

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING
May 8, 1956

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

PRESENT: Commissioners Deise and Wright

ABSENT : Commissioner Finks

Minutes of the previous meeting were approved as read.

CHIEF ACCOUNTANT
New Class

Upon recommendation of the City
Manager, it was the order of the
Board that a new class of Chief

Accountant be established and included in the Salary Ordinance (Ordinance #1961, Fourth Series), to be assigned to Range #32 (\$450 - \$537 effective July 1, 1956).

Because of the necessity for filling this position immediately with a qualified Accountant, it was the further order of the Board, on recommendation of the City Manager, that the employee appointed to this position be started at Step C of Range #32 which becomes effective July 1, 1956, or \$490 per month, and with first increase to Step D to become effective six months from the original date of appointment.

RADIO TECHNICIANS - PREVAILING RATE
Request for change of determination of applicable hourly rate

Communication from Radio and Television
Engineers, Local #202, I.B.E.W. dated
April 23, 1956, requesting change in

method of determining the hourly rates applicable for Radio Technicians and Chief Radio Technician, was considered. Request made to set prevailing rates in accordance with union contract in effect with McClatchy Broadcasting Company (KFBK) instead of in accordance with union contract for Technicians employed by Stations KCRA, KROY, KXOA and KGMS, as is the present practice.

<u>Class</u>	<u>Present Rate</u>	<u>Requested Rate</u>	
		<u>Present</u>	<u>7/1/56</u>
Radio Technician	\$2.50 Hr.	\$2.875 Hr.	\$3.00 Hr.
Chief Radio Technician	\$2.9375 Hr.	\$3.4375 Hr.	\$3.5625 Hr.

Upon motion properly made and passed, the Secretary was instructed to make a study of the duties performed by Radio Technicians employed by the city, in order that determination may be made of the proper hourly rate to apply.

SICK LEAVE REPORT
March 1956

Analysis of sick leave for the month of March 1956, showing number of days used for regular sick leave and number of days for special leave, was read and ordered filed.

POLICEWOMAN EX. #435
Eligible Register

Combined test scores of the examination held for Policewoman were reviewed. It was the order of

the Board that the following eligible register be established, to become effective May 7, 1956:

POLICEWOMAN ELIGIBLE REGISTER NO. 435

1.	Jeanne W. Dozier	91.96%
#2.	Ruth A. Mitchell	85.45
3.	Verna L. Patterson	82.36
4.	Mary S. Hooper	80.10
5.	Bette M. Klopp	79.34
6.	Rae T. Perales	79.20
7.	Genevieve M. Davidson	79.03
8.	Virginia I. Montgomery	78.62
9.	Barbara J. Parker	77.64
10.	Patricia A. Berry	77.20

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

SUPERVISING ACCOUNT CLERK EX. #437
Eligible Register

Combined test scores of the promotional examination held for Supervising Account Clerk were

reviewed. It was the order of the Board that the following Eligible Register be established, to become effective April 30, 1956:

SUPERVISING ACCOUNT CLERK ELIGIBLE REGISTER NO. 437

1.	Lyle Lack	90.40%
2.	Edward Conley	87.60
3.	George Harder	87.30
4.	Louis Lombard	86.15
5.	Frank Miller	84.55
6.	Kenneth Shafer	78.68

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PARKING METER SERVICEMAN II EX. #438
Eligible Register

Combined test scores of the open and promotional examination held for Parking Meter Serviceman II were reviewed. It was the order of the Board that the following Eligible Register be established, to become effective April 30, 1956:

PARKING METER SERVICEMAN II ELIGIBLE REGISTER NO. 438

(Promotional List)

1. William Paul 90.75%

(Open List)

1. Irvin Stranahan 91.70%
2. Sidney Farr 89.60

JR. RECREATION DIRECTOR (DANCE) EX. #439
Eligible Register

Combined test scores of the open examination held for Junior Recreation Director (Dance) were reviewed. It was the order of the Board that the following Eligible Register be established, to become effective April 30, 1956:

JUNIOR RECREATION DIRECTOR (DANCE) ELIGIBLE REGISTER NO. 439

1. Dorotheo Horner 84.60%

NEW EXAMINATIONS SCHEDULED

#440 - Senior
#441 - Gardener (Promotional)
#442 - Police Sergeant (Promotional)

Announcement notices for the following examinations were approved:

No. 440 - Senior Clerk
No. 441 - Gardener (Promotional)
No. 442 - Police Sergeant (Promotional)

It was the order of the Board that service ratings as a part of the promotional examination for Police Sergeant be eliminated, and that the following weights be set:

Written Test - 70
Personal Interview - 30
Seniority credit to be added to final score in accordance with rules and regulations.

LEAVE OF ABSENCE
George D. Bacon

Request from George D. Bacon,
Laborer in the Department of Parks
and Recreation for six months ex-

tension of leave of absence because of illness, was considered. After determining that Mr. Bacon was ill with tuberculosis, it was the order of the Board that the request be approved.

VOLUNTARY DEMOTION
Alfred Carlson

Request from Alfred Carlson,
employee in the Department of
Parks and Recreation, with perma-

nent status as Groundman (temporarily working as Tree Trimmer) for voluntary demotion to Laborer because of inability to perform the duties of Tree Trimmer, was considered. Demotion to Laborer made because of departmental policy in appointing only persons to the class of Groundman who are potential candidates for promotion to Tree Trimmer.

Upon motion properly made and passed, it was the order of the Board that the voluntary demotion of Alfred Carlson to Laborer be approved, with anniversary date for salary increases to remain the same as applied under appointment as Groundman.

VOLUNTARY DEMOTION
Louis J. Lombard

Request from Louis J. Lombard,
Account Clerk II in the Con-
troller's Office, for voluntary

demotion to Account Clerk I in order to accept a position in the latter class in the Water Department, was considered. Request made to retain present salary level and anniversary date for salary increases. Approval for termination from Controller's Office and appointment in Water Department secured from A. O. Hoover and Ray Jones.

In view of Mr. Lombard's experience in accounting and clerical work with the city, it was the order of the Board that the request for voluntary demotion to Account Clerk I be approved, with retention of present salary.

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anniversary date, and without reduction in salary.

ACCOUNT CLERK II
Certification for

Vacancy in the Controller's Office
in the class of Account Clerk II,
upon demotion of Louis Lombard to

Account Clerk I in the Water Department, was considered, and upon motion properly made and passed, the Secretary was authorized to certify names of eligibles on the present Account Clerk No. 392 List to fill the vacancy, and any other vacancies that might occur in this class at such time as certification is requested.

ELIGIBILITY FOR VACATION AND SICK LEAVE
Jacob P. Eres

Request from E. A. Fairbairn, City
Engineer, relative to eligibility
of Jacob P. Eres, Engineering Aide,
for vacation and sick leave, was

considered. Mr. Eres was originally appointed on limited term basis March 22, 1955 and has work continuously since. Probationary appointment as Engineering Aide was given Mr. Eres on February 1, 1956.

In view of his continuous employment with the city and willingness to accept the position on a limited term basis originally, it was the order of the Board that eligibility of Mr. Eres for vacation and sick leave be determined from March 22, 1955.

JOB SURVEY REPORT
Senior Clerk -
Billing Division

Job Survey Report prepared by
Earl Simons, Personnel Techni-
cian II, as per request of Harold

Griffith, Tabulating Machine Supervisor, in connection with request to re-allocate the Senior Clerk position to the class of Account Clerk I, was reviewed. Recommendation in the report as follows:

".....The duties as described on the attached forms are essentially correct and it is not felt that it is necessary to go into detail regarding all the required duties since it has been determined by audit that the duty that comprises at least fifty percent of the work consists of

the maintenance of a ledger of the metered water accounts which must be billed monthly, receipts posted and accounts closed daily with balance sheets prepared quarterly. The other duties of the position involve operations which are definitely related to accounting activities.

"In view of the above information, it is recommended that this position be reallocated to the more comparable class of Account Clerk I."

Upon motion properly made and passed, the recommendation of the report was approved and the Secretary instructed to notify the department head accordingly.

JOB SURVEY REQUESTS

The following requests for job surveys, to determine proper allocation and/or proper salary

range assignment, were submitted:

<u>Position</u>	<u>Department</u>	<u>Requested by</u>
Stenographer-Clerk I	Controller	A. O. Hoover, Controller
Administrative Assistant	Fire	T. A. Deise, Chief
Storekeeper	Controller (Corp. Yard)	A. O. Hoover, Controller

It was the order of the Board that the Secretary prepare a job survey report for each of the above, with recommendations as to proper allocation and salary range assignment, to be submitted at the next regular meeting of the Board.

NEW CLASSIFICATION

Le Tourneau Pull Operator

Request of Charles Haenggi, Superintendent of Street Maintenance, that a new sub-classification

under "Street Construction Worker" of Le Tourneau Pull Operator be established, because of the fact that equipment of this type had been recently purchased by the Street Maintenance Department, and that the prevailing hourly rate applying to the operation of this equipment be established.

The Secretary reported that \$3.13 per hour was the present union prevailing rate applicable in accordance with contract between Operating Engineers Union Local Union No. 3 and Northern and Central California Contractors'

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Association. It was the order of the Board that the rate of \$3.13 per hour be established for this class.

Motion properly made and passed that recommendation be made to the City Council to amend Salary Ordinance No. 1961, Fourth Series, to include the sub-classification of Le Tourneau Pull Operator (Street Construction Worker) to be paid on a prevailing rate basis.

WORK PERMITS FILED

The following work permits, approved by department heads in conformity with Civil Service

Board policy, were filed:

<u>Name</u>	<u>Classification</u>	<u>Type of Work</u>
Donald Sandman	Personnel Technician I	Casual Musician
Earl Simons	Personnel Technician II	Casual Musician
Rodney McWilliam	Asst. Personnel Officer	Casual Musician
Keith Fassett	Automotive Serviceman I	Casual Musician
Ted Dolce	Investigator	Casual Musician
Jack Duke	Recreation Director	Casual Musician
William Chorley	Superintendent Parks	Flower Judging
Keith Becker	Gardener	Gardening Work
Harry Voss	Chief Plant Operator	Sales Work
Lucina Feenstra	Sup. Special Activities	Bowling League Work
William T. Thompson	Garbageman	Funeral Hearse Driver

DEPARTMENTAL REPORTS APPROVAL OF

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

ports be approved:

Temporary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Albert, Cecil	Garbageman	Waste Removal
Brewer, Lucy	Seamstress	Recreation
Carlson, Alfred	Tree Trimmer	Park
Collins, Irene E.	Library Clerk	City Library
Colton, Clifford	Janitor	Hall of Justice
De Barra, Ray E.	Recreation Leader	Recreation
Feenstra, Henry	Recreation Leader	Recreation
Fong, Nancy Kay	Library Page	City Library
Garrett, Elbert T.	Garbageman	Waste Removal
Hollingshead, Wm. H.	Locker Attendant	Recreation
Howe, Robert L.	Recreation Leader	Recreation
Jensen, Joseph	Janitor	Hall of Justice

Temporary Appointments (Cont'd.)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Kemper, William	Recreation Leader	Recreation
MacBride, Gail	Library Clerk	City Library
Monday, Lois Ann	Recreation Leader	Recreation
Rascon, Gracie	Recreation Leader	Recreation
Reid, Sylvia L.	Library Clerk	City Library
Renfree, Janice C.	Recreation Leader	Recreation
Smith, Horace	Janitor	Memorial Auditorium
Tiddle, Carole Lynne	Recreation Leader	Recreation
Turner, John C.	Garbageman	Waste Removal
Washington, Lanzie L.	Garbageman	Waste Removal
Williams, LeRoy	Garbageman	Waste Removal

Exempt Appointment

Lais, Lyman	Asst. Physician & Surgeon	Health
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Appointments

Deise, T. A.	Acting Chief	Fire
Humphrey, Hobert	Battalion Chief	Fire
Jones, Ray	Superintendent	Water
Mangan, P. F.	Assistant Chief	Fire
Ripley, C. E.	Battalion Chief	Fire

Probationary Appointments

Allen, Richard A.	Power Mower Operator	Park
Beheringer, Ed	Plant Operator I	Water
Burge, R. Lowell	Painter	Corp. Yard
Coughlin, Jack	Traffic Checker	Traffic
Crowley, Harold R.	Garbageman	Waste Removal
Davey, Ellsworth	Special Act. Supervisor	Recreation
Duke, Jack	Jr. Recreation Director	Recreation
Ferenndez, J.	Serviceman Helper	Water
Horner, Doratheo	Jr. Rec. Director (Dance)	Recreation
Hughes, Julia	Library Clerk	City Library
Long, Robert J.	Uniform Fireman	Fire
Mattos, Mario L.	Automotive Serviceman II	Corp. Yard
Mello, R. J.	Captain	Fire
Montgomery, Virginia	Stenographer-Clerk I	Purchasing
Myers, Clyde	Garbageman	Waste Removal
Rose, Anthony B.	Garbageman	Waste Removal
Schultz, R. I.	Engineer	Fire
Stockard, I. E.	Uniform Fireman	Fire
Sturgess, H. F.	Captain	Fire
Wolfe, Edna	Stenographer-Clerk I	City Attorney

Reinstatement

Manning, Natha	Stenographer-Clerk I	Health
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Limited Term Appointments

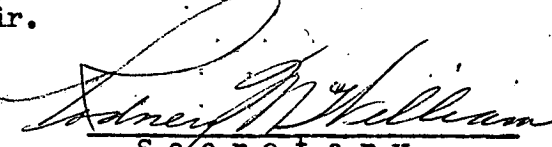
<u>Name</u>	<u>Classification</u>	<u>Department</u>
Bakotich, June	Intermediate Clerk	Controller
Barkie, Alfred	Laborer	Recreation
Bishop, Patrick W.	Laborer	Park
Booth, Burl	Night Irrigator	Recreation
Cavaiani, Gene	Laborer	Park
Charamuga, A.	Laborer	Park
Cox, William T.	Janitor	Mem. Auditorium
Crawford, J. Ray	Laborer	Park
Franklin, Charles	Laborer	Recreation
Hargis, J. L.	Laborer	Park
Hornlein, Robert	Laborer	Park
Jackson, Ronald	Laborer	Recreation
Jackson, Thomas	Laborer	Park
Kerns, F. G.	School Crossing Guard	Police
King, Samuel	Laborer	Park
Knight, Daniel	Night Irrigator	Recreation
Lockwood, Arthur	Laborer	Park
Martinez, Simon K.	Laborer	Corp. Yard
McKindsey, Vivien	Public Health Nurse	Health
Mendes, Donald	Laborer	Park
Nieto, S.	Laborer	Park
Puccinelli, George G.	St. Const. Worker	St. Maintenance
Purcell, Charles	Laborer	Park
Ranzany, Charles	Laborer	Park
Read, J. A.	Laborer	Park
Rinetti, Carlo	Laborer	Recreation
Roberts, Kenneth A.	Sander & Rubber	Corp. Yard
Scott, Arthur	Groundman	Park
Skidmore, Ello	Laborer	Recreation
Stearns, Harry	Jr. Rec. Director	Recreation
Thomsen, C. W.	Personal Property Assessor	Assessor
Williams, Robert W.	Laborer	Park
Wolfe, Stanley W.	Senior Clerk	Corp. Yd.

Leaves of Absence

Petralli, M. S. - Leave of Absence 4/21/56 to 4/23/56 Uniform Fireman
Military Service

Silva, J. W. - Leave of Absence 4/13/56 to 4/15/56 Police Sergeant
Military Service

There being no further business, the Board adjourned at 9:00 P.M.
to meet again at the Call of the Chair.


Secretary

APPROVED:

President