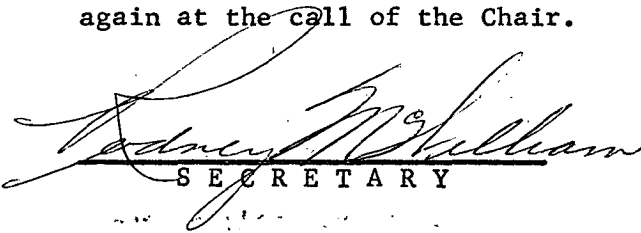



again at the call of the Chair.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING August 12, 1968

The Civil Service Board met in special session in the City Hall Council Chambers at 1:30 p.m.

PRESENT: Members Alexander, Diepenbrock, Genshlea, Street

ABSENT: Member Erickson

The Chairman was advised that Earl Simons, Safety and Training Officer in the Personnel Department, was the Acting Secretary for this meeting since Mr. Rodney McWilliam was involved as a witness for the Charles Clifford hearing.

Minutes of the last regular meeting held August 6, 1968, were read and approved.

FIRE CAPTAIN ELIGIBLE REGISTER NO. 911:
Request for Extension

Communication from Thomas
Deise, Fire Chief, dated

August 8, 1968, requesting that eligible register #911 for Fire Captain be extended to January 1, 1969, and that a new examination be immediately scheduled, was considered.

Motion was made by Mr. Street that the request be approved. Motion was seconded by Mr. Diepenbrock and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Genshlea, Street

NOES: None

CONTINUATION OF HEARING
TO APPEAL DISCHARGE:

Lawrence Duffy, Firefighter

Communication from Leroy Brown,
City Physician, dated August 8,

1968, giving a report on the physical condition of Mr. Lawrence Duffy as a result of the medical examination of Mr. Duffy by Dr. Brown on August 7 and 8, 1968, was read.

After further consideration of Mr. Duffy's case in executive session, motion was made by Mr. Diepenbrock that Mr. Duffy be returned to his position as a Firefighter, effective August 16, 1968, subject to the following stipulations:

1. That he shall not be under the influence of alcohol at any time while on duty, and
2. That he shall continue with his program of rehabilitation.

Motion was seconded by Mr. Street. Mr. Genshlea advised that since he had not been present at the original hearing of August 6, 1968, he would abstain from voting. Motion was carried by the following vote:

AYES: Members Alexander, Diepenbrock, Street

NOES: None

NOT VOTING: Member Genshlea

HEARING ON PERSONAL INTER-
VIEW DISQUALIFICATION:

Charles Clifford

Chairman James Alexander advised
that a hearing would be held for

the purpose of determining whether the Qualifications Appraisal Board, consisting of Rodney McWilliam, Personnel Officer; Police Captain Paul Hannigan; and G. Chilton Christian, acted reasonably by disqualifying Mr. Charles Clifford in the personal interview in Patrolman Examination No. 1010.

The Chairman advised that the proceedings of this hearing were being recorded and requested that anyone speaking before the Board identify himself.

Mr. Rodney McWilliam, City Personnel Officer, was called upon to outline the general procedure followed in conducting the personal interviews and the

specific reasons for the disqualification of Mr. Clifford.

Mr. G. Chilton Christian was called upon to make any statements regarding the conduct of the interviews, and he stated that he agreed with the statements given by Mr. McWilliam.

Acting Secretary Earl Simons then read a letter from Paul Hannigan, Police Captain, dated August 10, 1968, outlining the reasons for Mr. Clifford's disqualification, Mr. Hannigan being out of town and not able to attend the hearing.

Mr. Tyler, Executive Director of the Human Relations Commission, and Mr. Howard Harris, Chairman of the Employment Committee of the Human Relations Commission, then appeared before the Board and outlined reasons why they felt that the reasons given for Mr. Clifford's disqualification were not valid. Both Mr. Tyler and Mr. Harris were questioned by the Board members.

Mr. Charles Clifford appeared before the Board and gave reasons why he felt that certain questions asked him during the interview were improper and in no way related to his qualifications to become a Patrolman.

Further statements were made by Mr. Tyler, Mr. Harris, Mr. McWilliam, and Mr. Christian. The Chairman asked if there were any further statements or information to be brought before the Board pertaining to Mr. Clifford's case. There being none, it was the order of the Board that the Board go into executive session to consider the appeal.

In executive session, Mr. Diepenbrock excused himself from any participation since he had not been present from the beginning of the hearing.


After discussion, motion was made by Mr. Street that the Civil Service Board sustain the decision by the Qualifications Appraisal Board to disqualify Mr. Charles Clifford in the personal interview in Patrolman Examination No. 1010. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Alexander, Genshlea, Street

NOES: None

NOT VOTING: Member Diepenbrock

There being no further business, the meeting adjourned at 4:00 p.m. to meet again at the call of the Chair.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING August 20, 1968

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

PRESENT: Members Alexander, Genshlea, Street

ABSENT: Members Diepenbrock, Erickson

Minutes of the last special meeting held August 12, 1968, were read and approved.

NEW EXAMINATIONS SCHEDULED:

uled:

| | |
|-------|-----------------------------------|
| #1030 | Cashier |
| #1031 | Police Sergeant (Promotional) |
| #1032 | Parking Lot Foreman (Promotional) |

Secretary advised that the following examinations have been scheduled:

AMENDMENT OF CLASSIFICATION PLAN:
Principal Analyst - Programmer

on adoption of specifications for the new class of Principal Analyst - Programmer

Secretary advised that public hearing had been set for this date

as per letter from C. A. Kitchen, City Controller, presented to the Board on August 6, 1968.

There being no objections, motion was made by Mr. Street that the specifications prepared by the Personnel Officer and made a part of these minutes be adopted for the class of Principal Analyst - Programmer. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Alexander, Genshlea, Street

NOES: None

RECOMMENDATION TO AMEND
SALARY ORDINANCE:

Principal Analyst - Programmer

In accordance with a request
from C. A. Kitchen, City

Controller, motion was made by Mr. Genshlea that recommendation be made to the City Council to amend Salary Ordinance No. 2749, Fourth Series, to include the class of Principal Analyst - Programmer at salary range #59 (\$920 - \$1100).

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

AYES: Members Alexander, Genshlea, Street

NOES: Members Diepenbrock, Erickson

REQUEST FOR WAIVER OF
RESIDENCE REQUIREMENT:

Principal Analyst - Programmer

Communication from C. A.

Kitchen, City Controller,

dated August 13, 1968, requesting that the residence requirement be waived in the forthcoming examination for Principal Analyst - Programmer, was considered.

Motion was made by Mr. Genshlea that the request be approved. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Alexander, Genshlea, Street

NOES: Members Diepenbrock, Erickson

ANNUAL SALARY SURVEY:

Secretary advised that the

annual survey should be begun

PRINCIPAL ANALYST - PROGRAMMERNATURE OF WORK:

Under the general direction of the City Controller, an employee in this class assists in the planning, organization and coordination of the work in the electronic data processing section of the Department of Finance. This is the full journeyman professional level in data processing systems analysis, and the incumbent is expected to perform the full range of EDP operations in their application to appropriate city functions, as well as supervise subordinate clerical and machine operating personnel.

ILLUSTRATIVE EXAMPLES OF WORK:

Participates in the consultations with division representatives, equipment suppliers, and others to develop or improve applications.

Assists in conducting feasibility studies and develops data processing systems and procedures to meet the needs of various divisions.

Participates in conferring with division heads on proposed projects to insure cooperation and proper problem definition.

Assigns, coordinates, and reviews the work of programming personnel.

Provides directions to operators in the solution of problems and in locating and correcting computational errors and machine stoppages.

Assists in the training of personnel in the operation of the computer and its components and peripheral equipment.

Analyzes test runs on computer to correct or direct corrections of program and input data.

Revises or directs revision of programs to increase operating efficiency.

Establishes internal controls to assure quality of data output.

Performs other related work as required.

KNOWLEDGE, SKILL AND ABILITY:

Thorough knowledge of clerical processing and mechanical punched card processing techniques and procedures.

Thorough knowledge of the operation of an electronic computer system and program requirements for conversion of mechanical and clerical processing to the system.

General knowledge of accounting principles and practices, principles of organization and management.

Familiarity with modern office methods and procedures and with statistical methods and procedures.

Ability to prepare clear, complete, concise reports; code data flow plan in machine language; supervise subordinate clerical personnel; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action.

DESIRABLE EXPERIENCE AND TRAINING:

Graduation from college with major work in business administration or accounting, and at least four (4) years experience in electronic data processing, two of which shall have been at a supervisory level, and including two years in systems analysis and two years in programming. (Additional qualifying experience beyond the four years required may be substituted for the required college education on the basis of one year of experience being equivalent to one year of college.)

in September in order to have a recommendation on salary increases and adjustments for the City Council by December 1, 1968.

It was the order of the Board that the Secretary be instructed to begin preparation of the survey with a target date of October 15, 1968, for presentation of salary data to the Board.

Wallace Sheehan, President of the Sacramento City Employees' Association, submitted a request to the Board for a general ten percent (10%) salary increase effective January 1, 1969, which was taken under consideration.

PATROLMAN EXAMINATION NO. 1010:
Eligible Register

Written test scores, physical agility scores, and personal

interview ratings in Patrolman Examination No. 1010, written test for which was held April 13, 1968, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 67 of a possible 100 items, qualifying 250 of 514 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Paul Hannigan, Police Captain; G. Chilton Christian, Minister of Oak Park United Church of Christ; and Rodney McWilliam, Personnel Officer.

The following eligible register was made effective July 1, 1968:

PATROLMAN EXAMINATION NO. 1010

| | | |
|------|---------------------|--------|
| #1. | Ray, Michael | 98.03% |
| #2. | Allen, Dan | 97.80 |
| #3. | Nichols, Robert | 97.25 |
| #4. | Kinney, William Jr. | 97.08 |
| #5. | Moore, James H. | 96.64 |
| #6. | Dykstra, Bruce | 96.27 |
| #7. | Collins, Robert | 96.12 |
| #8. | Kammerer, James | 95.94 |
| #9. | Holloway, Aubrey | 95.37 |
| #10. | Marquez, Fred | 94.85 |
| #11. | MacAllister, James | 94.85 |
| #12. | Larson, Robert | 94.80 |

PATROLMAN EXAMINATION NO. 1010 (CONT'D.)

| | | |
|------|--------------------|-------|
| #13. | Ayres, Arthur | 94.56 |
| #14. | Henderson, Roy | 94.21 |
| #15. | Scott, Donald | 94.05 |
| #16. | Schiele, Val | 93.85 |
| #17. | Hansen, Kenneth | 93.76 |
| #18. | Goss, Donald | 93.70 |
| #19. | Reynolds, Robert | 93.44 |
| #20. | Davis, George | 93.41 |
| #21. | Adam, Dale | 92.91 |
| #22. | Holly, Anthony | 92.82 |
| #23. | Bagley, Gary | 92.66 |
| #24. | Espinosa, George | 92.58 |
| #25. | Davis, Lloyd | 91.97 |
| #26. | Clark, Charles | 91.93 |
| #27. | Rutherford, James | 91.73 |
| #28. | Kime, Michael | 91.70 |
| #29. | Figueroa, Micheal | 91.47 |
| #30. | Blanas, Louis | 91.41 |
| #31. | Flores, Luis | 91.34 |
| #32. | Emmons, James | 91.30 |
| #33. | Morse, Monty | 91.28 |
| #34. | Cervantes, John | 91.17 |
| #35. | Nugent, Frank III | 91.06 |
| #36. | Wright, Stephen | 90.64 |
| #37. | Thornton, Wayne | 90.58 |
| #38. | Snow, Alvie | 90.11 |
| #39. | Cardoza, Robert | 89.97 |
| #40. | Rivera, Edward | 89.87 |
| #41. | Kuntz, Christopher | 89.67 |
| 42. | Davis, Billy | 89.14 |
| 43. | Powers, Claude | 89.08 |
| #44. | Simlick, Andrew | 89.03 |
| #45. | Woods, Richard | 88.91 |
| #46. | Beard, Clarence | 88.87 |
| #47. | Conradi, Phillip | 88.85 |
| #48. | Strassburg, Dennis | 88.80 |
| #49. | Quigley, Larry | 88.80 |
| #50. | Johnson, William | 88.34 |
| 51. | Hunter, Alex | 88.29 |
| #52. | Brown, Lawrence | 88.12 |
| #53. | Nelson, Michael | 87.78 |
| #54. | Dosdorian, John | 87.75 |
| #55. | Oliveira, Anthony | 87.66 |
| #56. | Lavery, Thomas | 87.23 |
| 57. | Kupper, David | 86.91 |
| 58. | Smith, Edmund | 86.62 |
| 59. | Shannon, Harry | 86.32 |
| #60. | Souza, Joseph | 85.94 |
| 61. | Willis, Larry | 85.77 |
| #62. | McCormack, Francis | 85.68 |
| #63. | Peyus, Albert | 84.49 |
| #64. | Trujillo, Allen | 84.41 |

PATROLMAN EXAMINATION NO. 1010 (CONT'D.)

| | | |
|------|--------------------|-------|
| 65. | Morillas, Dennis | 83.97 |
| 66. | Brewer, Steven | 83.71 |
| 67. | Zetz, Domenik | 82.99 |
| #68. | Neel, Stanley | 82.58 |
| 69. | Warren, Raymond | 81.91 |
| #70. | Carlson, Leslie | 81.50 |
| 71. | Wymore, Jerry | 81.47 |
| 72. | Hudson, Cassius | 81.46 |
| #73. | Painter, Larry | 81.41 |
| #74. | Jacober, Judd | 81.34 |
| #75. | Helmecey, David | 81.29 |
| 76. | Hill, Steven | 81.23 |
| 77. | Rossi, Richard | 81.08 |
| #78. | Peterson, Marlin | 81.00 |
| 79. | Olmstead, David | 80.99 |
| 80. | Flood, Stuart | 80.41 |
| 81. | Moon, Kenneth | 80.23 |
| 82. | Bandy, Harold | 80.12 |
| 83. | Sousa, Bert | 80.02 |
| #84. | Moore, James W. | 80.00 |
| 85. | McKee, Donald | 79.99 |
| 86. | Firenza, John | 79.91 |
| 87. | Williams, Steven | 79.79 |
| 88. | Wemple, David | 79.66 |
| 89. | Haley, Dennis | 79.66 |
| 90. | Foster, John | 79.58 |
| 91. | Burke, John | 79.53 |
| 92. | Lucas, Charles | 79.32 |
| 93. | McSpadden, Ronald | 79.28 |
| 94. | Fermer, Donald | 79.23 |
| 95. | Thomas, David | 79.20 |
| 96. | Haupt, John | 79.18 |
| 97. | Butterfield, Larry | 79.06 |
| 98. | Frates, Dennis | 78.82 |
| 99. | Bristow, Thomas | 78.75 |
| 100. | Biggers, Jerry | 78.46 |
| 101. | Balch, Benjamin | 78.41 |
| 102. | Horton, Jimmy | 78.20 |
| 103. | White, Robert | 77.84 |
| 104. | Broussard, John | 77.49 |
| 105. | Carter, Terry | 77.37 |
| 106. | Swain, Paul | 77.25 |
| 107. | Isaac, Albert | 77.16 |
| 108. | Cowan, James | 77.16 |
| 109. | Matranga, Robert | 77.03 |
| 110. | Washington, David | 76.99 |
| 111. | Woodard, Kenneth | 76.93 |
| 112. | Straub, Ronald | 76.73 |
| 113. | Smith, Donald W. | 76.37 |
| 114. | Kuhlman, John | 76.25 |
| 115. | Villarreal, Pedro | 76.08 |

PATROLMAN EXAMINATION NO. 1010 (CONT'D.)

| | | |
|------|---------------------|-------|
| 116. | Ranker, Timothy | 75.52 |
| 117. | Dunzweiler, Robert | 75.47 |
| 118. | Pogue, Rodger | 75.43 |
| 119. | Bisig, Robert | 75.28 |
| 120. | Jones, Charles | 74.88 |
| 121. | Brown, Terry | 74.55 |
| 122. | Dreyer, David | 74.50 |
| 123. | Anderson, Donald | 74.02 |
| 124. | Cervantes, Eugene | 73.94 |
| 125. | Peterson, Gordon | 73.62 |
| 126. | Johnson, Richard D. | 73.52 |
| 127. | Bishop, Ernest | 73.46 |
| 128. | Smalling, Bobby | 73.39 |
| 129. | Poling, James | 73.37 |
| 130. | Dean, Michael | 73.28 |
| 131. | Kennedy, Harry | 71.70 |
| 132. | Garcia, Joel | 71.70 |
| 133. | Simpson, Robert | 71.67 |
| 134. | Davis, Robert II | 71.34 |

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

SICK LEAVE INCENTIVE PLAN:

Chairman of the Board

James Alexander re-

quested that the new sick leave ordinance, as proposed by the Secretary and which was given consideration by the Board at the meetings held prior to July 1, 1968, be placed on the agenda for the first regular meeting in September for further consideration and study.

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



SECRETARY



PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING September 3, 1968

The Civil Service Board met in regular session in the Conference Room at