

CARPENTER FOREMAN EXAMINATION NO. 704Open List

#1.	Ted A. Tabarracci	87.96%
#2.	Adam Najera	87.94
#3.	Francis W. Beatty	86.78
4.	Henry A. Hunziker	80.19
5.	David H. Rasmussen	79.72
6.	Clifford C. Cottrell	79.16
7.	Charles J. Strawn	78.65
8.	Howard W. Johnson	78.54

(# Indicates applicant received 10 points Veteran's Credit.)

TYPIST-CLERK I EXAMINATION NO. 705
Eligible Register

Written test scores in Typist-Clerk I
Examination No. 705 held December 7,

1961, were reviewed.

Secretary advised that the minimum qualifying score was set at 98 of a possible 140 items, qualifying 25 of 54 candidates appearing for the written test and Personal Interviews were not included as a part of the examination.

The following eligible register was made effective December 28, 1961:

TYPIST-CLERK I EXAMINATION NO. 705

1.	deSales Vinson	86.07%
2.	Marian White	85.71
3.	Irene Martinelli	85.71
4.	Barbara Hunziker	85.00
5.	Sandra Bartle	84.64
6.	Sandra Hopson	84.29
7.	Neta Trimble	83.57
8.	Thomas Shoemaker	82.14
9.	Joyce Zito	80.00
10.	Aurora Martinez	78.57
11.	Sheryl White	77.50
12.	Carol Perl	76.43
13.	Linda Nelson	76.43
14.	Barbara Ziegler	75.71
15.	Nora Pickvet	75.36
16.	Marie Diste	73.57
17.	Maejune Vassallo	72.86
18.	Karen Snyder	72.86
19.	Vivian Roth	72.86
20.	Geraldine Barbadillo	72.86
21.	Gloria Martinez	71.76
22.	Margaret Murphy	71.07
22a.	Carol Conti	70.71
23.	Ilene LaPierre	70.36
24.	Martha Vinson	70.00

REQUEST - LEAVE OF ABSENCE
Clemmie Cooper

12-20-61
Communication from Clemmie Cooper,

Parking Lot Attendant I, dated December 11, 1961, requesting a leave of absence from January 4, 1962 to June 15, 1962, and from September 1962 until June 1963, in order to attend Sacramento State College on a full-time basis, was considered.

After discussion, motion was made by Mr. Genshlea that a leave of absence be approved from January 4, 1962, to June 15, 1962. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Grebitus, Genshlea, and Street.

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

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JANUARY 3, 1962

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

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

ABSENT: None.

Minutes of the last regular meeting held December 20, 1961, were read and approved.

SEATING OF NEW MEMBER:

Mr. F. C. Erickson, appointed to the Civil Service Board by the City Council, replacing Mr. Edwin Grebitus, resigned, for the term expiring December 31, 1966, was seated.

1-3-62

ELECTION OF OFFICERS FOR 1962

Mr. Joseph Genshlea was nominated for the office of President for the 1962 term by Mr. James Alexander and nomination was seconded by Mr. Clarence Alexander. There were no further nominations and Mr. Genshlea was elected President by unanimous vote.

Mr. James Alexander was nominated for Vice-President for the 1962 term by Mr. Clarence Alexander, and the nomination was seconded by Mr. Street. There were no further nominations and James Alexander was elected by unanimous vote.

Mr. Bill Street was nominated to represent the Civil Service Board on the City Employees Retirement Board for the 1962 term by Mr. Clarence Alexander. The nomination was seconded by Mr. Erickson. There were no further nominations and Mr. Street was elected for Retirement Board representative by unanimous vote.

NEW EXAMINATION SCHEDULED:

Secretary advised that the following examination has been scheduled:

#711 Clerk IV (Open and Promotional)

CUSTODIAN I EXAMINATION NO. 701
Eligible Register

Written test scores and Personal Interview ratings in Custodian I

Examination No. 701 held November 15, 1961, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 98 of a possible 140 items, qualifying 29 of 105 candidates appearing for the test, and Qualifications Appraisal Board consisted of Ed Scollan, Building Maintenance Superintendent; Joseph Genshlea, Civil Service Board member; and Don Sandman, Personnel Technician.

The following eligible register was made effective December 26, 1961:

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CUSTODIAN I EXAMINATION NO. 701

#1.	Russell D. LaRose	94.36%
#2.	William K. Rasmussen	90.30
#3.	Charles H. Massey	87.00
#4.	John D. Marshall	86.76
#5.	Robert L. Maultsby	85.86
#6.	Fred L. Atwater	84.70
7.	Marion R. Fassett	83.40
8.	Clyde L. Watkins	82.60
9.	George Floutin	80.73
10.	Don G. Wymore	80.63
11.	Thomas O'Brien	80.56
12.	Rudolf V. Fors	79.56
13.	Arthur E. Russell	79.46
14.	Leland D. Fuller	79.43
15.	William E. Walsh	79.43
16.	Joseph J. Coyle	79.20
17.	Jess L. Ervin	78.46
18.	Jule V. Maddox	78.23
19.	John L. Capaul	78.00
20.	Vern P. Warner	76.53
21.	Kenneth F. Nordeste	76.50
22.	Robert L. Head	76.23
23.	Lester T. Brown	75.73
24.	Robert V. King	75.50
25.	Leonard W. Cornwell	75.13
26.	Willie L. Davidson	73.33
27.	Calvin Robinson	71.85

(# Indicates applicant received 10 points Veteran's Credit.)

WITHDRAWAL OF REQUEST FOR LEAVE OF ABSENCE
Melissa Silverberg

Communication from Melissa Silverberg,
Steno-Clerk I, City Library, request-

ing permission to withdraw her request for a one-year leave of absence beginning
December 28, 1961, and which was approved by the/^{Board}on December 6, 1961, was considered.

Motion was made by Mr. Street that the request for withdrawal be approved.

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

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

NOES: None.

REQUEST - LEAVE OF ABSENCE EXTENSION
John McKlosky
Laborer

Communication from John McKlosky, Laborer
in the Recreation and Parks Department,
dated December 11, 1961, requesting a

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REQUEST - LEAVE OF ABSENCE EXTENSION (Cont'd)

ninety day extension of leave of absence through March 29, 1962, because of illness, was considered.

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

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

NOES: None

PROPOSED AMENDMENT TO CIVIL SERVICE RULES
Section 14.1 - Resignation

The following amendment to the Civil Service Board rules relating to "Resignation"

was presented to the Board for consideration by the Secretary:

14.1 Resignation. Any employee wishing to leave the city service in good standing shall notify his immediate superior at least two weeks before leaving, unless such notice is waived by, or a shorter notice is acceptable to, the appointing power. A formal resignation certificate shall be signed in the Personnel Department, stating the effective date and reasons for resignation. An appraisal of the work performance of the resigned employee, prepared by the department or division head, shall be submitted to the Personnel Department, immediately following resignation.

Reasons for the proposed amendment were outlined by the Secretary and date of January 17 was set by the Board for final action on the amendment.

PROPOSED AMENDMENT TO CIVIL SERVICE RULES
Section 12.3 - Reports on Probationers

The following amendment to the Civil Service Board rules relating to "Reports on

Probationers" was presented to the Board for consideration by the Secretary:

12.3 Reports on Probationers. It shall be the duty of each department or division head, during the probationary period of each employee, to investigate thoroughly his adjustment, capacity, and general acceptability to determine whether the probationer is fully qualified for permanent status. A report on these qualifications shall be made to the Personnel Department at the end of the third month

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PROPOSED AMENDMENT TO
CIVIL SERVICE RULES (Cont'd)

and within fifteen (15) days of the end of the probationary period on forms provided. In order that each employee may be apprised of his progress and acceptability, the appointing authority shall review the probationary reports with the employee before they are submitted to the Personnel Department.

Any employee who shall have completed the six months probationary period without having been dismissed, or returned to his former class in accordance with provisions of Section 12.5 of these rules, shall be deemed to have permanent status in his class of position.

Reasons for the proposed amendment were outlined by the Secretary and date of January 17 was set by the Board for final action on the amendment.

There being no further business, the meeting adjourned at 2:30 P.M. to meet again at the call of the Chair.


SECRETARY

P R E S I D E N T

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JANUARY 17, 1962

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

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

ABSENT: Member C. Alexander.

Minutes of the last regular meeting held January 3, 1962, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have been scheduled:

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NEW EXAMINATIONS SCHEDULED (Cont'd)

#709 Recreation Supervisor I (Dance Specialist)
 #710 Traffic Checker
 #711 Clerk IV (Open and Promotional)
 #712 Electrician

ART GALLERY ASSISTANT EXAMINATION NO. 708
 Eligible Register

Personal Interview ratings in
 Art Gallery Assistant Examina-
 tion No. 708 held January 13,

1962, were reviewed, no written test having been included in this examination.

Qualifications Appraisal Board consisted of Phil Macdonald, Personnel Technician; F. C. Erickson, Civil Service Board member; and Frank Kent, Art Gallery Director.

The following eligible register was made effective January 22, 1962:

ART GALLERY ASSISTANT EXAMINATION NO. 708

#1. David J. Dangelo 100%

(# Indicates applicant received 10 points Veteran's Credit.)

EXTENSION OF ELIGIBLE REGISTER
 Account-Clerk II
 Examination No. 602

Upon recommendation of the
 Secretary, the expiration date
 for Account Clerk II Eligible

Register No. 602 was extended for one year to January 12, 1963.

AMENDMENT TO CIVIL SERVICE RULES
 Section 12.3
 Reports on Probationers

Secretary advised that date of
 January 17, 1962, was set by the
 Board for final action on the

amendment to Section 12.3 of the Rules and Regulations relating to "Reports on Probationers".

Motion was made by Mr. Street that the following amendment be adopted:

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AMENDMENT TO CIVIL SERVICE RULES (Cont'd)

Reports on Probationers. It shall be the duty of each department or division head, during the probationary period of each employee, to investigate thoroughly his adjustment, capacity, and general acceptability to determine whether the probationer is fully qualified for permanent status. At least two reports on these qualifications shall be made to the Personnel Department, one at the end of the third month and the second within fifteen (15) days of the end of the probationary period on forms provided. In order that each employee may be apprised of his progress and acceptability, the appointing authority shall review the probationary reports with the employee before they are submitted to the Personnel Department. The authority of the appointing power to reject an employee during the probationary period as outlined in Section 12.4 of these rules, shall not in any way be restricted by the filing of such appraisal reports.

Any employee who shall have completed the six months probationary period without having been dismissed, or returned to his former class in accordance with provisions of Section 12.5 of these rules, shall be deemed to have permanent status in his class of position.

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

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

NOES: None.

AMENDMENT TO CIVIL SERVICE RULES

Section 14.1
Resignation

Secretary advised that date
of January 17, 1962, was set
by the Board for final action

on the amendment to Section 14.1 of the Rules and Regulations relating to
"Resignation".

Motion was made by Mr. Erickson that the following amendment be adopted:

Resignation. Any employee wishing to leave the city service in good standing shall notify his immediate superior at least two weeks before leaving, unless such notice is waived by, or a shorter notice is acceptable to, the appointing power. A formal resignation certificate shall be signed in the Personnel Department, stating the effective date and reasons for resignation. An appraisal of the work performance of the resigned employee, prepared by the department or division head, shall be submitted to the Personnel Department, immediately following resignation.

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AMENDMENT TO RULES AND REGULATIONS (Cont'd)

Once signed and filed in the Personnel Department, a resignation may not be withdrawn, except with the permission of the City Manager.

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

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

NOES: None.

RECOMMENDATION RE ANNUAL SALARY SURVEY:

A recommendation of the Personnel Officer for a joint meeting of the

Civil Service Board with the City Council Civil Service Committee and the City Manager for discussion of policies relating to the annual salary survey for 1962 as required by Section 52 of the City Charter and by Section 2.111-2 of the Sacramento City Ordinance No. 2339, Fourth Series, was read.

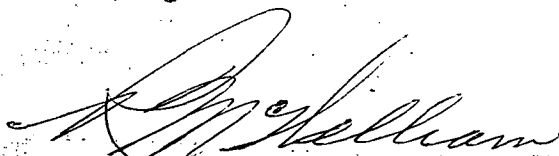
The matter was discussed at length by members of the Board and comments on the recommendation were received from Estel Gray, representing Firefighters Local No. 522 and from Kenneth Wright, representing the Sacramento City Employees Association.

Motion was made by Mr. Street that the Secretary be instructed to communicate with the City Council and request a 1962 deadline for the salary survey report and recommendations to be transmitted to the City Council. Motion was seconded by Mr. James Alexander, and carried by the following vote:

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

NOES: None.

There being no further business, the meeting adjourned at 3:00 P.M. to meet again at the call of the Chair.



 SECRETARY

 PRESIDENT