

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 10, 1960

The Civil Service Board met in regular session at 817-10th Street at 2:00 p.m. (Regular meeting scheduled for August 3, 1960, postponed to this date.)

PRESENT: Commissioners Deise, J. Alexander, C. Alexander, and Genshlea

ABSENT: Commissioner Grebitus

Minutes of the regular meeting held July 20, 1960, were read and approved.

NEW EXAMINATIONS SCHEDULED

Announcement notices for the following examinations were approved:

- #644 Tabulating Machine Operator I
- #645 Stores Clerk
- #646 Custodian I

The Secretary was authorized by the Board to establish minimum qualifying scores on the written test for the above examinations.

ENGINEERING AIDE EXAMINATION #633
Eligible Register

Written test scores and personal interview ratings in the Engineering Aide Examination

#633 held July 6, 1960, were reviewed.

Secretary advised that the minimum qualifying score on the written test was set at 119 of a possible 170 items; and Qualifications Appraisal Board consisted of Ed Grebitus, Civil Service Board Member; Carl Hawthorne, Supervising Civil Engineer; and Phil Macdonald, Personnel Technician.

The following eligible register was established and made effective August 2, 1960:

ENGINEERING AIDE EXAMINATION NO. 633

- #1. Jim Y. Fujji 85.53%
- 2. Don Wong Jr. 85.29
- 3. Charles Brownfield 80.35
- 4. Thomas J. Lawson 76.43

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

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POUNDMAN EXAMINATION #634
Eligible Register

Written test scores of Poundman Examination #634 held July 11, 1960, were

reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 84 of a possible 120 items, and that personal interviews were not included as a part of the examination.

The following eligible register was established and made effective July 19, 1960:

POUNDMAN EXAMINATION NO. 634

#1.	Everet M. Melendez	87.33%
#2.	Duane C. Malme	82.67
#3.	Preston J. Harrison	82.67
4.	William C. Hodgson	76.00
5.	Paul L. Parr	74.00
6.	James H. Bradford	72.67
7.	Jesus Chavez	71.99
8.	Louis A. Sidhu	71.99
9.	Albert G. Wetklow	71.33
10.	Alfred F. Karkkainen	70.66

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

SURVEY PARTY CHIEF EXAMINATION #635
Eligible Register

Written test scores and personal interview ratings of Survey Party

Chief Examination #635 held July 18, 1960, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 107 of a possible 210 items, and that Qualifications Appraisal Board consisted of Ed Grebitus, Civil Service Board Member; Carl Hawthorne, Supervising Civil Engineer; and Phil Macdonald, Personnel Technician.

The following eligible register was established and made effective August 2, 1960:

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SURVEY PARTY CHIEF EXAMINATION NO. 635

#1.	Joseph G. Agosta	89.67%
#2.	Rollin Neville	86.07
#3.	George Barbato	84.36

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

IDENTIFICATION TECHNICIAN EXAMINATION #642
Eligible Register

Personal Interview ratings of
Identification Technician I

examination #642 held July 11, 1960, were reviewed.

Secretary advised that because of the small number of qualifying applicants the written test was eliminated. Qualifications Appraisal Board consisted of Clarence Alexander, Civil Service Board Member; Les Cox, Identification Bureau Superintendent; and Phil Macdonald, Personnel Technician.

The following eligible register was established and made effective August 10, 1960:

IDENTIFICATION TECHNICIAN I NO. 642

1. Tony Fuji 91.67%

REQUEST - VOLUNTARY DEMOTION
Andrew C. Kern

Communication dated August 9, 1960,
from Andrew C. Kern, Stage Electrician

at the Memorial Auditorium, requesting approval of a voluntary demotion to a position of General Utility Worker in the Electrical Department, was read.

Secretary advised that Mr. Kern is paid on a prevailing basis of \$3.25 per hour, the equivalent of \$521 per month, and that the present maximum salary for General Utility Worker is \$460 per month. Further advised that had Mr. Kern been paid on a monthly salary basis he would presently be in Step D and would be eligible to receive the salary of Step E on October 1, 1960.

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REQUEST - VOLUNTARY DEMOTION (Cont'd)

Motion made by Mr. James Alexander that said request for voluntary demotion be approved, subject to the condition that Mr. Kern be placed in Step D (\$440) of the salary range for General Utility Worker until October 1, 1960, on which date he would be eligible for advancement to Step E (\$460).

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

AYES: Members Deise, J. Alexander, C. Alexander, and Genshlea

NOES: None

REQUEST - LEAVE OF ABSENCE
Rowena W. Day

Communication dated August 1, 1960,
from Rowena W. Day, a Library Clerk II

at the McKinley Branch of the Sacramento City Library, requesting a leave of absence effective September 4, 1960, and until July 1, 1960, in order to attend Sacramento State College, was considered.

Communication from Dorothy Drake, City Librarian, dated August 1, 1960, recommending approval of the request, was read and ordered filed. Motion made by Mr. James Alexander that the request for Leave of absence be approved. Seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Deise, J. Alexander, C. Alexander, and Genshlea

NOES: None

REQUEST - REINSTATEMENT
TO ELIGIBLE REGISTER
Curtis E. Tennis

Communication from Curtis E. Tennis
dated August 1, 1960, requesting to

have his name replaced on the eligible registers for Fire Alarm Operator and Custodian I, was considered.

Secretary advised that upon a re-examination of Mr. Tennis by the City Physician for temporary work as a custodian, he was found unacceptable Because of a hernia condition. Further advised that Mr. Tennis's name was removed

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REQUEST - REINSTATEMENT TO ELIGIBLE REGISTER (Cont'd)

from the Fire Alarm Operator eligible list because of failure to respond to

certification.

Motion made by Mr. Clarence Alexander that the request of Mr. Tennis to be placed on the Fire Alarm Operator and Custodian I eligible register be denied. Motion seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Deise, J. Alexander, C. Alexander, and Genshlea

NOES: None

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 Work</u>	<u>Approved by</u>
Edgar A. Adams	Laborer	Yard Maintenance	W. Chorley
Joe Verdina	Gen. Ut. Wkr.	Baseball Umpiring	W. Chorley
Ed Conley	Acct. Clerk II	Ticket Taker (Fair)*	Ray Jones
Elaine Crowley	Recn. Supvsr. I	Musician (Fair)*	A. Pauley
Philip Lenoir	Gen. Ut. Wkr.	Ticket Taker (Fair)*	D. Stevens
D. Tornatore	Foreman I	Supervisor (Fair)*	J. Pieretti
H. Hand	Auto. Serman. I	Mait Room Helper	L. Campbell

(All are in accordance with Civil Service Board policy, not to exceed eight hours per week.) (* While on vacation.)

There being no further business, the meeting adjourned at 3:00 p.m.

to meet again at the call of the Chair.

P R E S I D E N T

R. McWilliam

S E C R E T A R Y