

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JANUARY 20, 1965

The Civil Service Board met in regular session at 817 - 10th Street at
9:00 a.m.

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

ABSENT: Member J. Diepenbrock.

Minutes of the last regular meeting held January 6, 1965, were read and
approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following
examinations have been scheduled:

#847 Recreation Supervisor I (male)
#848 Traffic Linesman I
#849 Library Circulation Specialist (promotional)
#850 Parking Lot Attendant I
#851 Library Clerk II (promotional)
#852 Foreman I (Street Cleaning, promotional)
#853 Librarian III (Open and Promotional)
#854 Street Construction Laborer

TABULATING MACHINE OPERATOR
EXAMINATION NO. 843:
Eligible Register

Personal Interview ratings in Tabulating
Machine Operator I Examination No. 843,

held January 6, 1965, were reviewed.

Qualifications Appraisal Board consisted of C. E. Rhodes, Assistant City
Controller; Bill Street, Civil Service Board member; and Phil Macdonald, Personnel
Technician.

The following eligible register was made effective January 6, 1965:

TABULATING MACHINE OPERATOR I
EXAMINATION NO. 843

1. Clyde F. Larsen 90.00%

KEY PUNCH OPERATOR
EXAMINATION NO. 844:
 Eligible Register

Performance test ratings in Key Punch
 Operator Examination No. 844, held

January 12, 1965, were reviewed.

Personal Interviews were eliminated from the examination because of only two applications having been filed.

The following eligible register was made effective January 13, 1965:

KEY PUNCH OPERATOR EXAMINATION NO. 844

1. Emily K. Wilhelm	90.00%
2. Barbara E. Young	82.00

RECREATION SUPERVISOR I
 (ARTS AND CRAFTS)
EXAMINATION NO. 846:
 Eligible Register

Personal Interviews in Recreation

Supervisor I, (Arts and Crafts), Exam-

ination No. 846, held January 12, 1965, were reviewed.

Qualifications Appraisal Board consisted of Ed McGivern, Recreation General Supervisor; F. C. Erickson, Civil Service Board member; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective January 13, 1965:

RECREATION SUPERVISOR I EXAMINATION NO. 846

(Arts & Crafts)

1. Judy Theodoratos	89.00%
2. Marjorie Smith	88.33
3. Maxine Gray	81.67
4. Betty Franz	74.33
5. Gertrude Elliott	72.00

CHANGE OF PREVAILING HOURLY RATES:

In accordance with rates outlined under
 contract between Associated General Con-

tractors and the United Brotherhood of Carpenters and Joiners, motion was made by Mr. Alexander that hourly rates for the following classes be adopted to become

CHANGE OF PREVAILING HOURLY RATES: (CONT'D)

effective January 20, 1965:

Carpenter	\$4.40 hr.
Carpenter Foreman	\$4.90 hr.

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

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

NOES: None.

REQUEST FOR RECONSIDERATION
OF REINSTATEMENT:

Jack Richards
Patrolman

Communication from Jack Richards, former
Patrolman in the Sacramento Police De-
partment, dated January 11, 1965, re-

questing reconsideration of the action to deny his reinstatement to the Sacramento Police Department in November 1962, was read.

Secretary advised that Mr. Richards had resigned from the Police Department on May 12, 1962, and subsequently made a request for reinstatement which was denied, by the Civil Service Board at the meeting held November 21, 1962. Further advised that Mr. Richards had since taken two entrance examinations for Patrolman, having failed to qualify in the written test in the examination held July 27, 1963, and having been disqualified because of failure to meet the minimum height requirement in the examination held February 15, 1964.

A motion was made by Mr. Erickson that Mr. Richard's request for reconsideration of reinstatement be denied. There was no second to the motion, and the motion was withdrawn.

After further discussion, motion was made by Mr. Genshlea that the matter be laid over to the next meeting and the Secretary instructed to request the appearance of the Assistant Police Chief and Headquarters Superintendent at this next meeting for general discussion of reinstatement policies. Motion was seconded by Mr. Alexander and carried by the following vote:

REQUEST FOR RECONSIDERATION
OF REINSTATEMENT: (CONT'D)

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

NOES: None.

REQUEST FOR VOLUNTARY DEMOTION:
William J. Wilson
Traffic Linesman I

Communication from William J. Wilson,
Traffic Linesman I in the Traffic Engineer-
ing Department, dated January 18, 1965,
requesting permission to take a voluntary demotion to the class of Laborer, was
considered.

Secretary advised that Mr. Wilson was one of the employees transferred to
city service from North Sacramento who was making this request because of trans-
portation problems and in order to be able to work at a location nearer his home.

Motion was made by Mr. Alexander that this request for voluntary demotion be
approved in accordance with provisions of Section 13.4 of the rules and regulations.
Motion was seconded by Mr. Genshlea and carried by the following vote:

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

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:
Deputy City Attorney

Secretary advised that a new class of
Deputy City Attorney had been proposed
by the City Manager's office and copies of proposed specifications for this new
class were submitted to the board members.

Motion was made by Mr. Erickson that the date of January 26, 1965, be set
for a public hearing on adoption of the proposed specifications. Motion was
seconded by Mr. Alexander and carried by the following vote:

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

NOES: None.

1-20-65

FOREMAN I EXAMINATION
(PROMOTIONAL)
Water Department

Communication from Ray Jones, Water

Division Superintendent, dated January 14,

1965, requesting a Foreman I examination to fill a vacancy at the Sacramento River Water Treatment Plant, with eligibility limited to employees with experience with the equipment at this plant, was read and considered.

It was the order of the board that this matter be held over to the next meeting on January 26, 1965, and the Secretary instructed to request Mr. Jones to be present for further discussion and information on this request.

EXTENSION OF ELIGIBLE REGISTERS:

Upon recommendation of the Secretary,
it was the order of the board that the

following eligible registers be extended for one year as indicated below:

	<u>Class</u>	<u>Extended to:</u>
#744	General Repairman	11-29-65
#746	Community Improvement Representative	1-22-66
#751	Foreman II	2-12-66

REQUEST FOR INTER-TRANSFERS:

Clyde Whitcomb
Clarence Roof

Communication from Ray Jones, Water

Division Superintendent, dated January 18,

1965, requesting approval of two inter-class transfers in accordance with provisions of Section 13.3 of the rules and regulations, was read and considered.

Secretary advised that the two employees involved had been transferred to city service from North Sacramento and inter-class transfers were necessary in the best interests of the departmental operations.

Motion was made by Mr. Genshlea that the inter-class transfers as requested by Mr. Jones and outlined below be approved:

<u>Name</u>	<u>From</u>	<u>To</u>
Clarence Roof	Plant Operator II	Utilities Serviceman II
Clyde Whitcomb	Utilities Serviceman II	Plant Operator II

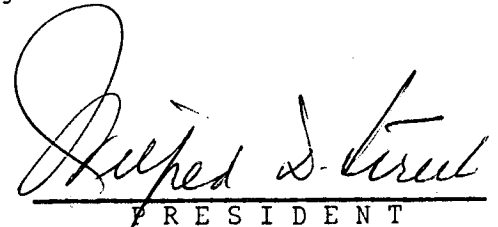
Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members J. Alexander, Street, Genshlea, and Erickson.

NOES: None.

There being no further business, the meeting adjourned at 10:30 a.m. to meet again at the call of the Chair.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JANUARY 26, 1965

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

PRESENT: Members J. Alexander, Genshlea, Street, and Erickson.

ABSENT: Member J. Diepenbrock.

Minutes of the last regular meeting held January 20, 1965, were read and approved.

REQUEST FOR RECONSIDERATION OF
REINSTATEMENT TO DENY REINSTATEMENT:
Jack Richards
Patrolman

The request by Jack Richards,
for reconsideration of the
decision to deny reinstatement

in November 1962, presented to the board at the last regular meeting, was again considered.

Mr. Joe Rooney, Assistant Police Chief, was presented and answered questions from board members relating to board policies on reinstatements requests.

It was the order of the Chairman that the matter be laid over to the next regular meeting for further consideration.

AMENDMENT OF CLASSIFICATION PLAN:
Deputy City Attorney

Secretary advised that the date of January 26, 1965, had been set by the board for public hearing on adoption of specifications for the new class of Deputy City Attorney.

There being no objections, motion was made by Mr. Erickson that the specifications as prepared by the Personnel Officer and made a part of these minutes be approved and recommendation be made to the City Council that this class be allocated to range #48 (\$720-860). Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members J. Alexander, Genshlea, Street, and Erickson.

NOES: None.

FOREMAN I EXAMINATION:
Water Department

The request from Ray Jones, Water Division Superintendent, for a Foreman I examination, with eligibility limited to employees with experience with equipment at the Sacramento River Water Treatment Plant, was presented to the board at the last regular meeting, was again considered. Mr. Jones and William Rogers, Water Treatment Plant Supervisor, were present at the meeting and answered questions from board members relating to the necessity of establishing a special Foreman I vacancy at the plant.

After discussion, motion was made by Mr. Alexander that Mr. Jones' request be approved and the Personnel Officer instructed to prepare an examination announcement notice for Foreman I (Sacramento River Water Treatment Plant) accordingly. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members J. Alexander, Genshlea, Street, and Erickson.

NOES: None.

Nature of Work:

This is the first level of professional and legal work involving legal research, statutory interpretation, preparation of the more routine legal forms, participation in actions in the Municipal and Superior Courts involving violations of city ordinances and assisting the City Attorney and/or Assistant City Attorney in the preparation of civil cases. As assigned, the incumbent will undertake legal research and fact-finding, render opinions to other city departments on the more routine matters; prepare correspondence and answer routine inquiries from attorneys and other agencies.

Illustrative Examples of Work:

Participates in actions involving Municipal Code violations and assists in the preparation of civil cases.

Prepares the more routine forms of court pleadings, ordinances, resolutions, contracts, leases, options and permits.

Performs legal research and fact-finding studies.

Assists in the writing and revision of briefs before appellate courts and administrative boards.

Studies and interprets law, and renders opinions to other departments on the more routine matters.

Acts in advising capacity at meetings of the City boards and commissions, and advises city departments on legal matters.

Drafts complicated legal forms used in the formation of assessment districts, options, leases and contracts.

Meets and negotiates with outside parties in matters arising out of claims, property transactions, and other city business.

Knowledge, Abilities and Skills:

Thorough knowledge of legal research methods and ability to perform research.

Working knowledge of legal principles and their application, general law and court decisions with particular reference to municipal government functions.

Working knowledge of trial and hearing procedure and rules of evidence.

Ability to analyze and appraise facts and precedents.

Ability to present statements of fact, law, and argument clearly and logically in written and oral form.

Skill in preparing cases, securing necessary information and interviewing witnesses.

Ability to use correct English.

Ability to meet and deal effectively with persons contacted in the course of duties.

Desirable Experience and Training:

Education equivalent to completion of an approved law school, and at least one year of full time experience as an Attorney in the office of a City Attorney, County Counsel, State Attorney General, or comparable public legal department, or two years of full time experience in the general practice of law with experience before public bodies and administrative agencies.

Necessary Special Qualification:

Active membership in the State Bar of California for one year prior to appointment.

City of Sacramento
New Class Established
February 3, 1965

1547

ZOO GATEKEEPER

Nature of Work:

This is routine work involved in the control of admission gates to the William Land Park Zoo. The incumbent works under the direct supervision of the Zoo Superintendent, and is responsible for admitting the public into the zoo grounds after payment of the required fees, or without charge in accordance with zoo regulations.

Illustrative Examples of Work:

Acting as guard at the William Land Park Zoo entrance gate, and admitting persons into the zoo grounds after payment of the required fee, or without charge in accordance with regulations.

Making change for zoo customers, and accounting for daily receipts with simple reporting at the conclusion of each day's activities.

Explaining zoo regulations and giving general information to the public about the zoo features.

Performing other related work as required.

Knowledges, Skills, and Abilities:

Ability to handle the public courteously.

Ability to understand and follow written and oral instructions.

Ability to make change rapidly and accurately.

Ability to keep simple records correctly.

Desirable Experience and Training:

Some experience in work which involves public contact, and education equivalent to graduation from high school.

REQUEST FOR VOLUNTARY DEMOTION:
Vincent Virga

Communication from Vincent Virga, Utilities Serviceman II, in the Water Department (transferred from North Sacramento) requesting approval of a voluntary demotion to the class of Plant Utilityman because of being physically unable to perform the work as a Utilities Serviceman II, was read and considered.

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

AYES: Members J. Alexander, Genshlea, Street, and Erickson.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:
Zoo Gatekeeper

Secretary advised that a new class of Zoo Gatekeeper had been requested by the Director of Recreation and Parks, made necessary by the establishment of an entrance fee at the Zoo, and copies of the proposed specification for this new class were submitted to the board members.

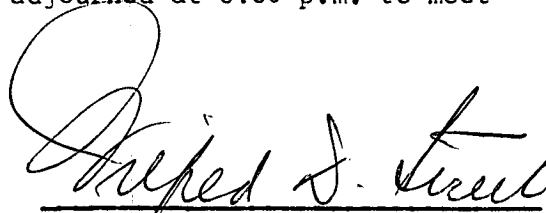
Motion was made by Mr. Erickson that the date of February 3, 1965, be set for a public hearing on adoption of the proposed specification. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members J. Alexander, Genshlea, Street, and Erickson.

NOES: None.

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


SECRETARY


PRESIDENT