

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

August 28, 1941

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

PRESENT: Commissioners Deise and Stacy

ABSENT: Commissioner Cavanaugh

FOREMAN
CIVIL SERVICE STATUS

Mr. James S. Dean, City Manager, appeared before the Board to discuss the problem of handling Foreman appointments. After

general discussion, it was the agreement of the Board that the past policy of allowing temporary appointments of Foremen from lower classifications be continued, such employees not to attain Civil Service Status as Foremen.

CHAS. HAENGGI
Discussion of Status

After discussing Mr. Haenggi's qualifications and employment with the City with Mr. Dean, the Board discussed a proper

classification for Mr. Haenggi. The Board instructed the Secretary to prepare definition for Pest Control Man.

WATER DIVISION
CLASSIFICATIONS

City Manager Jas. S. Dean submitted to the Board for their consideration, a proposal from Carl Hoskinson, Acting

Superintendent of the Water Department, addressed to Mr. Dean, dated August 27, 1941, for a revision of the classification plan in the Water Department, calling for regular increases and promotions for those in the department. The matter was continued until the next meeting.

HEALTH DEPT. INSPECTORS
Salaries

City Manager Jas. S. Dean discussed with the Board the problem of salary scales for the Health Department em-

ployees, which was referred to the Board on August 14, 1941 by Mr. Dean at the request of the City Council. After considering the information which had

August 28, 1941

been gathered by the Secretary relating to scales of the State and other cities, the matter was continued, at which time the employees in the Health Department could be given an opportunity to review the information gathered by the Board and present any further information relating to salary scales for the Board's consideration.

EUGENE L. VOLMER

Cashier Examination

Mr. Volmer appeared before the Board and requested that he be allowed to take the Cashier's Examination. When

the Board determined that he had not refiled his application until a day after the examination had been completed, they informed him that it was impossible to allow anyone to take an examination after the regular examination had been completed.

BOOKKEEPING MACHINE
OPERATOR EXAMIN. #159

Personal Interviews.

The Board proceeded with personal interviews with those who had taken the Practical Demonstration Test for Book-

keeping Machine Operator. At the conclusion of the interviews, Dr. Stacy moved that grades be computed and Tentative Eligible List prepared; seconded by Mr. Deise, thereupon becoming the order of the Board.

CASHIER EXAMIN. #156
ENGINEERING AID EXAMIN. #157

The Secretary reported that the Cashier Examination #156 had been held on July 31, 1941, as instructed by the

Board. Mr. R. P. Everett and Mr. Don Stonum assisted on the examination. The Secretary also reported that the Engineering Aid Examination #157 was held August 14, 1941, as instructed by the Board. Mr. R. P. Everett conducted the examination.

DEPARTMENTAL REPORTS
APPROVAL OF

After review of the requests for Leaves of Absence without pay, Dr. Stacy moved that the same be approved;

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

Leave of Absence

- | | |
|---------------------|---|
| Baccellia, Geo. | - Leave of Absence July 16 to September 15, 1941 without pay |
| Carlson, Edwin A. | - Leave of Absence August 15, 1941 for 6 months without pay |
| Faustman, D. J. | - Extend Leave of Absence from October 1, 1941 to September 30, 1942 c/o Military Leave without pay |
| Gomes, Joe | - Leave of Absence June 10, 1941 for 3 months without pay |
| Gomes, Joe | - Extend Leave of Absence from September 10, 1941 to December 9, 1941 without pay |
| Hösmann, Dorothy | - Leave of Absence from July 28, 1941 to August 2, 1941 inclusive, without pay |
| Kistle, C. J. | - Leave of Absence from July 10, 1941 to June 30, 1942 without pay |
| Miller, Caroline V. | - Leave of Absence from August 17, 1941 to August 16, 1942, without pay |

There being no further business, the Board adjourned at 11:40 o'clock P.M. to meet again at the Call of the Chair.

H. H. J. J. J.
Secretary

APPROVED:

Leroy E. Deise
President

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

September 11, 1941

The Civil Service Board met in special session in their office at 8 o'clock P.M.

PRESENT: Commissioners Cavanaugh, Deise and Stacy.
ABSENT: None.

MINUTES, READING OF

Approved

Dr. Stacy moved that the minutes of the meetings of June 10, 1941, June 24, 1941, July 17, 1941 and August 28, 1941, be

approved as read; seconded by Mr. Cavanaugh and unanimously carried.

September 11, 1941

ROY HENDRICKS

Classification

Mr. Hendricks accompanied by Messrs Louis Laughlin, George Mansfield and Sam Rippon appeared before the Board and reviewed a letter from Carl Hoskinson dated September 8, 1941, concerning Mr. Hendrick's employment. The Board reviewed Mr. Hendrick's past City service as Machinist Helper, Oiler, Stationary Engineer and Pump Operator in the Water Department. The Board reviewed the service record and employment in each classification and the position of Mr. Hendricks on the Eligible Registers. After discussion, Mr. Hendricks was informed that the Board would secure additional information from Mr. Hoskinson and the matter was continued.

GEORGE MANSFIELD

Classification

Mr. Mansfield appeared before the Board and discussed his past City employment as Filter Operator and Foreman. The Board reviewed a letter from Carl Hoskinson dated September 8, 1941, and reviewed his past record of employment. It was determined that he was not on the Eligible List for Filter Operator and had attained his Civil Service classification as Foreman in the 1928 City Council List. Action on this matter was continued.

FOOD AND MARKET
DIVISION INSPECTORS

Salaries

Messrs. M. B. Cross, Tyler Blake, T. S. Lages, C. C. Davey, J. E. Knauss, Pete T. Hurley, Geo. F. Gillespie, George Mento, George Bovey, Thos. E. Porter, Alexander Fourness and Dr. C. L. Megowan appeared before the Board to discuss their wage scales. It was contended that the duties of some of these employees were similar to those of State employees receiving as much as \$260 per month. They felt some adjustment should be made, especially for those who have been employed 17 to 21 years. The Board advised those present of the existing salary ranges for their positions and that the determination of particular salaries to be paid is the responsibility of the City Council. A petition dated March 31, 1941, was submitted by Dr. C. L. Megowan for the consideration of the Board. The Board advised those present that the duties and salaries of

comparable positions would be secured and a report made. The matter was continued.

SANITARY DIVISION
INSPECTORS

Salaries

Messrs. H. E. Mulligan, Wm. P. Francis
and Wm. Rablin appeared before the Board
to discuss their wage scales. They con-

tended that their existing scales were not comparable with others performing
similar duties. The Board advised them of the existing salary ranges and that
salary adjustments were made by the City Council. The Board advised these men
that duties and salaries of comparable positions would be secured and report made.
The matter was continued.

WATER DEPARTMENT

Classifications

Letter from Carl Hoskinson, Acting Super-
intendent of the Water Department, to
City Manager Jas. S. Dean, dated

August 27, 1941, presented to the Board August 28, 1941, concerning classifica-
tions of Laborer, Skilled Laborer, Water Works Mechanic, Sub-Foreman and Foreman
was reviewed and discussed by the Board. Secretary was instructed to prepare
appropriate definitions for consideration by the Board.

JR. CIVIL ENGINEER EX. #153

Elig. Reg. Established

After determining that no requests for
review of ratings had been received for
this examination, Mr. Cavanaugh moved

that the following Eligible Register for Junior Civil Engineer Ex. #153 be
established, effective September 11, 1941; seconded by Dr. Stacy and unanimously
carried:

JUNIOR CIVIL ENGINEER ELIGIBLE REGISTER #153

<u>Position</u> <u>On List</u>	<u>Name</u>	<u>Percentage</u> <u>Grade</u>
1.	Verne M. Tregonis	95.12%
2.	Gordon H. Klippel	92.27
3.	Tom Snedden	89.50
4.	C. Marshall Jones	88.20
5.	E. G. Burckhardt	87.44
6.	Harold E. Carlson	83.22

JUNIOR CIVIL ENGINEER ELIGIBLE REGISTER #153 (Cont.)

<u>Position On List</u>	<u>Name</u>	<u>Percentage Grade</u>
7.	Henry A. Ross	82.53%
8.	Earl S. Prud'homme	80.83
9.	Edward King	78.69
10.	Fred E. Blechschmidt	77.37
11.	Orland E. Buckius	72.95
12.	Ralph R. Edwards	72.39
13.	Charles E. Rose	71.68
14.	Owen G. Stanley, Jr.	71.17

JR. CIVIL ENGINEER
ELIGIBLE REGISTER #109

List Abolished

On determination that those on the old

Eligible Register had been notified to

take the new examination, Mr. Cavanaugh

moved that the Junior Civil Engineer Eligible Register #109 be abolished; seconded by Dr. Stacy and unanimously carried.

LINEMAN EX. #155

Elig. Reg. Established

After determining that no requests for

review of ratings had been received for

this examination, Mr. Cavanaugh moved

that the following Lineman Examination #155 Eligible Register be established, effective September 11, 1941; seconded by Dr. Stacy and unanimously carried:

LINEMAN ELIGIBLE REGISTER #155

<u>Position On List</u>	<u>Name</u>	<u>Percentage Grade</u>
1.	E. E. Rhodes	84.66%
2.	W. B. Strong	82.42
3.	Harold Simms	81.50
4.	Otto E. Bechtle	76.20
5.	George A. Gillander	72.54
6.	Paul Nord	71.88

LINEMAN ELIG. REG. #86

List Abolished

On determination that those on the old

Eligible Register had been notified to

take the new examination, Mr. Cavanaugh

moved that the Lineman Eligible Register #86 be abolished; seconded by Dr. Stacy and unanimously carried.

DOG LICENSE COLLECTOR

Classification Established

After discussing the duties in the Assessor-Collector Department relating to this type of work, Dr. Stacy moved that classification of Dog License Collector be established at a salary range of \$125 to \$175 per month; seconded by Mr. Cavanaugh, thereupon becoming the order of the Board.

JOS. I. TOBIN

Classification

After reviewing a letter from Mr. E. H. Nelson, City Assessor, dated June 6, 1941 and a list of duties performed by Mr. Tobin received by the Board September 11, 1941, and after examining Mr. Tobin's qualifications and fitness for the position, Dr. Stacy moved that Mr. Tobin be classified as Dog License Collector; seconded by Mr. Cavanaugh, and unanimously carried.

RULES and REGULATIONSAmendment on account of
Military Service

After discussing the conditions relating to employees being absent on account of the National Emergency in the Military Service, the Board requested the Secretary to prepare an amendment to the Rules and Regulations to cover such cases.

CASHIER EX. #156

Oral Interview Dates

After discussing the examination material and reviewing the relative weights for the position, Dr. Stacy moved that a raw score of 300 be considered as the passing grade; seconded by Mr. Cavanaugh, and unanimously carried. Identification envelopes were opened and the Secretary was instructed to notify those passing to appear for oral interview on September 23 and October 2, 1941.

NAMES OFF LIST

The Secretary reported that the following names had been removed from the eligible lists because of failure to

report upon certification for employment:

Howard C. Bliss - Statistician
Wm. P. Rullhausen - Laborer
Lacklan Heath - Laborer

DEPARTMENTAL REPORTS
APPROVAL OF

After review of Departmental Reports,

Mr. Cavanaugh moved that same be approved; seconded by Dr. Stacy and

unanimously carried.

City Library

Boyd, John - Temp. Appt. 7/15/41 Library Page @ \$35 Month
Davis, Anna - Temp. Appt. 8/18/41 Library Clerk @ \$95 Month from list
Sutherland, Spence - Temp. Appt. 8/1/41 Library Page @ \$55.50 Month
Zimelman, Frieda - Temp. Appt. 8/27/41 Library Clerk @ 50¢ Hour from list

Civil Service and Retirement

Martin, Harriet - Reinst. 8/11/41 Junior Clerk @ \$135 Month from layoff list

Crocker Art Gallery

Downie, Nancy - Temp. Appt. 9/2/41 Stenographer @ \$15 Exempt

Engineering Department

Farmer, Bert - Emerg. Temp. Appt. 7/11/41 Relief Man for Airport @ \$5.50 Day
Gray, Irven A. - Temp. Appt. 7/1/41 Electrical Inspector @ \$245 Month from list
Gussenbauer, J. J. - Temp. Appt. 7/30/41 Elevator Opr. @ \$125 Month from Janitor's List
Klovstad, John - Prob. Appt. 6/30/41 Janitor @ \$125 Month from list
Lentz, Louis - Temp. Appt. 7/20/41 Janitor @ \$125 Month from list
MacClanahan, G. - Temp. Appt. 8/18/41 Engineering Aid @ \$6.00 Day

Fire Department

Bertolani, L. F. - Prob. Appt. 8/1/41 Uniform Fireman @ \$170 Month from list
Emeral, R. N. - Prob. Appt. 8/1/41 Uniform Fireman @ \$170 Month from list
Kelly, G. W. - Prob. Appt. 8/1/41 Uniform Fireman @ \$170 Month from list
Parker, E. A. Jr. - Prob. Appt. 8/1/41 Uniform Fireman @ \$170 Month from list
Riolo, J. G. - Prob. Appt. 8/1/41 Uniform Fireman @ \$170 Month from list
Sullivan, J. G. - Prob. Appt. 7/22/41 Uniform Fireman @ \$170 Month from list
Whiteaker, B. B. - Prob. Appt. 8/1/41 Uniform Fireman @ \$170 Month from list

Health Department

Briggs, Richard - Temp. Appt. 8/27/41 Substi. Dentist @ \$210 Month Exempt
Browning, G. - Temp. Appt. 7/17/41 Substi. Surgeon @ \$145 Month Exempt
Cleveland, Doris L. - Prob. Appt. 9/1/41 Stenographer @ \$135 Month from list
Gourse, Aaron - Temp. Appt. 7/15/41 Substi. Physician @ \$9.25 Day Exempt

Health Department (Cont.)

Graham, Harold	- Temp. Appt. 7/28/41 Substi. Dentist @ \$210 Month Exempt
Hendricks, James W.	- Temp. Appt. 8/13/41 Prophylatic Station Opr. @ \$100 Month
Meigs, Lola I.	- Temp. Appt. 7/28/41 Stenographer @ \$120 Month from list
Murphy, Wm.	- Temp. Appt. 7/17/41 Substi. Surgeon @ \$145 Month Exempt
Pratt, Ella V.	- Temp. Appt. 7/14/41 Substi. Nurse @ \$5.00 Day Exempt
Schallig, Dorothy W.	- Temp. Appt. 7/1/41 Medical Clinician @ \$20 Month Exempt
Stevens, Hale	- Temp. Appt. 9/2/41 Plumbing Inspector @ \$200 Mo. from list
Vinks, W. A.	- Temp. Appt. 7/18/41 Substi. Surgeon @ \$145 Month Exempt

Park Department

Askew, Neil	- Temp. Appt. 8/4/41 Laborer @ \$120 Month from list
Frichette, Rose	- Temp. Appt. 8/4/41 Jr. Clerk @ \$125 Month from list
Johnston, Geo. H.	- Temp. Appt. 8/18/41 Laborer @ \$120 Month from list
Lowney, James	- Temp. Appt. 8/18/41 Laborer @ \$120 Month from list

Police Department

Faragher, Nina	- Temp. Appt. 7/21/41 Jr. Clerk @ \$120 Month from list
Lentz, Louis J.	- Temp. Appt. 7/14/41 Janitor @ \$130 Month from list

Purchasing Department

Salt, Anna	- Prob. Appt. 8/11/41 Sr. Clerk @ \$150 Month from list
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Recreation Department

Androvich, George	- Temp. Appt. 5/15/51 Recrea. Leader @ 50¢ Hour
Baer, Monroe	- Seas. Appt. 6/18/41 Piano Player @ \$25 Month Camp Sacto.
Berkan, Wm. A.	- Temp. Appt. 7/1/41 Recrea. Leader @ \$3.25 Day
Binse, Fred	- Temp. Appt. 8/5/41 Attendant @ \$3.25 Day Clunie Pool
Brady, Elizabeth	- Temp. Appt. 5/26/41 Cashier @ \$3.25 Day Clunie & McClatchy Pools from list
Bristow, John	- Temp. Appt. 6/1/41 Locker Attd. @ \$3.25 Day
Cole, Glen	- Temp. Appt. 5/26/41 Life Guard @ \$3.25 Day
Cook, Robert	- Temp. Appt. 7/1/41 Life Guard @ \$3.25 Day
De Bolt, Josephine	- Temp. Appt. 7/15/41 Nurse @ \$5.00 Day Camp Sacto. Exempt
De Coe, Tisdale	- Temp. Appt. 6/1/41 Locker Attd. @ \$3.25 Day Clunie and McClatchy Pools
Easley, Bethlen	- Temp. Appt. 7/1/41 Recrea. Leader @ 50¢ Hour
Fishback, Avis	- Temp. Appt. 5/26/41 Instructor @ \$3.25 Day Clunie and McClatchy Pools
Garrett, Eugene	- Seas. Appt. 6/18/41 Pot Washer @ \$40 Month Camp Sacto.
Hartman, Charles	- Temp. Appt. 5/15/41 Rec. Janitor-Watchman @ \$1.00 Day
Hicks, Heloise	- Temp. Appt. 7/1/41 Recrea. Leader (Inst.) @ 50¢ Hour
Jones, Tom	- Seas. Appt. 6/28/41 Orderly @ \$30 Month Camp Sacto.
Kleinsorge, Jack	- Temp. Appt. 5/29/41 Recrea. Leader @ 50¢ Hour
Manolis, Gus	- Temp. Appt. 6/15/41 Life Guard @ \$3.25 Day
McCarthy, James	- Temp. Appt. 7/1/41 Locker Attd. @ \$3.25 Day
McHale, Geo.	- Temp. Appt. 6/1/41 Janitor-Watchman @ \$1.00 Day
Reed, Jess	- Prob. Appt. 7/1/41 Recrea. Leader @ \$90 Month from list
Remfree, Mary	- Temp. Appt. 5/26/41 Cashier @ \$3.25 Day
Terrell, Harry Jr.	- Temp. Appt. 5/15/41 Pot Washer @ \$40 Month Camp Sacto.
Weckezer, Ida Marie	- Temp. Appt. 8/1/41 Recrea. Leader @ \$80 Month Camp Sacto.
Wichert, Marian	- Temp. Appt. 8/16/41 Piano Player @ \$30 Month Camp Sacto.

Traffic Signs and Planning Commission

Stonum, Donald W. - Prob. Appt. 7/16/41 Jr. Clerk @ \$125 Month from list

Waste Removal Department

Azevedo, Wm. - Temp. Appt. 6/10/41 Garbageman, Ex. Bd. @ \$5.25 Day from list

Burnsides, J. - Temp. Appt. 7/7/41 Jr. Clerk @ \$140 Month from list

Christopher, Haley - Temp. Appt. 8/27/41 Laborer @ \$5.52 Day from list

Fairchild, R. - Temp. Appt. 8/18/41 Laborer @ \$5.52 Day from list

Edwards, Albert - Temp. Appt. 8/18/41 Laborer @ \$5.52 Day from list

Hamilton, A. - Temp. Appt. 6/9/41 Garbageman, Ex. Bd. @ \$5.25 Day

Paiva, F. - Temp. Appt. 8/18/41 Laborer @ \$5.52 Day from list

Robinson, Robt. - Temp. Appt. 6/14/41 Garbageman, Ex. Bd. @ \$5.25 Day

Vesci, I. - Temp. Appt. 8/18/41 Laborer @ \$5.52 Day from list

Winston, C. S. - Temp. Appt. 6/12/41 Garbageman, Ex. Bd. @ \$5.25 Day

Water Department

Bouillon, Mary A. - Temp. Appt. 8/21/41 Jr. Clerk @ \$100 Month from Library Clerk List

Buckius, Orland E. - Prob. Appt. 8/1/41 Jr. Civil Engineer @ \$150 Month from list

Foley, Stephen - Temp. Appt. 7/7/41 Laborer @ \$5.50 Day from list

Gussenbauer, John J. - Temp. Appt. 8/17/41 Watchman @ \$135 Month from Janitor's List

Kelliher, Ellen G. - Temp. Appt. 7/29/41 Jr. Clerk @ \$100 Month from list

Paiva, Frank - Temp. Appt. 8/15/41 Laborer @ \$120 Month from list

Swisher, Frank W. - Prob. Appt. 9/2/41 Jr. Clerk @ \$125 Month from list

Vorhies, Gerald - Temp. Appt. 8/4/41 Laborer @ \$5.50 Day from list

Leave of Absence

Brown, R. S. - Leave of Absence from September 26, 1941 to September 25, 1942 without pay

Transfer

Attig, N. K. - Transfer 8/1/41 as Jr. Clerk from Waste Removal Dept. to Assessor-Collector @ \$140 Month

Burnside, Jas. - Transfer 8/1/41 as Jr. Clerk from Waste Removal Dept. to Assessor-Collector @ \$140 Month

Martin, John B. - Transfer 8/1/41 as Jr. Clerk from Waste Removal Dept. to Assessor-Collector @ \$140 Month

Martin, Harriet - Transfer 8/27/41 as Jr. Clerk from Civil Service and Retirement to Water Dept. @ \$135 Month

McDowell, Jas. C. - Transfer 8/1/41 as Jr. Clerk from Waste Removal Dept. to Assessor-Collector @ \$140 Month

Neil, Chas. M. - Transfer 8/1/41 as Jr. Clerk from Waste Removal Dept. to Assessor-Collector @ \$140 Month

Patrick, Jas. C. - Transfer 8/1/41 as Power-driven Equip. Opr. from Street Cleaning Div. to Corp. Yard @ \$200 Month

Slocumb, Joe - Transfer 9/5/41 as Electrician from Water Department to Engineering Dept. @ \$12.00 Day