

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING

February 20, 1941

The Civil Service Board met in regular session in their office at 7:30 P.M.

PRESENT: Commissioners Deise and Stacy.

ABSENT : Commissioner Cavanaugh.

MINUTES

Approved

After determining that this date was a date for holding a regular meeting, Dr. Stacy moved that the minutes of meeting held since December 5, 1940 to the present time, including the minutes of meetings held January 15, 22, and 28, 1941, be approved; seconded by Mr. Deise, thereupon becoming the order of the Board.

LABORER EX. #145

Kirchgater, Roy
Lane, Arden W.

Messrs. Walter Castello and William Burrows of the Water Department appeared before the Board requesting that review be made of Messrs. Roy Kirchgater's and Arden W. Lane's grade in the Laborer Examination #145. Both Mr. Castello and Mr. Burrows stated that these men had proved excellent workers and that the department would be handicaped without their services. After discussion the matter was taken under advisement by the Board.

SERVICE STATION ATTENDANT EX. #151

Written Exam. Held

The Secretary reported that the written portion of this examination was held at the Sacramento Junior College Cafeteria February 18, 1941, from 7:30 P.M. to 10:10 P.M. in accordance with provisions of the announcement notice.

CLASSIFICATION

Gieseke, Elmer
Lack, J. Lyle
Moore, John
Robbins, Wm. J.

A letter from E. B. Chappell, Superintendent of the Corporation Yards, dated February 17, 1941, outlining the duties of Messrs. Elmer Gieseke, J. Lyle Lack and W. J. Robbins was

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considered by the Board. A list of the usual occupations performed by each of these employees and the Civil Service employment record of each was also considered.

In Mr. Chappell's letter it was requested that the classifications of Messrs. Gieseke, Lack and Moore be changed to Assistant Storekeeper due to the transfer of Mr. W. T. Sloan to the Waste Removal Department.

After discussion and review of the above material, the Secretary was requested to obtain an outline of the relation of each of these positions to each other, and the matter was continued.

CAPTAIN-FIRE DEPT. EX. #146
ENGINEER-FIRE DEPT. EX. #147

Date Set for Written Test

After discussing appropriate dates upon which to hold examinations for these positions, Dr. Stacy moved that March

31, 1941, be set as a date for the written portion of these examination; seconded by Mr. Deise, thereupon becoming the order of the Board.

ELECTRICAL HELPER

Classif. and
Definition

After reviewing and discussing the procedure in appointing Apprentice Linemen and Apprentice Electricians

and reviewing a general outline of the duties performed by employees in these classifications and, inasmuch as Clifford Prud'homme, City Electrician, had expressed an opinion that a classification of Electrical Helper would be of assistance in the operation of his department, Dr. Stacy moved that a definition of the position of Electrical Helper, dated January 7, 1941, be approved and the classification established; seconded by Mr. Deise, thereupon becoming the order of the Board.

ELECTRICAL HELPER EX. #154

Scope of Exam.
Date Set for Exam.

After discussing the purpose of the examination and the duties of the position, Dr. Stacy moved that the announce-

ment notice dated January 18, 1941, including a scope of the examination, be approved and that the examination be held April 3, 1941; seconded by Mr. Deise,

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thereupon becoming the order of the Board.

APPRENTICE LINEMAN
ELIGIBLE REGISTER #86

Intention to
Abolish List

abolish same; seconded by Mr. Deise, thereupon becoming the order of the Board.

LINEMAN EXAM. #155

Scope of Ex. Approved
Date Set for Exam.

After reviewing the announcement notice dated February 18, 1941 and the necessity for holding an examination for this position, Dr. Stacy moved that the examination announcement notice dated February 18, 1941, including the scope of the examination, be approved; seconded by Mr. Deise, thereupon becoming the order of the Board.

After discussion Dr. Stacy moved that April 17, 1941 be set as a date for holding the written portion of this examination; seconded by Mr. Deise, thereupon becoming the order of the Board.

RE-CLASSIFICATION

Alfred E. Johnson
Roy P. Hayes
Alfred W. Strand

After reviewing duties and qualifications of Messrs. Hayes, Johnson, and Strand, Dr. Stacy moved that all three be re-classified from the classification of Apprentice Lineman to that of Electrical Helper; seconded by Mr. Deise, thereupon becoming the order of the Board.

LABORER EXAM. #145

Hendrix, Samuel D.
Moxley, Bruce H.
Frank G. Plescia
Schefer, Robert J.
Skordas, George
Tate, Jesse A.
Taverna, Tillie J.

After reviewing the reports received from the Police Department relating to these applicants, Dr. Stacy moved that Frank G. Plescia and Robert J. Schefer be restored to the Laborer eligible register in accordance with percentages attained; seconded by Mr. Deise, thereupon becoming the order of the Board.

SILVA, ANTHONY

A letter from Kenneth McGilvray, Attorney, relating to the appointment status of Mr.

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Silva, dated January 29, 1941, was reviewed by the Board. After reviewing Mr. Silva's employment record, it was disclosed that Mr. Silva was not #1 on the Truck Drivers' Layoff List; that Mr. Silva left his city employment without notifying his department head; that his sick leave expired and Mr. Silva was in Napa; that Mr. Silva had not requested a leave of absence; that due to Mr. Silva's absence in November, 1939, his department head had laid him off prior to laying off others in his classification; and that Mr. Silva was not re-employed at such time as requests for Truck Drivers were received due to disapproval by the City Physician. After discussion the Secretary was requested to advise Mr. McGilvray that Mr. Silva is now also on the Pick-up Man Layoff List as well as upon the Truck Driver Layoff List and subject to re-employment at such time as he is physically approved by the City Physician.

RECLASSIFICATION
OF POSITION

Freitas, Fred

A letter from James M. McDonnell, Judge, Police Court, dated January 28, 1941, relating to the duties of the position

now held by Mr. Freitas, was considered by the Board. A list of usual occupations performed in this position as being performed by Mr. Freitas was also reviewed and considered by the Board.

After discussion and determination of qualifications required for the position, Dr. Stacy moved that the position now classified as Junior Clerk be changed to the classification of Senior Clerk.

RECLASSIFICATION
OF POSITION

Electrical Div.

A letter from Clifford Prud'homme, City Electrician, dated December 19, 1940, and also a letter from Mr. Prud'homme,

dated January 27, 1941, relating to the duties of a position now classified as Junior Clerk and occupied by Mr. Rodney McWilliam in the Electrical Division of the Engineering Department, were considered by the Board. The usual occupations now being performed by Mr. McWilliam were reviewed and thereafter

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Dr. Stacy moved that the classification of the position of Junior Clerk in the Electrical and Radio Division, now being held by Rodney McWilliam, be re-classified to Senior Clerk; seconded by Mr. Deise, thereupon becoming the order of the Board.

RECLASSIFICATION
OF POSITION

Worley, Earl

A letter from R. E. Mittelstaedt, Superintendent, Water Department, dated December 17, 1940, and a letter from C. M. Hoskinson, Acting Superintendent, Water Department, dated January 31, 1941, requesting that the position now held by Earl Worley in the Water Department be re-classified from Junior Clerk to Senior Clerk was reviewed.

After reviewing the usual occupations performed in the position by Mr. Worley, Dr. Stacy moved that the position in the Water Department now held by Mr. Worley be re-classified from Junior Clerk to that of Senior Clerk; seconded by Mr. Deise, thereupon becoming the order of the Board.

AMENDMENT TO RULES

Rule VI, Sec. 2.

After discussing existing methods of securing records of efficiency grades and inasmuch as various departments are now preparing a method of determining efficiency grades by means of performance ratings, Dr. Stacy moved that the following amendment to Rule VI, Section 2 be introduced and spread upon the minutes as an amendment to the existing Rules and Regulations:

"Amend Rule VI, Section 2 by adding the following:

Whenever an examination is announced for any position in the classified service, any civil service employee holding a position in the next lower grade, and who meets the requirements in this rule and possesses the qualifications listed on the announcement notice, and has a performance rating or efficiency grade of at least 80%, may elect to participate in said examination as a promotional examination. To be successful on a promotional basis, such candidate must attain a rating of at least 80% and attaining such a rating shall be placed on a promotional list, which shall take precedence over the open list. Those failing to attain 80% shall be rated on a non-promotional basis and be placed on the open list."

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Thereafter the motion was seconded by Mr. Deise, therupon becoming the order of the Board.

LIBRARY CLERK EX. #143

After determination that the period for review of examination papers had elapsed and no requests for review had been received, Dr. Stacy moved that the following eligible register be established effective February 25, 1941:

LIBRARY CLERK ELIGIBLE REGISTER #143

<u>Position On List.</u>	<u>Name</u>	<u>Percentage Grade</u>
1.	Laura F. Stewart	86.66
2.	Anna F. Davis	84.75
3.	Grace Margosan	84.00
4.	Ruth E. Allen	83.90
5.	Bernadine Kuechler	83.73
6.	Ai Teranishi	82.66
7.	Elizabeth Whitney	82.51
8.	Mary Jane Perkins	81.96
9.	Madalyn Silvey	81.31
10.	Nancy Lee Meister	80.55
11.	Vonnie Hammer	80.36
12.	Jennie Reibin	79.85
13.	Frieda Zimelman	79.81
14.	Jane Slater	79.25
15.	Elizabeth McPherson	79.21
16.	Ann Rogers	79.16
17.	Helen H. Stocker	79.03
18.	Betty McIntyre	78.84
19.	Leslye Pauli	78.17
20.	Jean Anne Bonomi	77.69
21.	Jean E. Williams	77.32
22.	Lea Meyer	77.06
23.	Daisy M. Mermod	76.85
24.	Esther Broderick	76.84
25.	Lela L. Groves	76.60
26.	Helen Cole	76.36
27.	Willa M. Matthews	76.07
28.	Julia Van Slack	75.98
29.	Anna Klein	75.40
30.	Dorothy Barr	75.07
31.	Katherine Stinson	74.96
32.	Lorraine A. Sleeper	74.50
33.	Bette McHugh	74.22
34.	Mary A. Bouillon	73.24
35.	Teresha Legatos	72.92

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seconded by Mr. Deise, thereupon becoming the order of the Board.

SILVA, GEORGE

Appt. Re-approved

The appointment as Laborer-Handyman in the Water Dept. of Mr. George Silva was re-approved by the Board.

DEPARTMENTAL REPORTS APPROVAL OF

After review of departmental reports, Dr. Stacy moved that same be approved; seconded by Mr. Deise, thereupon becoming

the order of the Board.

City Library

- Allen, Ruth E. - Temp. Appt. 1/27/41 (on call) Library Clerk @ \$95 Month from list.
- Cartier, Fran - Temp. Appt. 2/10/41 Library Page @ \$35 Month.
- Desmangles, Elbert - Temp. Appt. 1/3/41 Relief Janitor @ \$5.20 Day from list.
- Stewart, Laura - Temp. Appt. 1/27/41 (on call) Library Clerk @ \$95 Month from list.
- Stocker, Helen - Temp. Appt. 1/27/41 (on call) Library Clerk @ \$95 Month from list.

Engineering Department

- Hayes, Roy P. - Temp. Appt. 2/4/41 Lineman @ \$11.00 Day from App. Lineman list.
- Klovstad, John - Temp. Appt. 1/23/41 Janitor @ \$125 Month from list.
- Marsh, Charles R. - Temp. Appt. 2/4/41 App. Lineman @ \$150 Month.
- McWilliam, Rodney - Prob. Appt. 2/1/41 Senior Clerk @ \$140 Month from list.
- Pfaendler, Harold - Temp. Appt. 1/9-11/41 Relief Elevator Operator @ \$125 Mo. from Janitor list.
- Pfaendler, Harold - Temp. Appt. 1/21/41 Janitor @ \$125 Month from list.
- Pfaendler, Harold - Prob. Appt. 2/24/41 Janitor @ \$125 Month from list.
- Simas, Manuel - Prob. Appt. 2/17/41 Body and Fender Man @ \$165 Month from list.
- Smith, Harold - Temp. Appt. 2/10/41 Service Station Attendant @ \$125 Mo.

Fire Department

- Forbes, Royal A. - Prob. Appt. 11/16/40 Uniform Fireman @ \$170 Mo. from list.
- Hart, E. Carson - Prob. Appt. 2/1/41 Uniform Fireman @ \$170 Mo. from list.

Health Department

- Anderson, Ann - Temp. Appt. 1/20/41 Substi. Nurse @ \$155 Month, Exempt.
- Burman, Jay W. - Temp. Appt. 2/24/41 Laborer @ \$120 Mo. from list.
- Culleton, J. E. - Temp. Appt. 2/1/41 Part-time Relief Surgeon @ \$135 Mo., Exempt.
- Hurley, Peter T. - Prob. Appt. 2/1/41 Meat Inspector @ \$175 Mo. from list.
- Klovstad, John - Temp. Appt. 2/20/41 Janitor @ \$125 Month from list.

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Health Department (Con't.)

- Manchester, Ann - Temp. Appt. 2/10/41 Substi. Nurse @ \$5.00 Day, Exempt.
 McCarthy, Charles - Temp. Appt. 2/24/41 Laborer @ \$120 Month from list.
 Pratt, Ella V. - Temp. Appt. 1/17/41 Substi. Nurse @ \$5.00 Day, Exempt.
 Pratt, Ella V. - Temp. Appt. 2/10/41 Substi. Nurse @ \$5.00 Day, Exempt.

Waste Removal Department

- Burnside, James - Temp. Appt. 1/23/41 Junior Clerk @ \$140 Month from list.
 Mandella, Theodore - Temp. Appt. 2/11/41 Pick-up Man @ \$5.98 Day from list.
 Rouse, George - Temp. Appt. 2/5/41 Pick-up Man @ \$5.98 Day from list.
 Silva, Tony - Temp. Appt. 2/11/41 Pick-up Man @ \$5.98 Day from list.
 Sleeper, Lorraine - Temp. Appt. 1/10/41 Junior Clerk @ \$100 Month from list.
 Sloan, Tom W. - Appointment 2/1/41 Complaint Adjuster @ \$210 Month.
 Winchester, L. N. - Temp. Appt. 1/31/41 Pick-up Man @ \$5.98 Day from list.

Water Department

- Worley, Earl - Prob. Appt. 2/1/41 Senior Clerk @ \$145 Month from list.

Leave of Absence

- France, R. R. - Leave without pay from 12/1/40 to 12/31/40 a/c illness.
 Gussenbauer, John - Leave without pay from 1/22/41 to 4/22/41.
 Hicks, J. V. - Leave without pay from 3/10/41 to 3/10/42 a/c military service.
 Lee, D. W. - Leave without pay from 12/7/40 to 12/21/40 a/c illness.
 McMillan, Arthur - Military leave without pay from 3/10/41 to 3/10/42. *military*
 Palmer, John R. - Military leave without pay from 3/17/41 to 3/17/42. *military*
 Satti, M. P. - Leave without pay from 1/1/41 to 2/1/41 a/c illness.

Transfers

- Carroll, Evelyn - Transfer 2/15/41 as Junior Clerk from Police Dept. to Waste Removal Department @ \$130 Month.
 Tronsen, Alex - Transfer 1/16/41 as Laborer @ \$120 Month from Stadium to Men's Transient Shelter.

There being no further business, the Board adjourned at 12:00 midnight to meet again at the Call of the Chair.

H. H. Jazmuth
 Secretary

APPROVED:

Levy Edise
 President