

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

September 14, 1950

The Civil Service Board met in special session in its office at 7 P.M.

PRESENT: Commissioners Deise, Hicks and Root
ABSENT: None

Minutes of the previous meeting were approved as read.

MATRON EX. #266

The Board conducted Personal Interviews for those candidates who had successfully passed the written

portion of Matron Examination No. 266.

COOK EX. #267

In accordance with Examination Announcement Notice No. 267, Oral Examination for the position of Cook in the Police

Department was conducted on this date.

Upon the completion of the Oral Examination, the Board thereupon appraised the applicants' education and experience by evaluation of their statements on the applications, based upon a weighted scale previously approved by the Board.

JR. CLERK EX. #268
LIBRARY CLERK EX. #269

Mr. Deise moved that Oral Interviews for Junior Clerk Examination No. 268 and Library Clerk No. 269 be set for

September 21, 1950 at 7 P.M.; seconded by Mr. Hicks and motion carried.

JOHN J. ZGRAGGEN
Re: Leave of Absence

In accordance with application filed on this date, approved by the Superintendent of Parks, Mr. Hicks moved

that John J. Zgraggen, Laborer in the Park Department, be granted a five

September 14, 1950

months leave of absence - from October 1, 1950 to February 28, 1951, for the purpose of visiting his aged mother in Switzerland; seconded by Mr. Root and motion carried.

JACK P. MORGAN

Re: Part Time Employment

In accordance with application filed on this date, approved by the department head, Mr. Root

moved that Jack P. Morgan, Assessment Clerk, be granted permission to accept part time employment at the California State Fair for a period of ten days; seconded by Mr. Deise and motion carried.

METER SERVICEMAN

Req. classification
be established

Communication from the Superintendent of the Water Department, requesting that a new classification

of Meter Serviceman be established, with a recommended salary range of \$248 to \$297 per month, was considered.

The Secretary submitted the results of a survey of salaries paid to the Telephone Company, Pacific Gas & Electric Co. and the Municipal Utility District for comparable positions, and after consideration, Mr. Hicks moved that the Board recommend to the City Council that a salary range of \$248 to \$297 per month be established for the classification of Meter Serviceman; seconded by Mr. Root and motion carried.

Mr. Deise thereupon moved that the class specification for Meter Serviceman be approved; seconded by Mr. Hicks and motion carried.

RECLASSIFICATIONS

Communication from the City Controller, requesting that one position of Junior Clerk be reclassified

to Intermediate Clerk and one position of Account Clerk be reclassified to Intermediate Clerk, was considered.

After reviewing the duties of said positions and it being the opinion of the Board that said positions should be reclassified, Mr. Hicks thereupon moved that one position of Junior Clerk and one position of Account Clerk in the Tabulating Division of the Controller's Office be reclassified to Intermediate Clerk and that appointments be made to said positions from the existing eligible registers; seconded by Mr. Deise and motion carried.

SARAH M. PINE

Re: Vacation Allowance

The Secretary requested an opinion from the Board with reference to a vacation allowance for Mrs. Sarah M.

Pine, Relief Telephone Operator.

After considering the employment record of said employee and the Board having determined that said employee worked full time for a period of one year while the permanent Telephone Operator was on extended leave of absence, Mr. Hicks moved that a vacation allowance of 3 weeks be approved for said period; seconded by Mr. Deise and motion carried.

After general discussion, the Board expressed the opinion that relief, temporary or seasonal employees working intermittently should not be entitled to vacation privileges and ordered that an amendment to the vacation rules be prepared and submitted by the Secretary for further consideration and adoption.

DEPARTMENTAL REPORTS
APPROVAL OF

After review and agreement, it was the order of the Board that the following Departmental Reports

be approved:

City Attorney

Green, Thelma - Temp. Appt. 8/11/50 Legal Stenographer @ \$231 Month
Russell, Clifford A. - Temp. Appt. 8/21/50 City Prosecutor @ \$484 Month - Exempt

City Hall

Fellers, Marshall - Temp. Appt. 9/5/50 Janitor @ \$204 Month

September 14, 1950

City Library

- Amodei, Roberta - Temp. Appt. 8/16/50 Library Page, Gr.B @ 95¢ per hour
- Burke, Jeanne - Temp. Appt. 8/15/50 Library Page, Gr.B @ 95¢ per hour
- Dougherty, Jeanne M. - Temp. Appt. 8/18/50 Library Clerk @ \$198 Month
- Zinsli, Jacqueline - Temp. Appt. 8/15/50 Library Page, Gr.B @ 95¢ per hour

Collector

- Ramsey, Peggy - Temp. Appt. 8/21/50 Junior Clerk @ \$198 Month

Controller

- Runkle, Phyllis - Temp. Appt. 8/16/50 Tabulating Machine Opr. @ \$237 Mo.

Electrical Division

- Hulsbrink, Harry L. - Prob. Appt. 8/21/50 Electrician @ \$2.50 Hour from List

Hall of Justice

- Williams, Joseph - Temp. Appt. 8/12/50 Janitor @ \$204 Month

Health Department

- Burgess, Marilyn - Temp. Appt. 8/28/50 Laboratory Helper @ \$1.20 Hour
- Busath, Dorothy - Temp. Appt. 8/21/50 Clinic Assistant @ \$198 Month
- Holbrook, Loris - Temp. Appt. 8/21/50 Clinic Assistant @ \$198 Month
- Quillinan, Robert - Temp. Appt. 8/28/50 Asst. Physician and Surgeon @ \$460 Mo.

Park Department

- Messner, J. - Reinst. 8/14/50 Attendant - Zoo @ \$264 Mo. from Layoff List

Recreation Department

- Guilla, Rosemarie - Temp. Appt. 8/21/50 Recreation Leader Gr. B @ 75¢ Hr.
- Hall, Nason Jr. - Temp. Appt. 8/25/50 Life Guard @ 85¢ Hour
- Leam, Nancy - Temp. Appt. 8/21/50 Cashier @ 85¢ Hour
- McDonald, Mary - Temp. Appt. 8/31/50 Recreation Leader Gr. B @ 75¢ Hr.
- Mangan, Elizabeth - Temp. Appt. 8/29/50 Recreation Leader Gr. B @ 75¢ Hr.
- Moore, Glynn - Temp. Appt. 8/30/50 Recreation Leader Gr. B @ 83¢ Hr.
- Polster, Arthur - Temp. Appt. 8/7/50 Kitchen Helper @ \$65 Month
- Rolufs, Robert - Temp. Appt. 8/6/50 Assistant Cook @ \$175 Month
- Rose, Edward - Temp. Appt. 8/22/50 Locker Attendant @ 80¢ Hour
- Stearns, Richard - Temp. Appt. 8/7/50 Orderly A @ \$50 Month
- Sypnicki, Ronald - Temp. Appt. 8/29/50 Locker Attendant @ 80¢ Hour
- Willett, James - Temp. Appt. 8/26/50 Orderly B @ \$50 Month
- Zumwalt, Willis - Temp. Appt. 8/13/50 Orderly B @ \$50 Month

Street Cleaning Division

- Dominguez, Julian J. - Temp. Appt. 8/17/50 Truck Driver @ \$260 Month

Waste Removal Department

Bray, A. C. - Temp. Appt. 8/31/50 Garbageman @ \$11.62 Day
 Brown, Jessie - Temp. Appt. 8/31/50 Garbageman @ \$11.62 Day
 Campbell, Sherman - Temp. Appt. 8/28/50 Garbageman @ \$11.62 Day
 Coleman, Willie - Temp. Appt. 9/1/50 Garbageman @ \$11.62 Day
 Floyd, Garry - Temp. Appt. 8/28/50 Garbageman @ \$11.62 Day
 Gibson, Edward - Temp. Appt. 8/29/50 Garbageman @ \$11.62 Day
 Mason, James - Temp. Appt. 8/16/50 Garbageman @ \$11.62 Day
 Mathis, Marion - Temp. Appt. 8/31/50 Garbageman @ \$11.62 Day
 Tresca, Jerry - Prob. Appt. 8/29/50 Garbageman @ \$11.62 Day from List

Water Department

Bosley, Everett - Prob. Appt. 8/24/50 Water Rate Inspector @ \$237 Mo. from list
 Fassett, Keith - Temp. Appt. 8/16/50 Laborer @ \$220 Month
 Patterson, Ray - Temp. Appt. 8/15/50 Machinist @ \$1.88 Hour
 Pritchard, Alma - Temp. Appt. 8/23/50 Stenographer-Clerk Gr. I @ \$220 Month

Leave of Absence

Brewer, Niron Jr. - Leave of Absence from 8/14/50 Military Service
 Chatoian, Leonard - Leave of Absence from 8/25/50 Military Service
 Haley, R. J. - Leave of Absence from August 19, 1950 to September 2, 1950
 Military Service
 Hicks, J. V. - Leave of Absence from August 19, 1950 to September 2, 1950
 Military Service
 Long, Wallace - Leave of Absence from August 20, 1950 to September 3, 1950
 Military Service
 McMillan, A. N. - Leave of Absence from May 1, 1950 to May 12, 1950
 Military Service
 Soski, Walter - Leave of Absence from August 19, 1950 to September 2, 1950
 Military Service
 Tucker, E. A. - Leave of Absence from September 5, 1950 to September 19, 1950
 Military Service

There being no further business, the Board adjourned to meet again at the
 Call of the Chair.

 Secretary

APPROVED:

 President