

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING OCTOBER 8, 1968

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street at 1:30 p.m.

PRESENT: Members Alexander, Erickson, Genshlea, Street

ABSENT: Member Diepenbrock

Minutes of the last regular meeting held September 17, 1968, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have

been scheduled:

#1035	Supervising Communications Operator (Promotional)
#1036	Junior Stenographer-Clerk
#1037	Legal Stenographer
#1038	Senior Legal Stenographer
#1039	Communications Operator I
#1040	Shop Foreman (Promotional, Fire Dept.)

WAIVER OF RESIDENCE REQUIREMENT:

Upon recommendation by the

Secretary, motion was made

by Mr. Street that the one-year residence requirement be waived for the following examinations:

#1036	Junior Stenographer-Clerk
#1037	Legal Stenographer
#1038	Senior Legal Stenographer

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

AYES: Members Alexander, Erickson, Genshlea, Street

NOES: None

CHANGE OF PREVAILING HOURLY RATES:

In accordance with rates outlined in agreement between

Machinist Union Local #2182 and the Construction Industries; motion was made by Mr. Erickson that the following new rates for the below listed classes be approved, having been made effective October 1, 1968, by the Secretary in accordance with authority previously granted by the Civil Service Board:

<u>Class</u>	<u>New Hourly Rate</u>	<u>Effective Date</u>
Burner and Welder	\$5.20	November 7, 1968
Blacksmith Welder	\$5.20	October 1, 1968
Machinist	5.20	October 1, 1968
Machinist Foreman	5.72	October 1, 1968
Machinist Helper	4.16	October 1, 1968

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

AYES: Members Alexander, Erickson, Genshlea, Street

NOES: None

CHANGE OF PREVAILING HOURLY RATES:
Electricians Union

Communication from Kenneth
Carter, Manager, Sacramento

Valley Chapter, National Electrical Contractors Association, relating to the increase in the vacation plan deduction from 4% to 8%, effective September 1, 1968, was read, and which indicated that the additional 4% was to supplement the employee's income for that period of time when vacation was taken and was not intended to extend the vacation time-off period.

Secretary advised the Board that the County of Sacramento was applying the 8% deduction to electricians in the County service paid on prevailing rates, and that the City School District was continuing the hourly rate in effect prior to September 1, 1968, without change.

After considerable discussion on the proper amount to be deducted from wage rates for electricians to provide a vacation allowance, the subject was

laid over to the next regular meeting for discussion.

REFUSE COLLECTION FOREMAN EXAMINATION NO. 1034 (PROMOTIONAL):
Minimum Qualifying Score

Upon recommendation of the Secretary, motion was made by Mr. Street that the minimum qualifying score in the written test for Refuse Collection Foreman be set at 47 of a possible 90 items, qualifying 11 of 26 candidates appearing for the written test, in accordance with Section 7.4(c) of the rules and regulations. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Alexander, Erickson, Genshlea, Street

NOES: None

REQUEST FOR LEAVE OF ABSENCE:
Samuel Collins, Refuse Collector

Communication from Samuel Collins, Refuse Collector

in the Waste Removal Department, dated September 15, 1968, requesting a one year leave of absence in order to attend Sacramento City College, was considered.

Secretary advised that this request had been approved by John Pieretti, Waste Removal Superintendent.

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

AYES: Members Alexander, Erickson, Genshlea, Street

NOES: None

ANNUAL SALARY SURVEY:
1968

Secretary advised that

all preliminary work in

the gathering of data for the 1968 salary survey had been completed but that it would not be possible to have the final report ready for distribution prior to October 29, 1968.

It was the order of the Chair that a special meeting be scheduled on October 29, 1968, at which time the survey report would be presented and explained by the Secretary.

There being no further business, the Board adjourned at 2:30 p.m. to meet again on October 29, 1968.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING OCTOBER 29, 1968.

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street at 1:30 p.m.

PRESENT: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

ABSENT: None

Minutes of the last regular meeting held October 8, 1968, were read and approved.

NEW EXAMINATIONS SCHEDULED:

been scheduled:

Secretary advised that the following examinations have

- #1041 Maintenance Man III
- #1042 Park Foreman II (Promotional)

CASHIER EXAMINATION NO. 1030: Written test scores and
Eligible Register

personal interview ratings
in Cashier Examination No. 1030, written test for which was held September
30, 1968, were reviewed.

Secretary advised that the minimum qualifying score in the written
test was set at 65 of a possible 100 items, qualifying 20 of 92 candidates
appearing for the written test.

Qualifications Appraisal Board consisted of Wilma Briggs, Deputy City
Collector; Don Sperling, Assistant City Treasurer; and Mike Sappingfield,
Administrative Trainee.

The following eligible register was made effective October 21, 1968:

CASHIER EXAMINATION NO. 1030

#1.	Albert Bittante	92.44%
2.	Linda Haislet	84.74
3.	Michael Roberts	82.59
4.	Virginia Cochrane	81.93
5.	Elaine McCormick	81.54
6.	Tomi Yamamoto	81.18
7.	Dorothy Hashimoto	80.80
8.	Carol McAlister	80.44
9.	David Schmidt	80.13
10.	Margaret Youts	80.07
11.	Lucile Soto	76.47
12.	Wanita Dale	76.46
13.	Kathleen Kelly	76.33
14.	Bernadine Waters	76.12
15.	Margaret Cavallero	72.00
16.	Kazuko Kawada	70.00
17.	Sharon Zuccaro	70.00

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

PARKING LOT FOREMAN EXAMINATION
NO. 1032 (PROMOTIONAL):
Eligible Register

Written test scores and
personal interview ratings
in Parking Lot Foreman

Examination No. 1032 (Promotional), written test for which was held September

24, 1968, were reviewed:

Secretary advised that the minimum qualifying score in the written test was set at 73.5 of a total of 105 items, qualifying 11 of 13 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Winston Wilson, Battalion Fire Chief; James Bissell, Assistant Traffic Engineer; and Donald Sandman, Personnel Analyst II.

The following eligible register was made effective October 16, 1968:

PARKING LOT FOREMAN EXAMINATION NO. 1032

(Promotional)

1.	Glen D. Wood	89.66%
2.	Milton R. Bell	85.65
3.	Floyd S. Chinn	85.25
4.	Kenneth R. Woodard	84.90
5.	Homer R. Rice	84.10
6.	John R. Maguire	82.87
7.	Chester Farrell	82.61
8.	Frank J. Reshke	80.36
9.	Earl R. Bothne	80.09
10.	William Bennets	79.72

PRINCIPAL ANALYST-PROGRAMMER
EXAMINATION NO. 1033:
Eligible Register

Personal interview ratings

in Principal Analyst-Program-
mer Examination No. 1033,

held October 7, 1968, were reviewed (written test not included as a part of the examination).

Qualifications Appraisal Board consisted of Ronald J. Denfeld of Ernst and Ernst Consultants; C. A. Rhodes Jr., Assistant City Controller; and Donald Sandman, Personnel Analyst II.

The following eligible register was made effective October 8, 1968:

PRINCIPAL ANALYST - PROGRAMMER EXAMINATION NO. 1033

- | | |
|------------------------|--------|
| 1. Owen R. Waltrip Jr. | 95.00% |
| #2. Robert L. Crawford | 90.00 |
| 3. William E. Arthur | 85.00 |
| #4. Jack W. Chandler | 80.00 |

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

SUPERVISING COMMUNICATIONS OPERATOR
EXAMINATION NO. 1035 (PROMOTIONAL):
Eligible Register

Personal interview ratings
in Supervising Communica-

tions Operator Examination No. 1035 (Promotional), held October 4, 1968, were reviewed (written test not included as a part of the examination).

Qualifications Appraisal Board consisted of John Messner, Assistant Fire Chief; Peter Hanretty, Civil Defense Executive; and Don Sandman, Personnel Analyst II.

The following eligible register was made effective October 7, 1968:

SUPERVISING COMMUNICATIONS OPERATOR EXAMINATION NO. 1035

(Promotional)

- | | |
|-----------------------|--------|
| 1. Donald P. Radcliff | 89.08% |
| 2. Thomas J. Beltinck | 74.83 |

SHOP FOREMAN EXAMINATION NO. 1040
(PROMOTIONAL - FIRE DEPARTMENT):
Eligible Register

Personal interview ratings
in Shop Foreman Examination

No. 1040 (Promotional - Fire Department), held October 18, 1968, were reviewed (written test not included as a part of the examination).

Qualifications Appraisal Board consisted of Harold Redgate, Battalion Fire Chief; Leonard Campbell, Equipment Maintenance Superintendent; and Donald Sandman, Personnel Analyst II.

The following eligible register was made effective October 21, 1968:

SHOP FOREMAN EXAMINATION NO. 1040

(Promotional)

- | | |
|---------------------|--------|
| 1. Samuel H. Ammons | 87.08% |
| 2. Thomas A. Weed | 76.25 |

CHANGE OF PREVAILING HOURLY RATES:
Electricians Union

Secretary advised that a decision on prevailing hourly rates to apply to various classes of electricians had been postponed from the previous meeting held October 8, 1968.

At the request of the Chairman, the meeting was laid over again to the next regular meeting.

POLICE SERGEANT EXAMINATION NO. 1031:
Eligibility

Communication dated October 18, 1968, from Michael Shaw and Floyd Robinson Jr., requesting permission to compete in Police Sergeant Examination No. 1031, notwithstanding the fact that it was necessary to include time spent as a military service replacement in order to meet the three year service requirement, was considered.

After discussion, motion was made by Mr. Street that Mr. Shaw and Mr. Robinson be permitted to take the promotional examination as requested. Motion was seconded by Mr. Diepenbrock and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

SUPERVISING NURSE ELIGIBLE
REGISTER NO. 929:
Request for Extension

Upon recommendation of the Secretary, and upon the request of Dr. Leroy Brown, it was the order of the Board that eligible register #929 for Supervising Nurse be

extended for one year until September 30, 1969.

REQUEST FOR APPROVAL OF
VOLUNTARY DEMOTION:
Bernice Cotta

Communication from Mrs.
Bernice Cotta, Supervising
Nurse at the Emergency Aid

Station, dated October 28, 1968, requesting approval of a voluntary demotion to the class of Nurse, was considered. This request for voluntary demotion had been approved by Dr. Leroy Brown.

Motion was made by Mr. Erickson that the voluntary demotion be approved as requested. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

REQUEST FOR APPROVAL OF
VOLUNTARY DEMOTION:
Albert Sprock, Jr.

Communication from Albert
Sprock, Jr., Tree Trimmer
Trainee, dated October 23,

1968, requesting approval of a voluntary demotion to the class of Maintenance Man II because of injuries sustained to his right wrist, was considered.

Secretary advised that recommendation for the demotion had not yet been received from the department head as of this date.

Motion was made by Mr. Street that the request for voluntary demotion be approved as requested, subject to receiving a favorable recommendation from the department head. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

1968 SALARY SURVEY REPORT:

The 1968 salary survey report prepared by the Personnel Department was submitted to the Board for study and consideration. The data contained in the report was explained along with methods used in compiling the data.

Analysis of the survey data indicated that salary levels of City classes were lagging even further behind the averages of other cities than they were on the same date in 1967, and that at least a two-range (4.6%) increase should be made effective January 1, 1969, along with a substantial number of "adjustments" of an additional one, two, or three ranges in order to keep City salary ranges at proper levels compared with other governmental agencies and in keeping with the accelerated upward trend of wage and salary rates during 1968.

Upon recommendation of the Secretary, the date of November 8, 1968, was set by the Board for the purpose of holding a hearing with employees, employee representatives and department heads to consider special salary requests.

Secretary advised that a final recommendation should be adopted by the Board and forwarded to the City Council by December 5, 1968, in order that any recommendation which might be adopted by the City Council could be made effective January 1, 1969.

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


SECRETARY


PRESIDENT