

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

April 29, 1937.

The Civil Service Board met in special session in the office of the Board at 8:00 P.M.

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

PLUMBER EXAMINATION #104

Date set for
Personal Interviews

After opening the Identification envelopes of candidates who took this examination, Mr. Deise moved that Personal Interviews be held May 13, 1937 at 8:00 P.M., seconded by Dr. Stacy and unanimously carried.

FOOD AND MARKET INSPECTOR EX. #107

Date of Examination

After reviewing a letter received from City Manager Jas. S. Dean dated April 29, 1937 requesting that consideration be given to holding an examination for Food Inspector, it was the order of the Board that an examination be held May 20 and 21, 1937 at 7:30 P.M. with the following Scope of Examination:

SCOPE OF EXAMINATION

"The examination will consist of an oral examination to rate applicant's qualifying experience, knowledge of sanitary methods of food handling, knowledge of the preparation and care of foods and recognition of signs of food spoilage, knowledge of laws and ordinances pertaining to manufacture, handling, and sale of foods, and personality and ability to meet the public."

BLACKSMITH EXAMINATION #106

Due to a request being received from the Superintendent of the Corporation Yard that it would be necessary to fill the position of Blacksmith, it was the order of the Board that an examination be held for this position May 15, 1937 at the Corporation Yard from 1:00 P.M. to 6:00 P.M. with the following Scope of Examination:

April 29, 1937.

SCOPE OF EXAMINATION

<u>Subjects</u>	<u>Relative Weights</u>	<u>Required Minimum Rating</u>
1. Practical and oral tests to determine applicant's ability to perform duties and meet the qualifications as outlined in the definition of the position.	7	70%
2. Oral interview to determine applicant's personal fitness for the position.	3	70%

FIRE ALARM OPERATOR

After reviewing a letter from City

Classification Established

Manager Jas. S. Dean dated March 3, 1937

and discussing duties of employees under

this classification, it was the order of the Board that the classification of Fire Alarm Operator be established with a salary range of \$140.00 to \$175.00 per month.

FIRE ALARM OPERATOR EXAM. #108

Pursuant to the letter of City Manager

Jas. S. Dean dated March 3, 1937 and after

discussing the duties of this position, it

was the order of the Board that an examination be held May 27, 1937 at 7:30

P.M. for the position of Fire Alarm Operator with the following Scope of Examination:

SCOPE OF EXAMINATION

<u>Subject</u>	<u>Relative Weights</u>	<u>Required Minimum Rating</u>
1. Applicants will have to successfully pass qualifying tests of hearing and vision to be given at the time of Oral interview.		
2. Written examination to determine applicant's ability to perform duties and meet qualifications as outlined in the definition of the position.	7	70%
3. Oral interview to determine applicant's personal fitness for the position.	3	70%

April 29, 1937.

LEADER OF RECREATION

Classification Established

At this time the Board reviewed a letter from Mr. J. B. Maloney, Superintendent of the Recreation Department, dated April 1, 1937 requesting that the classification of Supervisor of Recreation, Director of Recreation, and Leader of Recreation be established and that future employees be certified from such classifications. After discussion, Dr. Stacy moved that the classification of Leader of Recreation be established with a salary range of \$80.00 to \$125.00 per month, said salary range subject to the approval of the City Council. Seconded by Mr. Deise and unanimously carried. Inasmuch as the classifications for Supervisor of Recreation and Director of Recreation were established by the Board November 12, 1935, it was unnecessary to repeat this action.

MANGAN, JAMES G.

Classification,
Supervisor of Recreation

After examination and discussion of the nature of his duties, qualifications, history and service with the City and recommendations of Mr. Maloney, Superintendent of the Recreation Department, Dr. Stacy moved that Mr. Mangan be classified as a Supervisor of Recreation, seconded by Mr. Deise and unanimously carried.

RENFREE, REGINALD

Classification,
Director of Recreation

After examination and discussion of the nature of the duties, qualifications, history and service with the City and recommendations from Mr. Maloney, Superintendent of the Recreation Department, Dr. Stacy moved that Mr. Renfree be classified as a Director of Recreation, seconded by Mr. Deise and unanimously carried.

ARNOLD, LEONE

BARNETT, MARTHA

BOWEN, LOIS

JOHNSON, JUANITA

Classification,
Leaders of Recreation

After examination and discussion of the nature of the duties, qualifications, history and service with the City and recommendations of Mr. Maloney, Superintendent of the Recreation Department, Dr. Stacy moved that Misses Arnold,

April 29, 1937

Barnett, Bowen and Johnson be classified as Leaders of Recreation, seconded by Mr. Deise and unanimously carried.

LEADER OF RECREATION EXAMINATION

After discussing the question of an examination for this position, the Secretary was instructed to prepare

material for this examination.

KURTZ, HERMAN

The Secretary informed the Board that

Classification

Mr. Kurtz had requested information

relative to his classification stating

that he was under the impression he held a classification as Watchman, but for some time had been performing the duties of Elevator Operator. Upon investigation, it was disclosed that the 1928 list classified Mr. Kurtz as a Watchman and reports before that time and after that time indicated his duties were those of an Elevator Operator. After discussion, Dr. Stacy moved that Mr. Kurtz's classification be changed from Watchman to Elevator Operator, seconded by Mr. Deise and unanimously carried.

JANITOR EXAMINATION #97

Mr. Sullivan requested the Board to

Sullivan, Tim B.

review his Janitor Exam. paper, and

after consideration it was the Board's

decision that no change should be made in his grade.

TREE TRIMMER EXAMINATION #102

Messrs. Klinke and Palmer requested the

Klinke, Herman
Palmer, Frank L.

Board to review their examination papers,

and after discussion it was the Board's

decision that no change should be made in their papers.

RETIREMENT BOARD MEMBER

Mr. Deise, present member of the Retirement

Board representing the Civil Service

Board, stated that due to his hours

of employment it was impossible for him to attend Retirement Board meetings.

Therefore, he felt he should withdraw as a member of the Retirement Board.

After discussion it was the order of the Board that Dr. Stacy represent the Civil Service Board as a member of the Retirement Board.

ELIGIBLE REGISTERS,
REMOVAL OF NAMES

The Secretary reported that the following names were removed from eligible registers either because candidates failed to report after being certified or certifications were returned by postal authorities.

<u>Name</u>	<u>Eligible List</u>
Aldrich, Tom W.	Gardener List #82
Thomas, Anna M.	Junior Clerk List #84
LaFleir, Lillian W.	Junior Clerk List #84
Holtz, Leonard S.	Laborer List. #83
Merlino, Louis N.	Laborer List. #83
Pane, Johnnie	Laborer List. #83
Taylor, Vera E.	Library Clerk List. #87
Flink, Lilliam M.	Stenographer List #76

DEPARTMENTAL REPORTS
APPROVAL OF

The following reports as submitted by Departments were considered and ordered approved:

Engineering Department

Holland, Chas. R. - Prob.Appt. 4/26/37 Electrical Insp., \$225 Mo., from list.
Kemp, Earl M. - Prob.Appt. 4/22/37 Radio Insp., \$235 Mo., from Elect. Inspector List.

Health Department

Cortapassi, Nellie - Temp.Appt. 4/23/37 Part time Special Sec'y., \$142.50 Mo.

Waste Removal Department

Bell, R. F. - Reinstated 4/19/37 Truck Driver, \$125 Mo., from Lay-off.

Water Department

Decker, Martin J. - Reinstated 4/27/38 from Gardener Lay-off list, \$115. Mo.
Jacobson, Albert - Temp.Appt. 4/27/37 Laborer, \$115.00 Month, from list.
Sackett, Earl H. - Temp.Appt. 4/26/37 Laborer, \$115.00 Month, from list.
Sanchez, Fred G. - Temp.Appt. 4/26/37 Gardener, \$115.00 Month, from list.

Leave of Absence

Finnegan, L. - Extension of leave for 30 days from May 17 to June 17, 1937.

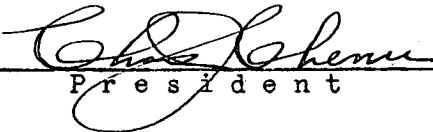
Transfers

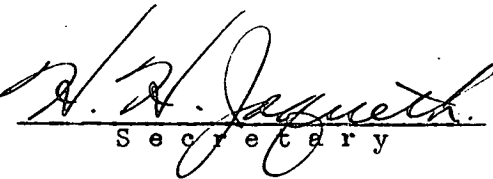
Tronsen, Alex - Trans. 4/16/37 from Cook, \$150 Mo. to Laborer, \$115. Mo, Transit Shelter
Tronsen, Alex - Trans. 5/1/37 from Laborer, \$115 Mo., Trans. Shelter, to Laborer, \$115 Mo., Recreation General

April 29, 1937.

There being no further business, the Board adjourned at 10:40 P.M. to meet again at the Call of the Chair.

APPROVED:


 President


 Secretary

MINUTES OF CIVIL SERVICE BOARD
 CITY OF SACRAMENTO
 SPECIAL MEETING

May 13, 1937

The Civil Service Board met in special session in the office of the Board at 7:30 P.M.

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

WORLEY, EARL

Fire Alarm Opr. Ex. #108

Mr. Worley appeared before the Board requesting that he be permitted to take the Fire Alarm Operator Examination prior to May 27, 1937 due to his leaving town. The Board advised Mr. Worley that it would be impossible to grant the request.

PITHER, ROBERT W.

Electrician Exam. #105

Mr. Pither appeared before the Board stating that he had received notification of his failure to receive a passing grade in this examination and requested the Board to reconsider his grade in the practical-oral portion of the examination. After discussion the Board informed Mr. Pither that it would be impossible for them to grant such a request.

PEITSCH, HERMAN A.

Carpenter Exam. #100

Mr. Peitsch appeared before the Board requesting reconsideration of his grade received on the written examination for

May 13, 1937.

the position of Carpenter, stating that he was ill during the evening of the examination. After discussion the Board informed Mr. Peitsch that it was impossible for them to change grades as obtained during the course of an examination.

VON ROTZ, AUGUST

Carpenter Exam. #100

Mr. Von Rotz requested the Board to reconsider his examination paper and the grade which he was given in this examination, stating that he had been employed by the City for a period of years and felt that he should have special consideration. After discussion the Board informed Mr. Von Rotz that it was impossible for them to change his grade.

BELL, HELENChange of Classification
Requested

A letter dated May 12, 1937 from Mrs. Bell requesting that her classification be changed from Bookkeeping Machine Operator to that of Senior Clerk was considered by the Board. After discussion the Secretary was instructed to secure information relative to Mrs. Bell's duties.

PLUMBER EXAMINATION #104

Personal Interviews Held

At this time the Board held Personal Interviews and Practical-Oral examination for candidates who had successfully passed the written portion of the examination and who were present. Mr. Willard S. Davis assisted the Board in the Practical-Oral test.

There being no further business to come before the Board, it recessed at 11:30 P.M. to meet again May 15, 1937 at 1:00 P.M. at the City Corporation Yard, 32nd and S Streets.

R E C E S S

May 15, 1937.

The Civil Service Board reconvened at 1:00 P.M. at the City Corporation
/Yard.

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

BLACKSMITH EXAM. #106

Examination Held

At this time the Board held an examination consisting of a Practical test and Personal Interview for candidates

who had filed applications and were present. Mr. John K. Kinsman assisted the Board with the Practical examination.

DEPARTMENTAL REPORTS
APPROVAL OF

The Board, after review and consideration of the following reports received from Departments, ordered that they be

approved:

Engineering Department

Hood, L. O. - Temp.Appt. 5/7/37 Street Insp., \$7.00 Day. (Spec., no list)
Johnson, A. E. - Reinstated 5/1/37 App. Electrician \$165.00 Mo. from list.
Patterson, Vernon - Temp.Appt. 5/3/37 Plumber, \$11.00 Day
Poarche, Robert - Temp.Appt. 5/4/37 Lineman, \$10.00 Day (Emerg., no list.)

Health Department

Beauchamp, Harry H - Temp.Appt. May, 1937, Oculist, Mun. Clinic, \$1.10 Hr. Exempt.
Wallerius, Raymond - Temp.Appt. 5/5/37, Physician, Mun. Clinic, \$1.10 Hr. Exempt.

Park Department

Kersh, Willard R. - Temp.Appt. 5/10 to 22/37 Jr. Clerk, \$125.00 Mo. from list.
Pyle, Floyd - Temp.Appt. 5/1/37 Laborer, \$115.00 Mo. from list.

Police Department

Russ, Fred - Temp.Appt. 5/2/37 Acting Desk Sergeant, \$220 Mo. from list.
Strazzo, M. J. - Temp.Appt. 5/4/37 Acting Sergeant, \$220. Mo. from list.

Recreation Department

Jones, James - Reinstated 5/10/37 Laborer, Wm. Land Golf, \$115 Mo. from list.

Waste Removal Department

Adams, John C. - Temp.Appt. 5/3/37 Laborer, \$5.30 Day, from list.
Ashton, Frank - Temp.Appt. 5/3/37 Laborer, \$5.30 Day, from list.
Bianchi, Louis - Temp.Appt. 5/3/37 Laborer, \$5.30 Day, from list.
Blackwood, William - Temp.Appt. 5/3/37 Laborer, \$5.30 Day, from list.
Buljan, Marion - Temp.Appt. 5/3/37 Laborer, \$5.30 Day, from list.

May 20, 1937.

Interview test. Mr. H. C. Peters of the Bureau of Food and Drug Inspection, State Dept. of Public Health, assisted the Board with this examination.

DEPARTMENTAL REPORTS
APPROVAL OF

The following reports from Departments
were ordered approved as submitted:

City Attorney

Glenn, Everett M. - Temp.Appt. 5/3 to 9/37 Relief Pros. Att'y., \$225 Mo. Exempt.

Crocker Art Gallery

Sullivan, Frank - Temp.Appt. May, 1937 (as needed) Relief Guard, \$120. Mo.

Engineering Department

Barker, L. - Temp.Appt. 5/12/37 Carpenter, \$9.50 Day, from list.
Cunningham, Elmer - Reinstatement from lay-off 5/10/37 Truck Driver, \$125. Mo.
Justus, Charles - Prob.Appt. 5/10/37 Power Driven Equip. Opr. \$150. Mo. from list.
Mosier, Lorenzo P. - Prob.Appt. 5/11/37 Laborer-Watchman \$120. Mo. from Laborer list.
Opdyke, Alva - Temp.Appt. 5/12/37 Carpenter \$9.50 Day from list.
Sackett, Earl - Prob.Appt. 5/11/37 Laborer \$125.00 Mo., from list.
Shipp, Lloyd - Temp.Appt. 5/10/37 Truck Driver, \$125.00 Mo. from list.
Simms, Harold - Prob.Appt. 5/19/37 App. Lineman, \$155.00 Mo. from list.
Stahl, Earl - Temp.Appt. 5/12/37 Carpenter, \$9.50 Day, from list.
Wise, Charles - Temp.Appt. 5/10/37 Truck Driver, \$125.00 Mo. from list.

Health Department

Sullivan, John J. - Reinstatement 5/17 to 26/37 Laborer, \$115. Mo. from lay-off.

Park Department

Coy, Alma B. - Temp.Appt. 5/10/37 Laborer, \$115.00 Month, from list.

Police Department

Barney, J. L. - Temp.Appt. 5/2/37 City Jail Porter, \$120. Mo. from Janitor list.
Richer, Thomas J. - Prob.Appt. 5/18/37 Patrolman, \$170.00 Month, from list.

Police Court

King, Nelson C. - Appt. 4/30/37 Chief Deputy Clerk of Police Court, \$160 Mo.
Exempt.

Recreation Department

Bowen, Lois Adele - Leave of absence for ninety days from 5/16/37 to 8/16/37.

There being no further business, the Board recessed at 11:30 P.M. to meet again May 21, 1937 at 7:00 P.M.

R E C E S S