

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING.

July 20, 1933.

The Civil Service Board met in special session in the office of the Board, Room 106, City Hall, at 8:40 A. M., President Weisman presiding.

PRESENT: Commissioners Chenu, Deise and President Weisman.
ABSENT: None.

Due to the limited time available, and there being no objections, it was ordered that the reading of the minutes of the previous meetings be dispensed with.

STENOGRAPHERS EXAMINATION
(Exam. No. 76)

The Secretary presented
the final draft of the
questions and procedure

to be used in the Stenographers Examination to be held July 21, 1933, as follows:

TEST NAME	VALUE
<u>PART ONE</u>	
General Business	10
Business Arithmetic	5
Correct English	10
Spelling	10
Accuracy Test	10
Filing	10
Social Relations	15
<u>PART TWO</u>	
Typing Copy	10
Dictation & Transcription	20

TOTAL SCORE 100

July 20, 1933.

After discussing the questions, Commissioner Deise moved that the examination material be approved as presented and that one and one-half hours be permitted for the examination. Seconded by Commissioner Chenu and unanimously carried.

OSCAR MATRANGA
CORRESPONDENCE

The President submitted a letter from Mr. Matranga, dated July 18, 1933, stating that he had filed an application for the Janitors Examination and that he had read in the Sacramento Bee that it was to be given on July 18th. Appearing at the City Hall upon that date he was informed that the examination had been given on July 17th. In his letter he requested information relative thereto.

After discussion the Secretary was instructed to notify Mr. Matranga that the Sacramento Bee was in error and explain that he should have appeared at the time and place as stated in his notice.

There being no further business, the Board was ordered adjourned at 9:20 A. M., to meet again at the call of the President.

H. H. Jaqueth
Secretary.

APPROVED:

H. H. Jaqueth
President.