MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING JULY 7, 1967

The Civil Service Board met in special session in the Conference Room at 819 Tenth Street at 3:00 p.m.

PRESENT: Members Alexander, Erickson, Diepenbrock, Street.

ABSENT: Member Genshlea.

The Civil Service Board met in special session to consider appeals previously heard on June 30, 1967, in the cases of Bernis D. Ferguson, Patrolman, and Jody Laws, Maintenance Man I, both of whom had been suspended for thirty (30) days and subsequently discharged from city service. Immediately upon convening, the Board adjourned to executive session to act upon the appeals.

FERGUSON, BERNIS D.
Patrolman

After lengthy discussion of the situation and conditions leading to the discharge of Mr. Ferguson, it was the general consensus that the testimony and evidence did not support the severity of the disciplinary action taken.

Motion was made by Mr. Diepenbrock that Mr. Ferguson be reinstated to his former position of Patrolman and that the suspension without pay be limited to fifteen (15) days. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Alexander, Erickson, Diepenbrock, Street.

NOES: None.

LAWS, JODY L.
Maintenance Man I

The appeal of Jody Laws was taken under consideration and discussed at length. All disciplinary actions in the employee's file were studied, the conditions leading to the discharge were reviewed, and the employee's request for leniency, made by his representative, was considered.

LAWS, JODY L.

Motion was made by Mr. Erickson that the action taken by the Recreation and Parks Department to discharge this employee be sustained. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Alexander, Erickson, Diepenbrock, Street.

NOES: None.

DISCUSSION OF DISCIPLINARY PROCEDURES: Following the decisions made in the preceding two appeals, the Secretary was instructed to study the possibility of establishing other types of disciplinary action available under the rules and regulations, in particular the desirability of establishing probationary periods for employees who may be reinstated as a result of appeals.

There being no further business, the meeting adjourned at 4:15 p.m. to meet again at the call of the Chair.

Sidney McAllister
SECRETARY

J. M. Genshlea
PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JULY 21, 1967

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street.

PRESENT: Members Erickson, Genshlea, Street.

ABSENT: Members Alexander, Diepenbrock.

Minutes of the last Special Meeting held July 7, 1967, were read and approved.

NEW EXAMINATIONS SCHEDULED: Secretary advised that the following examinations have been scheduled:

#981 Firefighter
#982 Custodian II (promotional)
#984 Assistant Planner
#985 Cook
#986 Junior Typist-Clerk

MACHINIST HELPER EXAMINATION NO. 967: Eligible Register

Written test scores and Personal Interview ratings in Machinist Helper Examination No. 961, written test for which was held May 23, 1967, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 73.5 of a possible 105 items, qualifying 23 of 153 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Bob Haynes, Assistant Plant Maintenance Superintendent and William Woska, Personnel Analyst I.

The following eligible register was made effective June 16, 1967:

MACHINIST HELPER EXAMINATION NO. 967

#1.	William Dibble	90.29%
#2.	William E. Duncan	89.14
#3.	Douglas W. Manning	85.71
4.	Frederick Kubler	78.71
5.	Joseph M. Honig	78.57
6.	Herbert J. Thompson	78.28
7.	Lawrence Burrows	77.43
8.	Coy E. D. Colbert	77.43
9.	David F. Lewis	77.14
10.	Alfred L. Dodson	76.86
11.	Laurence Emelio	76.43
12.	Charles Brace	75.86
13.	Bernett Dockter	75.86
14.	Joseph O. Bondi	75.71
15.	Ronald Rohde	74.86
16.	David Smalley	74.57
17.	Robert Lesniewski	74.43
18.	Nickles L. Cacci	74.28
19.	Tommy E. Dodd	72.43
20.	Ronald Wilson	71.43

(# Indicates applicant received 10 points veteran's credit.)

MACHINIST EXAMINATION NO. 968:
Eligible Register

Written test scores and Personal Interview ratings in Machinist Examination No. 968, written test for which was held May 22, 1967, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 84 of a possible 120 items, qualifying 9 of 46 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Harry Behrens, Supervising Sanitary Engineer; Kent Link, Street Superintendent; and Don Sandman, Personnel Analyst II.

The following eligible register was made effective June 5, 1967:

MACHINIST EXAMINATION NO. 968

#1.	Vincent Conrad	91.00%
#2.	Jack Howard	82.73
3.	Carl L. Easley	77.23.
4.	Frederick Kubler	76.20
5.	Allan Haislet	75.53
6.	Joseph Bondi	72.17
7.	William Boyd	71.17

(# Indicates applicant received 10 points veteran's credit.)

WATER & SEWER FOREMAN
EXAMINATION NO. 970:
Eligible Register
(promotional)

Written test scores and Personal Interview ratings in Water and Sewer Foreman Examination No.970, written test for which was held May 22, 1967, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 90 of a possible 135 items, (see Civil Service Board minutes of June 20, 1967), qualifying 8 of 20 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Earl Simons, Safety and Training Officer and Kent Link, Street Superintendent.

The following eligible register was made effective July 5, 1967:

WATER & SEWER FOREMAN EXAMINATION NO. 970

1.	Paul E. Lawrence	84.66%
2.	Donald W. Powell	80.09
3.	Dallas A. McCollum	79.83
4.	Thomas A. Reshke	78.00
5.	Alfred H. Anderson	75.83
6.	Thomas VanderWerf	75.17
7.	James L. Parsons	74.09
8.	Marlin D. Britton	71.25

GARDENER EXAMINATION NO. 972: Eligible Register

Written test scores and Personal Interview ratings in Gardener Examination No. 972, written test for which was held June 12, 1967, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 60 of a possible 120 items, qualifying 5 of 29 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Bill Chorley, Park Superintendent; Gene Robinson, Assistant Park Superintendent and Don Sandman, Personnel Analyst II.

The following eligible register was made effective June 26, 1967:

GARDENER EXAMINATION NO. 972

#1.	Clint Grady	88.70%
#2.	Floyd Chinn	84.93
3.	George Stewart	82.73
4.	Stephen Bateman	72.97
5.	Frank Kawai	71.80

(# Indicates applicant received 10 points veteran's credit.)

CUSTODIAN I EXAMINATION NO. 974: Eligible Register

Written test scores and Personal Interview ratings in Custodian I Examination No. 974, written test for which was held June 20, 1967, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 65 of a possible 100 items, qualifying 25 of 82 candidates appearing for the written test.

CUSTODIAN I EXAMINATION NO. 974: (CONT'D)

Qualifications Appraisal Board consisted of John Lee, Custodian Foreman III; Joe Paul, Custodial Foreman I; and Don Sandman, Personnel Analyst II.

The following eligible register was made effective July 12, 1967:

CUSTODIAN I EXAMINATION NO. 974

#1.	Joseph Cavalli	95.66%
#2.	Tony Angelo	93.20
#3.	Hardy McCoy	87.75
#4.	John Graham	84.57
#5.	Kenneth Jones	83.75
#6.	Johnnie Jones	83.24
7.	Hugh Gant	81.47
8.	Gary Hunter	79.35
9.	Phillip Casillas	78.33
10.	Stewart Slaff	77.75
11.	James Ryan	76.99
12.	George Davis	76.73
13.	Franklin Hunter	75.75
14.	Sam Sandoval	75.69
15.	Albert Wright	74.06
16.	James Scroggins	73.54

(# Indicates applicant received 10 points veteran's credit.)

ADMINISTRATIVE TRAINEE EXAMINATION NO. 975: Eligible Register

Written test scores and Personal Interview ratings in Administrative Trainee Examination No. 975, written test for which was held June 26, 1967, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 90 of a possible 135 items, qualifying 7 of 29 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Reginald Boggs, Assistant to the City Manager and Rod McWilliam, Personnel Officer.

The following eligible register was made effective July 12, 1967:

ADMINISTRATIVE TRAINEE EXAMINATION NO. 975

#1.	Donald E. Wiedman	86.20%
2.	Michael Sappingfield	83.00
3.	James R. Silva	76.80
4.	Joseph S. Lavell	72.80

(# Indicates applicant received 10 points veteran's credit.)

AMENDMENT OF CLASSIFICATION PLAN:
Assistant Zoo Superintendent
Special Services Foreman

Secretary advised that the date of July 21, 1967, had been set by the Board for public hearing on adoption of specifications for the new classes of Assistant Zoo Superintendent and Special Services Foreman.

Mr. Reg Renfree appeared before the Board and recommended that the specifications as prepared by the Personnel Department be adopted and requested that a salary range of $735 to $880 be recommended to the City Council for the class of Special Services Foreman.

After review of the specifications and general discussion, motion was made by Mr. Street that the proposed specifications as prepared by the Personnel Officer and made a part of these minutes be approved; further, that recommendation be made to the City Council that Salary Ordinance No. 2697, Fourth Series, be amended to include the class of Special Services Foreman in the Salary Ordinance at Range No. 49 ($735 - $880). Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Erickson, Genshlea, Street.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:
Youth Recreation Coordinator

Communication from Reg Renfree, Recreation and Parks Director, dated July 17, 1967, requesting that the classification plan be amended in order to establish a new class of Youth Recreation Coordinator, was considered.

Proposed specification for this class was submitted to the Board for their consideration with recommendation for adoption at the next regular meeting of the Board as required by Section 4.5 of the Rules and Regulations.

Mr. Reg Renfree, Recreation and Parks Director, outlined the reasons for requesting the new class and suggested that Salary Range No. 40 ($600 - $720) be allocated to this class.

CHANGE OF HOURLY PREVAILING RATES: In accordance with rates outlined under contract between Electrician's Union Local No. 340 and the Sacramento Valley Electrical Contractors Association, motion was made by Mr. Erickson that hourly rates for the following classes be adopted to become effective September 1, 1967:

Electrician	$5.95 per hour
Electrician Lineman	$5.95 per hour
Electrician Foreman	$6.84½ per hour

(Note: Above rates do not include a 4% vacation fund which is deducted from the employees wages under the union contract.) Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Erickson, Genshlea, Street.

NOES: None.

REQUEST FOR POSITION RECLASSIFICATION: Margaret Monaghan

Communication from Margaret Monaghan, Supervising Clerk, in the Waste Removal Department, dated July 3, 1967, requesting a study of her position as had been promised at the time of the classification survey by Cooperative Personnel Services, was read and considered.

After discussion, it was the order of the Board that the Secretary conduct the study of this position as requested.

REQUESTS FOR LEAVE OF ABSENCE: Motion was made by Mr. Erickson that requests for leave of absence from the below listed employees be approved to the dates indicated:

Name	Class	Expiration Date
Kathleen Esola	Cashier	January 15, 1968
Diann Ogden	Intermediate Typist-Clerk	February 25, 1968
Bernice Hatfield	Dispatcher-Clerk	January 13, 1968

New Class Specification
Adopted July 21, 1967

23011

ASSISTANT ZOO SUPERINTENDENT

Definition:

An employee in this class provides administrative assistance to the Zoo Superintendent in all phases of the zoo operation, and acts for the Zoo Superintendent in his absence.

Examples of Duties:

Assists the Superintendent in treating injured or ill animals, shipping of specimens, and in handling vicious or poisonous specimens.

Confers with the Superintendent on plans for purchase or trade of animals, reptiles and birds;

Recommends animal diets and supervises the feeding of specimens; advises subordinate personnel on safe feeding and cleaning methods;

Prepares articles and speeches on zoo activities; makes public and radio addresses.

Assists the Superintendent with budget preparation, keeps records of zoo animals and birds, including birthdate, sickness, breeding, and other pertinent information;

Confers with the Superintendent on maintenance problems and advises the Zoo Foreman of any changes in methods or programs;

Performs other related duties as required.

Desirable Qualifications:

Knowledge of:

Special diet preparation in the care and feeding of a variety of zoological specimens;

Various types of such specimens and their habits and common ailments;

Maintenance requirements of zoos.

and

Ability to:

Supervise and train others in the care and feeding of zoological specimens, including large and dangerous beasts;

Recognize, diagnose and treat illnesses of such animals;

Supervise and direct subordinate personnel engaged in maintenance activities;

Plan effective and interesting exhibits of animals, birds and reptiles;

Meet and deal effectively with the public; speak and write effectively.

and

Experience: At least three (3) years of zoo curatorial or administrative experience;

and

Education: Either (1) possession of a valid license as a Doctor of Veterinary Medicine, or (2) graduation from college with major course work in zoology or animal husbandry.

maintenance problems to obtain effective results. Keep records and prepare work and time reports. Establish cooperative working relationships with superiors, subordinates, other city employees and members of the general public contacted in the course of work; and

Experience:

Considerable experience in park, recreation and building maintenance work, and

Education:

Graduation from a standard high school.

New Class Specification
Adopted July 21, 1967

13190

YOUTH RECREATION COORDINATOR

Definition:

The Youth Recreation Coordinator is responsible for counseling and organizing recreational activities for youth from lower socio-economic areas; working with regular recreation supervisor staff in coordinating recreational activities at City playgrounds, parks and recreation centers; supervising and instructing recreation leaders and other personnel engaged in recreation duties; do related work as required.

Examples of Duties:

Working directly with youth in lower socio-economic areas, interpreting their ideas and recreational needs; provide a medium of exchange of ideas from various racial, cultural and economic backgrounds; collect constructive information from youth clubs and groups, stimulating and enthusing the members to positive youth activities; provide youth from these areas with the opportunity to learn of all recreational activities available, develop capacities for youth leadership and offer opportunities for volunteer service; work directly with parents in educating them on the value of good public recreation programs; consult with and coordinate neighborhood organizations with public recreation agencies; work directly with problem individuals and groups attempting to reshape their social values, personal goals and leisure time activities; provide staff leadership, training and supervision of youth recreational activities; interpret and enforce departmental rules and regulations; develop and conduct clinics in special types of program; schedule and supervise sports leagues, hobby and handicraft shows, parades, contests, tournaments and special events for particular holidays, seasons and community functions; instruct recreation leaders and volunteers in various recreation specialities, coordinating all activities and program with regular supervisorial staff.

Desirable Qualifications:

Knowledge of:

The philosophy of recreation and human needs, professional enthusiasm and and an appreciation of the total community service;
Principles and practices of public recreation programs;
Major sports games, arts and crafts, dramatics, music and other recreational activities suitable for children, adolescents and adults;
Principles of supervision;
First aid methods and safety precautions related to recreational settings.

and

Ability to:

Organize, coordinate, schedule and supervise recreation programs;
Plan, assign, and supervise the work of subordinate recreation personnel;
Instruct and assist in the in-service training of individuals and group in recreational activities;
Speak before groups;
Establish and maintain cooperative working relationships with employees and the general public (especially problem youths).

and

Experience:

Two years paid experience in the operation and administration of playgrounds and/or community centers, with specialized experience in handling problem youths.

and

Education:

Graduation from a recognized college or university, with a major in recreation, physical education, sociology or a related field.

EXTENSION OF ELIGIBLE REGISTER:
Firefighter Eligible Register #865

Upon recommendation of the Secretary, motion was made by Mr. Erickson that the Firefighter Eligible Register #865 be extended until such time as the new eligible register resulting from examination #981 results is ready for adoption. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Erickson, Genshlea, Street.

NOES: None.

There being no further business, the meeting adjourned at 4:30 p.m. to meet again at the call of the Chair.

SECRETARY

PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 11, 1967

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street.

PRESENT: Members Erickson, Genshlea, Street.

ABSENT: Members Alexander, Diepenbrock.

Minutes of the last regular meeting held July 21, 1967, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have been scheduled:

NEW EXAMINATIONS SCHEDULED: (CONT'D)

#987 Equipment Mechanic I
#988 Equipment Serviceman II
#989 Junior Civil Engineer
#990 Junior Stenographer Clerk
#991 Library Page
#992 Matron Clerk

ACCOUNTING TECHNICIAN
EXAMINATION NO. 976:
Eligible Register

Written test scores and Personal Interview ratings in Accounting Technician Examination No. 976, written test for which was held June 29, 1967, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 79 of a possible 113 items, qualifying 14 of 23 candidates appearing for the written test.

Qualifications Appraisal Board consisted of C. E. Rhodes, Assistant City Controller; Don Sperling, Assistant City Treasurer; and Don Sandman, Personnel Analyst II.

The following eligible register was made effective July 18, 1967:

ACCOUNTING TECHNICIAN EXAMINATION NO. 976

(Promotional)

1.	Kenneth Shafer	84.61%
2.	Richard Saika	81.38
3.	Kathryn King	80.86
4.	Matthew Barton	80.02
5.	Martha Kercheval	78.95

(Open)

#1.	Donald Wiedman	94.05%
#2.	Jack Willard	87.27
#3.	John Lane	84.87
4.	Bernard Eastburn	81.52
5.	Julius Bauman	81.50
6.	Anthony Fontes	78.99
7.	Edwin K. Fong	78.07
8.	William Fujii	75.79
9.	Bertha Peterson	71.54

(# Indicates applicant received 10 points veteran's credit.)

GOLF COURSE MARSHAL
EXAMINATION NO. 979: (CONT'D)

The following eligible register was made effective July 27, 1967:

GOLF COURSE MARSHAL EXAMINATION NO. 979

#1.	Robert Houghland	94.33%
#2.	Thomas Martin	90.47
#3.	Rado Palandech	83.67
4.	Herbert Greer	80.60
5.	James McCall	76.50
6.	John Dosdorian	75.33
7.	Anthony Basurto	72.97
8.	Michael Johnson	72.70

(# Indicates applicant received 10 points veteran's credit.)

SUPERVISING CLERK
EXAMINATION NO. 980:
Eligible Register

Written test scores and Personal Interview ratings in Supervising Clerk Examination No. 980, written test for which was held July 17, 1967, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 91 of a possible 140 items, qualifying 20 of 36 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Wilma Briggs, Deputy City Collector; George Glavas, Administrative Assistant II; and Rod McWilliam, Personnel Officer.

The following eligible register was made effective August 1, 1967:

SUPERVISING CLERK EXAMINATION NO. 980

(Promotional)

1.	Edith Odom	85.92%
2.	Muriel Wollesen	81.04
3.	Matthew Barton	76.98
4.	John Broussard	76.71
5.	Dorothy Green	76.14

COOK EXAMINATION NO. 985:
Eligible Register

Personal Interview ratings in Cook Examination No. 985, held August 2, 1967, were reviewed, written test not having been included as part of the examination.

Qualifications Appraisal Board consisted of Paul Hannigan, Police Lieutenant; and Earl Simons, Safety & Training Officer, and 8 candidates appeared for the Personal Interview.

The following eligible register was made effective August 7, 1967:

COOK EXAMINATION NO. 985

1.	Nellie Aurich	90.00%
2.	Jose' Hernandez	85.00
3.	Clara Berryman	83.00
#4.	Edward Propkop	82.50
5.	Eleven Jones	79.50
6.	Willie Watson	77.50
7.	Evelyn Gifford	70.00

(# Indicates applicant received 10 points veteran's credit.)

REQUESTS FOR LEAVE OF ABSENCE:
Irene Huss
Teresita Romo

Communications from Irene Huss, Senior Typist-Clerk, in the Street Assessment Division of the Engineer Department and Teresita Romo, Intermediate Stenographer Clerk in the City Attorney's office, requesting leaves of absence, were read.

Motion was made by Mr. Street that leaves of absence for these two employees be approved to the dates indicated below:

Name	Class	Leave Approved To:
Irene Huss	Senior Typist-Clerk	January 31, 1968
Teresita Romo	Intermediate Stenographer-Clerk	August 31, 1968

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

AYES: Members Erickson, Genshlea, Street.

NOES: None.

REQUEST FOR TRANSFER:
Camele D. Ball

Communication from Camele D. Ball, dated July 21, 1967, requesting approval of inter-class transfer from Nursery Foreman to Park Foreman I, under provisions of Section 13.3 of the rules and regulations, was considered.

Communication from Reg Renfree, Director of Recreation and Parks, dated July 25, 1967, recommending favorable consideration of Mr. Ball's request, was read and ordered filed.

Motion was made by Mr. Erickson that the request by Mr. Ball for inter-class transfer from Nursery Foreman to Park Foreman I, be approved in accordance with Section 13.3 of the rules and regulations. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Erickson, Genshlea, Street.

NOES: None.

REQUEST FOR ENTRANCE SALARY AT STEP C:
Anthony Fontes

Communication from Ray Jones, Water & Sewer Division Manager, dated August 3, 1967, requesting approval for starting salary at Step C of the salary range of Senior Account Clerk for Anthony Fontes, was considered.

Secretary advised that the request had been approved by R. H. Boggs, Assistant to the City Manager, in view of Mr. Fontes' ten years of experience performing similar work with the City Transit Authority.

Motion was made by Mr. Street that the request for entrance salary at Step C ($500) of the salary range for Senior Account Clerk be approved for Mr. Anthony Fontes. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Erickson, Genshlea, Street.

NOES: None.

WAIVER OF RESIDENCE REQUIREMENT: Communication from Ray Jones, Water & Sewer Manager, dated August 10, 1967, requesting that the residence requirement be waived in the forthcoming examination for Junior Civil Engineer, was read.

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

AYES: Members Erickson, Genshlea, Street.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:
Youth Recreation Coordinator

Secretary advised that the date of August 11, 1967, had been set by the Board for public hearing on adoption of specifications for the new class of Youth Recreation Coordinator.

After review of the specifications and general discussion, motion was made by Mr. Street that the proposed specification as prepared by the Personnel Officer and made a part of these minutes be approved; further, that recommendation be made to the City Council that Salary Ordinance No. 2697, Fourth Series, be amended to include the class of Youth Recreation Coordinator at range #40 ($600-$720). Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Erickson, Genshlea, Street.

NOES: None.

PARK FOREMAN I
EXAMINATION NO. 983:
Written Test Qualifying Score

Upon recommendation of the Secretary, it was the order of the Board that the minimum qualifying score in the written test for Park Foreman I (promotional) be set at 81 of a possible 130 items, qualifying 10 of 45 candidates appearing for the written test.