

Sacramento, California,  
May 26, 1929.

The Civil Service Board of the City of Sacramento met in special session on the above date at 6:55 o'clock P. M. in their office, Room 106 City Hall, President Chenu presiding.

PRESENT: Commissioners Mason, Weisman, and Chenu.  
ABSENT : None.

The minutes of the special meeting of May 3, 1929, were read and approved as read.

Mr. E. B. Chappell, Manager of the Hotel St. Francis, appeared before the Board in regard to the discrepancy in salary scale paid watchman and elevator operator at the Hotel St. Francis, and the salaries for similar classifications in other departments. The present salary paid watchman at the hotel is \$90.00 per month. The minimum provided for this classification is \$100.00 per month. The salary paid elevator operator at the Hotel St. Francis is \$85.00 per month. The minimum salary provided for this classification is \$110.00 per month. Mr. Chappell was advised by the Board to prepare his budget affecting these two salaries for the next fiscal year to conform with the minimum salary provided for these classifications. Mr. Chappell also called the attention of the Board to the necessity for vacation relief at the Hotel. He explained that the relief was not strictly that of elevator operator, clerk, telephone operator, janitor, or engineer; but that the hours were so irregular that it was found necessary for the night man to run the elevator, rent rooms, answer the telephone, and in fact be thoroughly familiar with the hotel in general. Mr. Chappell was advised that inasmuch as Mrs. Chappell had served as vacation relief for many years at the hotel and that by virtue of this service now enjoyed a rating of junior clerk with the city, it would be advisable for him to employ

Mrs. Chappell for his vacation relief when necessary.

A communication was received from R. C. Oakley, former Secretary of the Board, in which he stated that it had been impossible for him to find the papers relative to the efficiency rating of Louis Laughlin in his examination for electrical operator, but that he would continue the search for this document. In view of this fact, the request of Louis Laughlin for review of his papers was again laid over.

The Secretary presented a communication from the City Attorney in reply to a request for an opinion relative to the standardization of positions in the Health Department to conform to classifications as established and recognized by this Board. The City Attorney advised that the titles designating officers in the Health Department by Ordinance No. 15 Fourth Series should be used by that department in the compilation of their pay roll. While these titles do not conform with classifications from eligible lists established by this Board for the classification recognized by this Board, such positions should be filled/most nearly fitting the position. In this connection and for the purpose of standardizing all positions in the municipal service, the Board, upon motion by Commissioner Mason, seconded by Commissioner Weisman and unanimously carried, instructed the Secretary to redraft the ordinance above referred to making the titles of each officer to conform with the classifications adopted by this Board and approved by the City Council.

As instructed at the special meeting of May 3rd, the Secretary presented for the approval of the Board a form suitable for all reports affecting appointment and further status of employees in the municipal service. Some minor changes were recommended and upon motion by Commissioner Mason, seconded by Commissioner Weisman and unanimously carried, the matter was left to the discretion of Commissioner Weisman and the Secretary. A form for indexing the business activities of this Board was left to the judgment of the Secretary together with Commissioner Weisman.

A communication was received from C. W. Mier, Assessor Collector,

relative to Civil Service rating of Loretta Farrell. This communication did not bare any specific recommendation but requested consideration for her advancement to the grade of senior clerk by examination or by a slight increase in salary. Commissioner Mason moved, that inasmuch as Miss Farrell was properly classified it would be necessary for her to take an examination for senior clerk in order to better her Civil Service standing and further that the matter of increase in salary was not a matter for the consideration of this Board, but should be referred to the Department Head. Motion seconded by Commissioner Weisman and unanimously carried.

Communication was received from H. A. Kluegel, City Manager, in which he announced the appointment of J. H. Dunbar, Deputy in the Controller's office, as Secretary of the Civil Service Board effective May 20, 1929. After considerable discussion, the Board, upon motion by Commissioner Mason, seconded by Commissioner Weisman and unanimously carried, approved the temporary appointment of John H. Dunbar as a Deputy Controller subject to examination.

The Board then proceeded to administer the Personal Fitness Test for Auto Mechanic for which seven applicants were interviewed.

The Board then proceeded to review examination papers for the classification of Blacksmith and Junior Clerk. The Board then proceeded to open envelopes and establish the identification of candidates having taken the examination for Blacksmith and Junior Clerk. The date for the Personal Fitness Test for Blacksmith and Junior Clerk was set for 7:00 o'clock P. M. May 20, 1929.

Mr. Dunbar called the attention of the Board to the fact that the eligible list for laborer was nearly exhausted. Upon motion by Commissioner Mason, seconded by Commissioner Weisman and unanimously carried, the classification of sexton was added to the classified Civil Service list. Upon motion by Commissioner Mason, seconded by Commissioner

Weisman, the present incumbent Peter J. Nusbaum was given Civil Service rating as Sexton.

Mr. R. C. Oakley appeared upon request of the Board relative to the employment of H. W. Culbertson as a mechanic for swing crew work in the Park Department. Mr. Oakley explained that Mr. Culbertson was a valuable man for this work and that the department might suffer serious loss of time in the event of a break down of power lawn mowers now being operated by this swing crew. After a considerable discussion, Commissioner Weisman moved that the action of the Board at the last meeting relative to Mr. Culbertson's employment be rescinded and Mr. Culbertson be put to work. Motion seconded by Commissioner Mason. The vote was as follows:

Ayes: Weisman.  
No: Mason, Chenu.

Upon motion by Commissioner Mason, seconded by Commissioner Weisman, the following classifications were added to the classified Civil Service list:

Superintendent of Water Mains	\$275.00 to \$300.00
City Electrician	\$250.00 to \$275.00
City Building Inspector	\$275.00 to \$300.00
Assistant Building Inspector	\$200.00 to \$250.00

Upon motion by Commissioner Mason, seconded by Commissioner Weisman and unanimously carried, the men holding the above positions were certified to their respective positions.

Attention of the Board was called to the readjustment of salaries in the garbage Department. Some garbagemen are now appearing on the pay roll at the rate of \$4.75 per day. Maximum rate set up on classified list being \$4.50 per day. The Secretary was instructed to return this pay roll to the department with a letter advising that present rating was in excess of the maximum salary scale provided by the classified list.

Upon motion by Commissioner Mason, seconded by Commissioner Weisman

and unanimously carried, the Secretary was instructed to conduct an examination for Assistant Building Inspector to be held June 12, 1929.

There being no further business, the meeting adjourned at 11:20 o'clock P. M.

*Asstover*

S e c r e t a r y .

APPROVED:

*H. J. Sherman*  
*Vice President*

P r e s i d e n t .