

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

December 20, 1944

The Civil Service Board met in special session in its office at 5 o'clock
P.M.

PRESENT: Commissioners Cavanaugh, Deise and Root
ABSENT: None

MINUTES, READING OF
Approved

Mr. Cavanaugh moved that the minutes
of the meetings held October 13, Nov-
ember 9 and November 30, 1944 be ap-

proved as read; seconded by Mr. Deise, thereupon becoming the order of the Board.

ELMER GIESEKE
Reclassification

Mr. Gieseke appeared before the Civil
Service Board requesting his classifi-
cation be changed from Assistant Store-

keeper to an appropriate classification in line with the duties of his position.

After review and investigation, it was the finding of the Civil Service Board that
there are duties existing in the Corporation Yard Office that should be classified
as Account Clerk with a recommended basic salary range of \$160 minimum, to \$192
maximum. The Secretary was instructed to notify the City Council of the findings
of the Board and upon the Council's approval the Board will hold an appropriate
examination to fill this position.

RALPH J. MYERS
Request to Enter
Maritime Service

A letter dated December 19, 1944, from
Ralph J. Myers requesting a leave of
absence to enter the Maritime Service,

was reviewed by the Board. A letter dated December 18, 1944, from the War Ad-
ministration accompanying Mr. Myers' request, reads in part as follows:

"This is to certify that a member of your
Fire Department, Ralph J. Myers, has a Radio
Telegraph License and is eligible for assign-
ment as Radio Operator aboard a U.S. Merchant
vessel.

"At the present time, there is an acute shortage of radio men--ships are being delayed--conveys are being held up for want of qualified men."

After further review and discussion, Mr. Cavanaugh moved, seconded by Mr. Deise that Ralph J. Myers be granted a leave of absence to enter the Maritime Service, effective December 29, 1944, in accordance with Rule 8, Section 6, of the Rules and Regulations of the Civil Service Board.

ETHEL M. HOOD
Request for Extension
of Leave of Absence

A letter dated December 12, 1944, from Ethel M. Hood, requesting a two-months extension of her previous 90 day leave of absence. After discussion the Secretary was instructed to investigate this case and report findings at the next Board meeting.

EVELYN CARROLL
Change of Classification

A letter dated December 18, 1944, from Evelyn Carroll requesting a review of her Civil Service classification was read by the Board. The letter referred to her change of position with the Police Department as Junior Clerk to the Waste Removal Department as Book-keeping Machine Operator. After discussion by the Board, the Secretary was instructed to investigate this case and report findings at the next meeting.

RE: SURVEY OF CLERICAL
POSITIONS

A letter dated December 11, 1944, from Harry G. Denton, City Clerk, relative to a survey of clerical positions was received by the Board. This letter informed the Board of the City Council's denial of the Board's request for an appropriation in the sum of \$2500 to conduct a job survey, and further informed the Board that the City Council removed the 60 day limitation for the survey and requested the Secretary of the Board to complete the report of survey at his convenience. The Secretary was instructed by the Board to conduct a survey of clerical positions in the City service and report to the Board.