

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING

March 31, 1955

The Civil Service Board met in regular session at 7:30 P.M.

PRESENT: Commissioners Deise and Finks

ABSENT : Commissioner Wright

Minutes of the previous meeting were approved as read.

JUNIOR CLERK EX. #406
(Male)

After reviewing the outcome of the

written portion of Junior Clerk

Examination No. 406 (Male) which

was held on date of March 17, 1955, Mr. Deise moved that those candidates receiving a raw score of at least 40, be considered as receiving a passing grade of 70%; seconded by Mr. Finks and motion carried.

Mr. Deise moved that oral interviews for said examination be dispensed with; seconded by Mr. Finks and motion carried.

Identification envelopes were thereupon opened and it was the order of the Board that the following Eligible Register be established to become effective on the expiration of the ten day period for filing appeals.

JUNIOR CLERK ELIGIBLE REGISTER NO. 406 (Male)

#1.	Stanley Doyle	96.50%
#2.	Nick Negas, Jr.	89.00
#3.	Arvil L. Miller	88.25
#4.	Gerald A. O'Hare	83.75
#5.	Robert J. Fonseca	80.00
6.	James M. Marty	72.25

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

GEORGE D. FATOR

Candidate for Body & Fender
Repairman Ex. #408 - rejected

Mr. George D. Fator personally

appeared before the Board for

oral interview in Body and Fender

Repairman Examination No. 408, which was postponed because of applicant's illness.

March 31, 1955

Upon the completion of said oral interview, Mr. Deise moved that said candidate be rejected for failure to qualify by not having completed his apprenticeship; seconded by Mr. Finks and motion carried.

POLICY FOR LIMITED TERM
AND PROBATIONARY APPOINTMENTS

The Secretary addressed the Board, stating that it was necessary to adopt a definite policy and procedure to be followed in certifying from the open eligible lists for Laborer, Street Construction Laborer, Building Construction Laborer, Watchman and Groundman.

After general discussion by members of the Board, Mr. Deise moved that the following policy for a limited term and probationary appointment from said list be adopted; seconded by Mr. Finks and motion carried.

LIMITED TERM

1. Appointments for seasonal or emergency work limited to a specified length of time shall be known as Limited Term Appointments.
2. Employees working under Limited Term Appointments shall not be eligible for salary step advances, sick leave or permanent status although their employment may exceed six months.
3. Employees shall not be eligible for membership in the Retirement System while working under a Limited Term Appointment.
4. No Limited Term Appointment shall exceed one year in the event successive extensions are granted.

PROBATIONARY

1. Appointment from the open eligible lists to full time budgeted positions shall be Probationary Appointments.
2. After six months of satisfactory service, permanent status shall be automatically granted.
3. Probationary employees from open lists shall be eligible for salary step advances, sick leave, vacation, Retirement System membership, etc., in the same manner as any other employee receiving a Probationary Appointment.

March 31, 1955.

4. An employee may receive a Probationary Appointment to a full time budgeted position while working under a Limited Term Appointment. In such case, the same procedure must be followed as if the Probationary Appointment was an original appointment.
5. In the event of a change of status from a Limited Term to a Probationary Appointment, service for the purpose of determining eligibility for permanent status, sick leave, vacation, etc., shall start from the date of Probationary Appointment. Service under a Limited Term Appointment is not credited.

REGULAR MEETINGS
SECOND AND FOURTH
TUESDAYS OF EACH MONTH

Mr. Finks addressed the Board,
 stating that he would be unable
 to attend regular meetings if

held on Thursdays of each week and suggested that regular meetings of the Board be held on the second and fourth Tuesdays of each month.

If convenient for Mr. Wright, it was the order of the Board that future meetings be held on the second and fourth Tuesdays of each month.

RUSSELL E. PARROTT, Jr.
Granted Permanent Status

After reviewing the qualifications
 of Russell E. Parrott, Jr. and after
 determining that said employee was

appointed from the State Sanitarian Eligible Register for City employment on May 10, 1954, Mr. Deise moved that said employee be granted probationary status from the original date of employment and automatic permanent status after six months of service; seconded by Mr. Finks and motion carried.

HARRIET MARTIN
 Name restored to
 Dispatcher-Clerk
 Elig. Register

Communication from Harriet Martin
 whose probationary appointment as
 Dispatcher-Clerk in the Police

Department was terminated upon her request as of March 27, 1955, request that her name be restored to the Dispatcher-Clerk Eligible Register in order to accept part-time and/or relief work, was read and ordered filed.

March 31, 1955

Mr. Deise moved that said name be restored to the Dispatcher-Clerk Eligible Register No. 390 eligible for certification for part-time and/or relief employment; seconded by Mr. Finks and motion carried.

HARRY L. WARNER

Action postponed on request for reinstatement

Action on communication from Harry L. Warner, requesting reinstatement of his former permanent status

of Senior Clerk was postponed until the next regular meeting of the Board.

RADIO TECHNICIAN
CHIEF RADIO TECHNICIAN

Re: Wage Scale

Action on communication from the Radio and Television Engineers Local No. 202 with reference to

an increase in the prevailing wage for Radio Technician and Chief Radio Technician was postponed until the next regular meeting of the Board.

DEPARTMENTAL REPORTS
APPROVAL OF

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

approved:

Temporary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Bennett, Wilbur P.	Deputy Per. Prop. Assr.	Assessor
Bingham, Polly	Junior Clerk	Assessor
Brown, Daniel L.	Senior Clerk	Controller
Castle, Lucille	Junior Clerk	Assessor
Coshow, Oliver H.	Deputy Per. Prop. Assr.	Assessor
Dick, Warren E.	Deputy Per. Prop. Assr.	Assessor
Flewellyn, Harvey W.	Senior Clerk	Assessor
Ford, Luther M.	Deputy Per. Prop. Assr.	Assessor
Franzella, Castenzio	Janitor	Hall of Justice
La Brie, George E.	Deputy Per. Prop. Assr.	Assessor
McCaffery, Eugene F.	Deputy Per. Prop. Assr.	Assessor
Nelson, Frank W.	Deputy Per. Prop. Assr.	Assessor
Neville, J. T.	Electrical Inspector	Electrical
Ochs, Violet	Junior Clerk	Public Imp. Expense
Petralia, Evelyn	Junior Clerk	Assessor
Pope, Geo. A.	Garbageman	Waste Removal
Pratt, Roy B.	Janitor	Corporation Yd.
Ruppin, Milton J.	Deputy Per. Prop. Assr.	Assessor

March 31, 1955

Temporary Appointments (Cont'd.)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Schnabel, Morris	Deputy Per. Prop. Assr.	Assessor
Sweet, Thos. M.	Deputy Per. Prop. Assr.	Assessor
Thomsen, Chris W.	Deputy Per. Prop. Assr.	Assessor
Trimble, Wm. M.	Deputy Per. Prop. Assr.	Assessor
Williams, Eugene N.	Janitor	City Library
Zannini, Raymond L.	Deputy Per. Prop. Assr.	Assessor

Exempt Appointments

Beatie, Irma N.	Senior Librarian	City Library
Tolliver, Forna	Public Health Nurse	Health

Probationary Appointments

Coon, Albert B.	Engineering Aide	City Engineer
Eberhard, Wm. B.	Senior Draftsman	City Planning
Moraes, Irvin	Engineering Aide	City Engineer
Neville, James T.	Electrical Inspector	Electrical
O'Connell, Frank	Zoo Attendant	Park

Permanent Appointments

Bassy, C. W.	Laborer	Water & Sewers
Gillean, Van C.	Laborer	Water & Sewers

Reinstatement

Lane, Arden	Serviceman	Water & Sewers
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Returned to Duty

Kimsey, Alice - Returned to duty 2/15/55 Junior Recreation Director
from Leave of Absence

There being no further business, the Board adjourned at 10:15 P.M. to
meet again at the Call of the Chair.

S e c r e t a r y

APPROVED:

P r e s i d e n t