

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING NOVEMBER 15, 1961

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

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

ABSENT: None.

Minutes of the last regular meeting held November 1, 1961, were read and approved.

NEW EXAMINATION SCHEDULED:

Secretary advised that the following examination has been scheduled:

#705 Typist-Clerk I

TRAFFIC LINESMAN EXAMINATION NO. 698
Eligible Register

Written test scores and Personal Interview ratings in Traffic Linesman

Examination No. 698 held October 14, 1961, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 93 of a possible 155 items, qualifying 21 of 75 candidates appearing for the test and Qualifications Appraisal Board consisted of Wilfred Street, Civil Service Board member; Earl Wilson, Personnel Technician, and James Bissell, Civil Engineer I in the Traffic Engineering Department.

The following eligible register was made effective November 9, 1961:

TRAFFIC LINESMAN I EXAMINATION NO. 698

#1.	William F. Barklage	90.00%
#2.	Daniel L. Morey	85.19
#2a.	Johnie S. Pieratt	85.07
#3.	Leonard L. Mendenhall	82.00
4.	Ronald R. Haase	78.03
5.	LeRoy Gillean	77.63
6.	John J. Semon Jr.	77.16
7.	Robert E. Sparre	76.64

11-15-61

TRAFFIC LINESMAN I EXAMINATION NO. 698 (Cont'd)

8.	Elmer R. Latimer	76.43%
9.	Thomas H. Shepherd	76.32
10.	Joseph N. DeSalvo	75.47
11.	Albert A. Lane	74.24
12.	Jerome A. Kerr	73.80
13.	Edward Lindegren	73.07
14.	John L. Erickson	72.96
15.	Henderson Ford	71.51
16.	Patrick E. Laracy	70.29

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

PARKING LOT ATTENDANT I EXAMINATION NO. 699
Eligible Register

Written test scores and Personal Interview ratings in Parking

Lot Attendant I Examination No. 699, held October 14, 1961, were reviewed.

Secretary advised that minimum qualifying score in the written test was set at 87 of a possible 145 items, qualifying 17 of 102 candidates appearing for the written test, and Qualifications Appraisal Board consisted of Phil MacDonald, Personnel Technician and R. H. Boggs, City Clerk.

The following eligible register was made effective November 3, 1961:

PARKING LOT ATTENDANT I EXAMINATION NO. 699

#1.	William F. Bennetts	86.93%
#2.	Roy B. Walser	86.48
3.	Peter J. Sailors	83.76
#4.	Anthon H. Bosch	83.57
5.	William J. Woska	80.73
6.	Donald J. Guidera	80.33
7.	Kenneth E. Sanchez Jr.	79.31
8.	Wallace A. Moody	78.20
9.	William C. Logan	77.41
10.	Jerome A. Kerr	77.14
11.	John E. Williamson	76.48
12.	William C. Reid	75.15
13.	Grant B. Kesler	74.82
14.	Ronald G. Fain	72.46

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

11-15-61

MINIMUM QUALIFYING SCORE
Promotional Examination
 No. 702 Plant Operator II

Upon recommendation of the Secretary,
 the minimum qualifying score in the
 written test for Plant Operator II

Examination No. 702 (promotional only) was set at 117 of a possible 180 items, in accordance with provisions of Section 7.4(c) of the rules and regulations, qualifying four of nine candidates taking the written test.

ENTRANCE SALARY ABOVE STEP A
W. A. Shaw
 Supervising Civil Engineer

Communication from E. A. Fairbairn,
 City Engineer, dated November 1, 1961,
 requesting approval of entrance salary

for Mr. W. E. Shaw, Supervising Civil Engineer at Step E (\$940) of the salary range for this class, in accordance with Section 5 of Salary Ordinance No. 2211, Fourth Series, was considered.

Secretary advised that this entrance salary had been approved by the City Manager's office in view of his prior experience with the City of Sacramento and recommended approval of the request.

Motion was made by Mr. Genshlea that entrance salary of Step E (\$940) for Mr. W. E. Shaw, Supervising Civil Engineer be approved. Motion was seconded by Mr. Street and carried by the following vote:

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

NOES: None.

REQUEST FOR RESTORATION OF
NAME TO ELIGIBLE REGISTER
 Richard Ruffner

Communication from Ray Jones, Water
 Division Superintendent, dated November 6,

1961, requesting the replacement of Richard Ruffner to Eligible Register No. 664 for Civil Engineer I, in accordance with Section 9.5(g) of the rules and regulations, was considered.

11-15-61

REQUEST FOR RESTORATION OF NAME
TO ELIGIBLE REGISTER (Cont'd)

After reviewing the reasons for the removal of Mr. Ruffner's name from this eligible register, motion was made by Mr. Street that his name be restored. Motion was seconded by Mr. Clarence Alexander and carried by the following vote:

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

NOES: None.

REQUEST - EXTENSION OF LEAVE OF ABSENCE

Jean Cannon
Dispatcher Clerk

Communication from Jean Cannon,
Dispatcher Clerk in the Police
Department, dated November 6, 1961,

requesting a 3-month extension of leave of absence to February 13, 1962, was considered.

Communication from James V. Hicks, Police Chief, dated November 9, 1961, recommending approval of the leave extension was read and ordered filed.

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

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

NOES: None.

HEARING ON ADOPTION OF NEW
CLASS SPECIFICATIONS

Secretary advised that specifications have been prepared for the

following new class authorized to be established by the Civil Service Board effective January 1, 1962:

Automotive Stores Clerk

A revised specification was also prepared for the following existing class:

Stores Clerk

11-15-61

HEARING ON ADOPTION OF NEW CLASS SPECIFICATIONS (Cont'd)

It was the order of the board that the date of December 6 be set for a hearing on adoption of specifications for the above listed classes.

REQUEST FOR REPLACEMENT ON ELIGIBLE REGISTER

Joseph K. Barnes

The request of Joseph K. Barnes, to have his name replaced on Patrolman Eligible

Register No. 661, after resignation during probationary period, was continued from the meeting of November 1, 1961.

Mr. Barnes appeared before the board to explain the reasons for his resignation and was questioned by members of the board.

Motion was made by Mr. Clarence Alexander that the name of Joseph K. Barnes be replaced on Eligible Register No. 661 for Patrolman. Motion seconded by Mr. Street and carried by the following vote:

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

NOES: None.

REQUEST - VOLUNTARY DEMOTION

Loyd Allen

Communication from Loyd Allen, Traffic Linesman in the Traffic Engineering

Department requesting permission to take a voluntary demotion to the class of Automotive Serviceman I, in accordance with Section 13.6 of the rules and regulations, because of a physical condition which does not permit heavy lifting, was considered.

Secretary advised that a vacancy exists in the class of Automotive Serviceman I, which makes the demotion possible.

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

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

NOES: None.

11-15-61

AMENDMENT TO RULES AND REGULATIONS
Section 22.11

A recommendation of the Personnel Officer
made at the meeting held November 1, 1961,

relating to Section 22.11 - "Optional Payment in Lieu of Vacation", was considered.

The reasons for the recommended revision were outlined in detail by the Personnel Officer.

Motion was made by James Alexander that Section 22.11 of the rules and regulations be revised to read as follows:

"22.11 Optional Payment in Lieu of Vacation. Any employee eligible to take twenty (20) working days of vacation shall have the option, to be exercised not later than the first day of December in each year, to receive pro-rata payment for five (5) days of such vacation in lieu of using such five (5) days for vacation purposes. The following rules shall govern this optional payment:

- (a) Any employee exercising such option shall be required to sign an appropriate form requesting payment in lieu of the one week of vacation, which shall be submitted to the Personnel Department not later than December 1 of each year.
- (b) Payment for one week in lieu of vacation may be made only once in any calendar year, regardless of vacation accumulation, and the one week payment shall be charged against the current year of vacation allowance.
- (c) Payment for such one week shall be computed by dividing the employee's annual salary rate on the date the payment is to be made by 50.20 (which is the equivalent of 2008 hours divided by 40 hours per week).
- (d) Any employee failing to exercise this option for additional payment by December 1 of each year shall be deemed to have lost his right to such pay in lieu of one week of vacation.
- (e) If, during the fifteenth or any succeeding calendar year of employment, an employee should be on leave of absence without pay exceeding ten (10) days, the amount of vacation allowance to be taken in the next succeeding year shall be reduced in accordance with the provisions of 22.7 of this rule; provided, however, such reduction shall not affect the employee's right to elect to receive one week of additional pay in lieu of one week of vacation, as long as the employee shall have at least two (2) weeks of vacation to his credit which was earned in the previous year."

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

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

NOES: None.

11-15-61

REQUEST FOR AMENDMENT
TO SICK LEAVE POLICIES

Request of Sacramento Firefighters

Local #522 for adoption of an amendment

to the policies relating to sick leave administration, presented at the meeting held November 1, 1961, was again considered. The specific request is to amend paragraph (d) of the general policies and standards for the use of sick leave and special leave to read as follows:

"(d) Sick Leave While on Vacation. Sick leave while on vacation is authorized only if the employee is confined to a hospital or is physically incapacitated and unable to continue his vacation activity. A certificate from a physician must be filed."

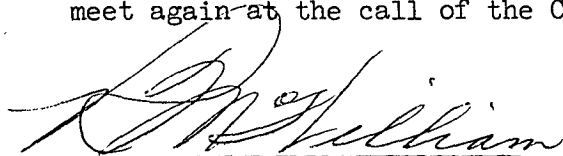
Communication from Bartley W. Cavanaugh, City Manager, dated November 14, 1961, outlining reasons why the proposal by the Firefighters would not be desirable and recommending that the proposal be rejected, was read and ordered filed.

After discussion, wherein it was pointed out that the interpretation and application of sick leave rules and policies by the Personnel Officer, particularly in unusual circumstances, can be appealed to the Civil Service Board, motion was made by Mr. Clarence Alexander that the request for change in sick leave policies as above outlined be denied. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Grebitus, Genshlea, C. Alexander, and Street.

NOES: Member James Alexander.

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


SECRETARY

PRESIDENT