

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING FEBRUARY 27, 1963

The Civil Service Board met in regular session at 817 - 10th Street at 2:00 p.m.

PRESENT: Members Genshlea, J. Alexander, C. Alexander, Street.

ABSENT: Member F. Erickson.

Minutes of the last regular meeting held February 5, 1963, were read and approved.

FOREMAN II EXAMINATION NO. 751  
(Promotional)  
Eligible Register.

Written test scores and Personal Interview ratings in Foreman II Examination No. 751, written test

for which was held January 22, 1963, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 80 of a possible 119 items as per Civil Service Board action on February 5, 1963, qualifying 8 of 12 candidates appearing for the written test.

Qualifications Appraisal Board consisted of F. C. Erickson, Civil Service Board member; Earl Simons, Safety & Training Officer; and Norman Squires, Utility Distribution Supervisor in the Water Department.

The following eligible register was made effective February 12, 1963:

FOREMAN II EXAMINATION NO. 751  
(Promotional)

|                      |        |
|----------------------|--------|
| 1. James Hilts       | 88.52% |
| 2. Orlie Pane        | 82.54  |
| 3. Robert Begenisich | 82.02  |
| 4. Tom Kashiwagi     | 77.11  |
| 5. Thomas Parodi     | 75.67  |
| 6. Dominic Tornatore | 75.65  |
| 7. Clarence Strauch  | 75.55  |
| 8. Daniel Becker     | 74.59  |

KEY PUNCH OPERATOR EXAMINATION NO. 752  
Eligible Register

Practical demonstration test scores  
in Key Punch Operator Examination

No. 752, held February 6, 1963, were reviewed. Personal Interviews were not included as a part of the examination.

The following eligible register was made effective February 7, 1963:

KEY PUNCH OPERATOR EXAMINATION NO. 752

(Remington Rand)

- |                    |        |
|--------------------|--------|
| 1. Rose Burns      | 85.60% |
| 2. Marilyn Speegle | 76.00  |

(I.B.M.)

- |                |        |
|----------------|--------|
| 1. Ruth Hribar | 77.00% |
|----------------|--------|

PROPOSED AMENDMENT TO RULES & REGULATIONS  
Rule 13 - Transfers

Recommendation made by the Secretary  
to amend Rule 13 to permit the trans-

fer of an employee from one class to a different class having the same maximum salary step with approval of the Board, the department heads involved and the employee. The revised rule proposed by the Secretary to read as follows:

TRANSFERS

- 13.1 Definition: A transfer denotes the movement of an employee from one position in the same or different class, in the same or different department, without change of status.
- 13.2 Transfer Within Class. The appointing power shall have the authority to transfer an employee from a position in one division of a department to a position in the same class in another division of the same department at any time and for any duration.

An employee may transfer from a position in one department to position in the same class in another department, provided the consent of the two department heads is obtained. An employee may not be so transferred by a department head without the employee's consent, and the refusal of an employee to consent to such a transfer shall not affect his standing in the department from which a transfer was originally proposed or requested.

- 13.3 Transfer to a Different Class. No transfer shall be permitted from a position in one class to a position in a different class, where the latter has a higher salary range or rate. Transfers to a position in a lower class may be accomplished by demotion as described in 13.4 of these rules; transfers to a position in a different class with the same salary range may be permitted with the approval of the Board, provided consent to such a transfer is given by the department heads, and the employee.
- 13.4 Demotion. The transfer of an employee from a position in one class to a position in another class for which the maximum rate of pay is lower, shall be a "demotion" and may be made (a) upon the written request of the employee approved by the appointing power and by the Board, or (b) upon the written recommendation of the appointing power with a statement giving the specific reasons therefor, in which latter case the employee so demoted shall be entitled to a hearing before the Board in accordance with provisions of Rule 17.
- 13.5 Transfers Not Permitted. Transfers shall not be permitted when, upon investigation, it is found that the transfer is to be made (a) for the purpose of avoiding a lay-off; (b) with the intent of forcing or causing an employee to resign; (c) because of political influence; or (d) without first having notified the employee and obtain his consent to such transfer except as permitted under 13.2 of this rule, and except where used as a disciplinary measure.

Date of March 6, 1963, set by the Board for action on the proposed amendment in accordance with Section 3.6 of the Rules and Regulations.

REQUEST - 4 WEEK VACATION ELIGIBILITY  
William Lusich

Communication from William Lusich,  
Firefighter, dated February 4, 1963,

requesting eligibility for 4 weeks of annual vacation allowance beginning in 1963, notwithstanding a resignation submitted as Clerk II prior to accepting to probationary appointment as Firefighter, was considered.

Action taken by the Civil Service Board on September 2, 1959, permitting Mr. Lusich to "carry over" his accumulated sick leave credits to the Fire Department after resigning from his position as Clerk II, were reviewed.

Secretary explained that Mr. Lusich's employment was in fact continuous,

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REQUEST - 4 WEEK VACATION ELIGIBILITY (CONT'D)

having resigned on August 31, 1959, and receiving a probationary appointment as Firefighter on September 1, 1959, and that the resignations was submitted solely for the purpose of withdrawing his accumulated contributions from the Retirement System. Because of the differences in the "miscellaneous" and police and fire sections of the Retirement System, he stood to gain no additional retirement income by leaving his money in the system and not resigning.

After discussion, motion was made by Mr. Street that Mr. Lusich's request for a 4 week annual vacation allowance beginning in 1963, be approved. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Genshlea, J. Alexander, C. Alexander, Street.

NOES: None.

REQUEST - LEAVE OF ABSENCE  
Adlert Robinson

Communication from Adlert Robinson,  
Truck Driver in the Street Cleaning

Department, dated February 20, 1963, requesting a leave of absence for 6 months beginning March 15, 1963, for the purpose of attending school, was considered.

This request for leave of absence having been approved by Mr. Kent Link, Street Maintenance Superintendent, motion was made by Mr. Clarence Alexander that the request be approved. Motion seconded by Mr. Street and carried by the following vote:

AYES: Members Genshlea, C. Alexander, J. Alexander, Street.

NOES: None.

WRITTEN TEST QUALIFYING SCORE  
Library Clerk II Examintion #754

Upon recommendation of the Secretary,  
the minimum qualifying score in the

written test for Library Clerk II No. 754 (Promotional) was set at 51 of a possible 80 items, qualifying 3 of 11 candidates taking the written test, in accordance with Section 7.4(c) of the Rules and Regulations. Further, it was the order of the Board that Personal Interviews be eliminated as a part of the examination.

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HEARINGS ON REQUESTS FOR  
SALARY ADJUSTMENTS

Secretary advised that in accordance with the policy followed by the Board in 1962, dates should be set for hearings on any request which might be submitted by department or division heads, employee or employee representatives, for salary adjustments during the 1963-64 fiscal year.

After discussion, it was the order of the Board that the dates of April 3 and April 10, 1963, be set for such hearings and that anyone making a request for a salary adjustment be required to submit same in writing to the Personnel Department not later than March 31, 1963.

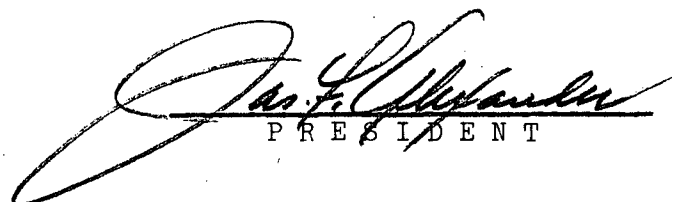
REQUEST - CHANGE OF VACATION TO SICK LEAVE

Communication from Ray Jones, Water Division Superintendent, dated February 15, 1963, requesting that time taken off from January 21 through January 27, of 1960, be changed from vacation to sick leave, since it is claimed that Mr. Paiva was entitled to take this time on sick leave, although sick leave was denied at that time by the Plant Operations Supervisor who is no longer in the city employ.

It was the order of the Board that the request be denied, since action on requests of this nature should be taken immediately rather than three years after the incident occurred.

There being no further business, the meeting adjourned at 3:30 p.m. to meet again at the call of the Chair.

  
SECRETARY

  
PRESIDENT