was held on date of August 28, 1951, Mr. Deise moved that those candidates receiving a raw score of at least 475 be considered as receiving a passing grade of 70%; seconded by Mr. Hicks and motion carried.

Identification envelopes were thereupon opened and Mr. Hicks moved that personal interviews be held on date of August 30, 1951 at 7:30 P.M.; seconded by Mr. Deise and motion carried.

PARKING LOT ATTENDANT EX.#286

After reviewing the outcome of raw scores for the written portion of Parking Lot Attendant Examination

No. 286 which was held on date of August 23, 1951, Mr. Deise moved that those

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candidates receiving a raw score of at least 360 be considered as receiving a passing grade of 70%; seconded by Mr. Hicks and motion carried.

Identification envelopes were thereupon opened and Mr. Hicks moved that personal interviews be held on date of August 30, 1951 at 7:30 o'clock P.M.; seconded by Mr. Deise and motion carried.

There being no further business, the Board adjourned at 10:25 P.M. 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

August 30, 1951

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

PRESENT: Commissioners Deise and Hicks
ABSENT: Commissioner Root

Minutes of the previous meeting were approved as read.

ELMER HILEMAN

Re: Outside employment

In accordance with application approved by the Department Head, Mr.

Deise moved that permit be granted

to Elmer Hileman, Laborer, Park Department - Tree Division, to accept part-time employment as a Watchman at the Fair Grounds for a period of twelve days; seconded by Mr. Hicks and motion carried.

PARKING LOT ATTENDANT EX. #286
Personal Interviews

Assisted by Mr. Jackson Faustman, Traffic Engineer, the Board conducted personal interviews for those candidates

who had successfully passed the written portion of the Parking Lot Attendant

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Examination No. 286.

After reviewing the results of said examination, it was the order of the Board that the following Eligible Register be established to become effective upon the expiration of the ten day period for filing appeals.

PARKING LOT ATTENDANT ELIGIBLE REGISTER NO. 286

* 1	Fred Morales	99.79%
* 2	Norman E. Westerman	95.69
* 3	Lionel R. Dixon	93.49
* 4	William R. Tuttle	93.49
* 5	Roy A. Goodling	92.54
6	Thomas O. Curry	90.24
7	Paul Hollingsworth	89.23
* 8	Earl F. Smith	88.41
* 9	Raymond Pearce	87.72
*10	Frank J. Shamrock	87.32
11	Lloyd J. Blackwell	87.26
*12	Gore R. Bruton	85.22
13	George L. Kameyer	85.09
*14	Shepard Best	84.35
*15	Raymond L. Gould	84.34
16	Charles W. Follett	83.29
*17	Milton W. Burgess	83.19
18	James K. Ellard	82.69
19	Jay Dee Clarkson	80.07
20	Henry W. Bannister	78.35
21	Keith O. Becker	77.57
22	Albert Steen	77.40
23	Howard J. Lugg	75.83

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

PARKING LOT FOREMAN EX. #287
Personal Interviews

Assisted by Mr. Jackson Faustman,
Traffic Engineer, the Board conducted personal interviews for

those candidates who had successfully passed the written portion of Parking Lot Foreman Examination No. 287.

It was the order of the Board that Mr. Frank Walsh, who was unavoidably absent from the personal interview, be allowed an average grade of 82% in order to establish the proposed eligible list as soon as possible.

After reviewing the results of said examination, it was the order of the Board that the following Eligible Register be established to become effective upon the expiration of the ten day period for filing appeals:

August 30, 1951

PARKING LOT FOREMAN ELIGIBLE REGISTER NO. 287

* 1	Donald R. Steed	91.39%
* 2	Raymond E. Beam	88.97
* 3	Phillip E. McDonald	87.58
* 4	Glen W. Curtis	85.37
5	Frank W. Walsh	75.90

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

There being no further business, the Board adjourned at 10:30 P.M. to meet again at the Call of the Chair.

Secretary

APPROVED:

President

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

September 12, 1951

The Civil Service Board met in special session in its office at 3 P.M.

PRESENT: Commissioners Deise, Hicks and Root

ABSENT: None

Minutes of the previous meeting were approved as read.

FRITZ KAMINSKY
Re: Salary

Communication from City Manager

Cavanaugh, requesting that the

salary step of Acting Chief of

Police Kaminsky be adjusted from the present minimum of \$630.00 to the maximum, or fifth step of \$750.00 per month, pending the return of Chief of Police Hicks from military service, was considered.

After discussion by members of the Board, Mr. Hicks moved that the foregoing recommendation of the City Manager be approved and that the salary of Acting Chief of Police Kaminsky be established at Step "E", or \$750.00 per month in accordance with provisions of Section 7 of Ordinance No. 1579; seconded by Mr. Deise and motion carried.

September 12, 1951

DEPARTMENTAL REPORTS
APPROVAL OF

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

City Engineer

Taylor, Ruth I. - Temp. Appt. 8/6/51 Stenographer-Clerk Gr.I @ \$230 Mo.

City Attorney

Green, Thelma M. - Temp. Appt. 7/30/51 Legal Stenographer @ \$252 Mo.
Russell, Clifford - Temp. Appt. 8/27/51 Prosecuting Attorney @ \$500 Mo.

City Library

Haysley, Frances - Temp. Appt. 7/1/51 Junior Librarian @ \$252 Mo.
Smith, Lyle E. - Temp. Appt. 8/6/51 Janitor @ \$210 Mo.

Health Department

Arajo, Amy - Temp. Appt. 7/30/51 Junior Clerk @ \$200 Month
Arajo, Amy - Temp. Appt. 8/20/51 Clinic Assistant @ \$200 Month
Cutler, Chas. H. - Temp. Appt. 7/23/51 Child Hygiene Physician @ \$5 Hr.
Empey, Lucas W. - Temp. Appt. 6/9/51 Child Hygiene Clinician @ \$5 Hr.
Lee, Leslie - Temp. Appt. 6/1/51 Child Hygiene Clinician @ \$5 Hr.
Nash, Helen - Temp. Appt. 7/23/51 Junior Clerk @ \$200 Month
Siebenthal, B. J. - Temp. Appt. 7/25/51 Child Hygiene Physician @ \$5 Hr.

Municipal Airport

Allen, Loyd - Prob. Appt. 8/6/51 Airport Attendant @ \$252 Mo. from list
Christophel, Fred - Prob. Appt. 8/6/51 Airport Attendant @ \$252 Mo. from list

Park Department

Arnold, E. - Temp. Appt. 8/1/51 Superintendent Cemetery @ \$288 Mo.
Womble, E. - Prob. Appt. 8/1/51 Gardener @ \$276 Mo. from list

Recreation Department

Boroji, Patricia - Temp. Appt. 8/6/51 Recreation Leader @ 83¢ Hr.
Cano, Richard D. - Temp. Appt. 8/3/51 Boat Attendant @ \$1.00 Hr.
Felion, Rod - Temp. Appt. 7/30/51 Recreation Leader @ 83¢ Hr.
Frizzi, Leonard A. - Temp. Appt. 8/6/51 Recreation Leader @ 83¢ Hr.
Hyde, Jackson - Temp. Appt. 7/24/51 Recreation Leader @ 83¢ Hr.
Luna, Ray - Temp. Appt. 7/13/51 Recreation Leader @ 83¢ Hr.
Ogden, Jack - Temp. Appt. 7/18/51 Laborer @ \$220 Month
Reagan, Dona - Temp. Appt. 8/1/51 Store Clerk @ \$75 Month
Wiese, Gene - Temp. Appt. 7/24/51 Laborer @ \$220 Month

Street Cleaning Division

Saenz, Aaron - Temp. Appt. 8/6/51 Truck Driver @ \$252 Month
Turner, Vernon - Temp. Appt. 7/31/51 Sweeper Operator @ \$315 Month
Watson, Donald - Temp. Appt. 8/1/51 Truck Driver @ \$252 Month

September 12, 1951

Street Maintenance Division

Brandon, L. D.
Douglas, Jerry S.

- Temp. Appt. 7/31/51 Foreman @ \$315 Month
- Temp. Appt. 8/23/51 Street Const. Worker @ Hourly Rate

Transportation Department

Mezger, Jack

- Temp. Appt. 8/1/51 Car Dispatcher @ \$252 Month

Waste Removal Department

Coleman, Louis
Gibson, Henry
Haro, Jonas F.
Turner, James V.

- Temp. Appt. 8/13/51 Garbageman @ \$230 Month
- Temp. Appt. 7/27/51 Garbageman @ \$230 Month
- Temp. Appt. 8/14/51 Garbageman @ \$230 Month
- Temp. Appt. 8/13/51 Garbageman @ \$230 Month

Police Department

Winchester, Norman E.

- Emerg. Dur. Appt. 8/20/51 Patrolman @ \$288 Mo.

Water Department

Conley, Ed
Hallett, Al
Jones, Frank Q.
Napoli, James
Voss, Harry

- Senior Clerk - Temp. Appt. 7/23/51 @ \$252 Mo.
- Temp. Appt. 7/30/51 Laborer @ \$220 Month
- Temp. Appt. 7/24/51 Laborer @ \$220 Month
- Temp. Appt. 7/17/51 Laborer @ \$220 Month
- Prob. Appt. 7/22/51 Filter Opr. @ \$288 Mo. from list

Leave of Absence

Clancy, Henry
Davey, Dixon
Link, Robert C.
McKnight, Eugene
Rauschert, R. R.
Silva, John
Smith, William C.
Stevens, Dudley F.

- Leave of Absence from August 10, 1951 to August 26, 1951, Military Service
- Leave of Absence from August 12, 1951 to August 26, 1951, Military Service
- Leave of Absence from August 12, 1951 to August 26, 1951, Military Service
- Leave of Absence from August 10, 1951 to August 26, 1951, Military Service
- Leave of Absence from August 16, 1951 to September 15, 1951, Military Service
- Leave of Absence from August 12, 1951 to August 26, 1951, Military Service
- Leave of Absence from August 12, 1951 to August 26, 1951, Military Service
- Leave of Absence from August 5, 1951 to August 19, 1951, Military Service

Transfer

Hightower, Robert
Ogden, Jack

- Transfer 7/1/51 Laborer from Street Trees to Park Dept. @ \$240 Month
- Transfer 7/24/51 Laborer from Bing Maloney to Rec. General @ \$220 Mo.