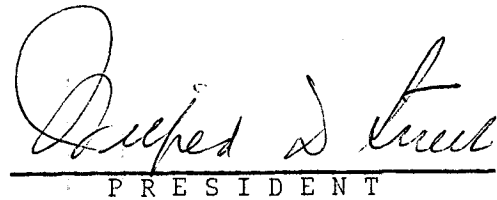


There being no further business, the meeting adjourned at 3:30 p.m. to meet again at the call of the Chair.


 SECRETARY


 PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
 CITY OF SACRAMENTO
 SPECIAL MEETING MAY 19, 1965

The Civil Service Board met in special session in the City Hall Council Chambers at 2:00 p.m.

PRESENT: Members Alexander, Genshlea, Erickson, Street, Diepenbrock.

ABSENT: None.

Chairman Bill Street advised that this meeting was being held for the purpose of hearing an appeal by Joseph Battyany, former Electrical Inspector, in the matter of discharge action taken by Anthony Nastro, Chief Electrical Inspector, request for such a hearing having been filed by Mr. Battyany and granted by the Board, in accordance with Section 17.8 of the Civil Service Board rules and regulations.

The following persons were present at the hearing:

Joseph Battyany, the employee discharged; Maurice Powell, attorney representing Mr. Battyany; Gene Quaintance of Elm Electric Company and witness for Mr. Battyany; Kenneth Jacobs of J. & M. Electric Company and witness for Mr. Battyany; Anthony Nastro, Chief Electrical Inspector of the City of Sacramento; Joseph Coomes, Assistant City Attorney and representing Mr. Nastro; Jack Licursi, Electrical Inspector and witness on behalf of Mr. Nastro; Otto Steinbrenner, Chief Building Inspector, and Earl Simons, Acting Secretary.

The Chairman advised that the proceedings of the hearing were being recorded by Mr. Loui King, a court reporter.

The letter of May 3, 1965, from Anthony Nastro to Joseph Battyany, advising of the 30 day suspension and subsequent discharge from city service, was read by the Acting Secretary, Earl Simons.

Assistant City Attorney Joseph Coomes explained the city's right in taking the action to discharge Mr. Battyany and the procedures involved. Mr. Nastro was questioned by Mr. Coomes on the details leading to the discharge of Mr. Battyany. At the conclusion of Mr. Nastro's questioning, board member Joseph Genshlea asked to be excused because of a prior commitment, with the understanding that he would not participate in the final decision by the Board, and Mr. Genshlea was so excused by the Chairman.

Attorney Maurice Powell then made an opening statement to the Board in which he outlined in detail the inspectional job which resulted in the discharge of Mr. Battyany, and stated that he would show that the so-called violations involved were in fact approved by the Chief Electrical Inspector, and that he would refute all the charges made in the letter to Mr. Battyany dated May 3, 1965.

Mr. Quaintance of the Elm Electric Company was questioned by Mr. Powell relating to the inspections made by Mr. Battyany, and was cross-examined by Mr. Coomes. Mr. Kenneth Jacobs of the J. & M. Electric Company was questioned by Mr. Powell relating to the inspections made by Mr. Battyany and was cross-examined by Mr. Coomes. Mr. Battyany was questioned by Mr. Powell in which he attempted to refute all the charges contained in the letter of discharge dated May 3, 1965. A list of questions relating to the charges made against Mr. Battyany by Mr. Nastro, and the answers thereto from Mr. Nastro, was introduced as evidence. Mr. Battyany was cross-examined by Mr. Coomes. Mr. Otto Steinbrenner, Chief Building Inspector, was questioned by Mr. Coomes on matters relating to building code requirements, and was cross-examined by Mr. Powell and questioned further by members of the Board. Mr. Licursi, Electrical Inspector, was questioned by Mr. Coomes and corroborated the testimony given by

Mr. Nastro. Mr. Licursi was cross-examined by Mr. Powell and questioned further by members of the Board.

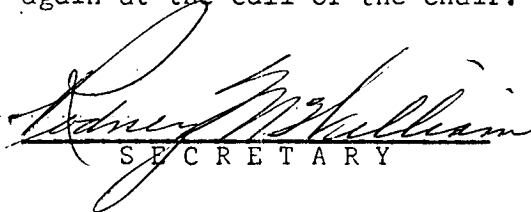
After all participants and witnesses had been interrogated and cross-examined, Chairman Bill Street advised that the Board would go into executive session to consider the case. All persons present, other than the board members, were then excused.

In executive session, motion was made by Mr. Alexander that the Board take the case under consideration, and meet again on May 21, 1965, at 10:00 a.m. for final decision. Motion was seconded by Mr. Erickson, and carried by the following vote:

AYES: Members Alexander, Erickson, Street, Diepenbrock.

NOES: None.

There being no further business, the meeting adjourned at 7:15 p.m. to meet again at the call of the Chair.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING MAY 21, 1965

The Civil Service Board met in special session in Room 303, City Hall at 10:00 a.m.

PRESENT: Members J. Alexander, Erickson, Street, Diepenbrock.

ABSENT: Member J. Genshlea.

The Chairman of the Board Mr. Bill Street, advised that this special meeting was being held for the purpose of considering the appeal of Mr. Battyany in the matter of his discharge from city service by Anthony Nastro, Chief Electrical Inspector, hearing on which was held May 19, 1965.

5-21-65

Discussion followed relating to various aspects of the case.

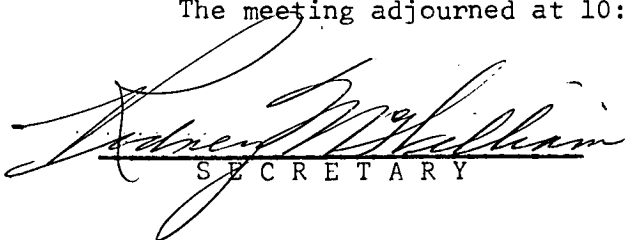
Motion was made by Mr. Diepenbrock that the Civil Service Board sustain the action taken by Mr. Nastro to discharge Mr. Battyany, effective June 3, 1965.

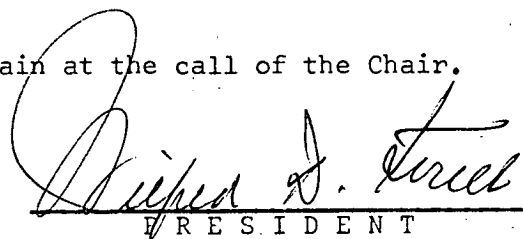
Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Alexander, Erickson, Street, Diepenbrock.

NOES: None.

The meeting adjourned at 10:30 a.m. to meet again at the call of the Chair.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JUNE 9, 1965

The Civil Service Board met in regular session in the Planning Office Conference Room at 4:00 p.m.

PRESENT: Members Street, Erickson, Alexander.

ABSENT: Members Genshlea and Diepenbrock.

Minutes of the Special Meeting held May 19, 1965, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have

been scheduled:

- #871 Identification Technician I
- #872 Tabulating Machine Operator I
- #873 Communications Operator I
- #874 Auto Mechanic I
- #875 Key Punch Operator (IBM)

PATROLMAN EXAMINATION NO. 859:
Eligible Register

Written test scores, Physical
 Agility Scores, and Personal

Interview ratings in Patrolman examination No. 859, written test for which was held May 8, 1965, were reviewed.

Secretary advised that the minimum qualifying score was set at 68 of a possible 100 items, qualifying 59 of 340 candidates appearing for the written test.

Qualifications Appraisal Board consisted of A. J. Soulies, Police Sergeant; J. B. Guthrie, Headquarters Superintendent; and Phil Macdonald, Personnel Technician.

The following eligible register to become effective at such time as Patrolman eligible list #837 has been exhausted.

PATROLMAN EXAMINATION NO. 859

#1.	Donald L. Horger	95.59%
#2.	Doyle A. Popovich	93.62
#3.	Robert N. Austin	83.27
#4.	Roger L. Poor	89.79
#5.	Delbert L. Garner	88.91
#6.	Donald A. Swars	86.27
7.	Franklin L. Kossick	86.07
8.	Jackie W. Gallion	83.88
9.	Fredrick J. Joseph	83.75
10.	Dan W. Scannell	83.57
11.	Thomas G. McNerney	83.13
12.	Richard A. Noya	83.05
13.	David J. Wilson	82.58
14.	Harold L. Snow	82.57
15.	Robert E. Bishop	82.50
16.	Melvin L. Miroth	81.52
17.	Samuel H. Ammons Jr.	80.69
18.	James A. Rodenbaugh	80.58
19.	Richard V. Gibson	80.21
20.	Larry G. Jensen	80.11
21.	Dwight N. Lang	79.92
22.	Floyd E. Robinson Jr.	79.28
23.	Michael R. Shaw	78.72
24.	Walter J. Barrett	78.51
25.	Robert D. Brill	78.46
26.	David E. Stevenson	77.52
27.	Robert C. Sanson	77.18
28.	Leon H. Taylor	77.06
29.	James R. Marr	77.01
30.	Hugh R. Higginbotham	76.21
31.	Robert E. Baker	75.50
32.	James L. Lebar	74.72
33.	Richard D. Borghesi	74.70
34.	Robert W. Maxwell	74.54

(# Indicates applicant received 10 points veteran's preference)

STREET MAINTENANCE FOREMAN II
EXAMINATION NO. 866: (PROMOTIONAL
Eligible Register

Personal Interview ratings in
 Street Maintenance Foreman II

Examination No. 866 (Promotional) held May 19, 1965, were reviewed (written test was not included as a part of this examination).

Qualifications Appraisal Board consisted of F. C. Erickson, Civil Service Board member; Ronald Parker, Assistant City Engineer; and Don Sandman, Personnel Technician.

The following eligible register was made effective May 20, 1965:

STREET MAINTENANCE FOREMAN II
EXAMINATION NO. 866

1. Salvatore Vilardo	93.67%
2. George G. Puccinelli	89.93
3. Robert E. Phelps	86.92
4. Carl J. Furrer	81.00
5. Ernest Yori	79.08

RECREATION SUPERVISOR I
EXAMINATION NO. 867:
Eligible Register

Personal Interview ratings in
 Recreation Supervisor I (Dance

Specialist) Examination No. 867, held May 26, 1965, were reviewed (written test was not included as a part of this examination).

Qualifications Appraisal Board consisted of Phil Macdonald, Personnel Technician and Madeline Craviero, Recreation Supervisor II.

The following eligible register was made effective May 22, 1965:

RECREATION SUPERVISOR I EXAMINATION NO. 867

(Dance Specialist)

1. Mardi J. Jacobs	95.00%
#2. William C. Kleinke	90.00
3. Valerie J. Perea	75.00
4. Marie A. Trafton	70.00

(# Indicates applicant received 10 points veteran's preference)

ENTRANCE SALARY STEP C
Assistant Parks Superintendent

Communications from Reg Renfrée,
Director of Recreation and Parks,

dated June 1, 1965, requesting approval of entrance salary at Step C (\$840) for Mr. Gene Robinson, to be appointed Assistant Parks Superintendent July 1, 1965, in accordance with Section 2.94 of the City of Sacramento salary ordinance, was considered.

Secretary advised that such entrance salary had been approved by E. A. Fairbairn, City Manager, in view of Mr. Robinson's qualifications and experience.

Motion was made by Mr. Erickson that the request by Mr. Renfree for entrance salary at Step C (\$840) for Mr. Gene Robinson be approved. Motion seconded by Mr. Alexander and carried by the following vote:

AYES: Members Street, Erickson, and Alexander.

NOES: None.

REQUESTS FOR LEAVE OF ABSENCE:
Albert Gaddi
Joseph Prest

Requests from Albert Gaddi and
Joseph Prest, Laborers in the
Parks Department, for leaves of

absence, because of illness, were read and considered.

Motion was made by Mr. Alexander that the requests be approved as below outlined:

<u>Name</u>	<u>Duration</u>	<u>Expiration Date</u>
Albert Gaddi	90 days	9-15-65
Joseph Prest	90 days	9-15-65

CHANGE OF PREVAILING RATES:
Plumber
Plumber Foreman

In accordance with rates outlined
under contract between Plumbers'
Union Local #447 and the Plumbing

and Mechanical Contractors of Sacramento, motion was made by Mr. Alexander that hourly rates for the following classes be adopted to become effective July 1, 1965:

	<u>Hourly Rate</u>
Plumber	\$5.92 hr.
Plumber Foreman	\$6.51 hr.

CHANGE OF PREVAILING RATES: (CONT'D)

Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Street, Erickson, and Alexander.

NOES: None.

CHANGE OF PREVAILING RATES:

Electrician

Electrician Lineman

Electrician Foreman

In accordance with rates out-

lined under contract between

Electricians' Union Local #340

and Sacramento Valley Chapter of the Electrical Contractors Association, motion was made by Mr. Erickson that hourly rates for the following classes be adopted to become effective July 1, 1965:

	<u>Hourly Rate</u> $\frac{1}{2}$
Electrician	\$5.50 hr.
Electrician Lineman	\$5.50 hr.
Electrician Foreman	\$6.18 1/2 hr.

($\frac{1}{2}$ hourly rates do not include 4% provided in contract for vacation.)

Motion seconded by Mr. Alexander and carried by the following vote:

AYES: Members Street, Erickson, and Alexander.

NOES: None.

ADOPTION OF PREVAILING RATES FOR
CLASSES COVERED BY CONTRACTS
PRESENTLY BEING NEGOTIATED:

Operating Engineers Painters
General Laborers Carpenters
Machinists Teamsters

Secretary advised that new

labor-management contracts are

currently being negotiated by

Operating Engineers' Union, Teamsters' Union, Painters' Union, Carpenters' Union, Machinists' Union and General Laborers' Union, as current contracts will be expiring between June 15, and August 1, 1965.

It was the order of the Board that the Secretary be authorized to install new hourly rates for city classes affected by contracts to be negotiated by the above

ADOPTION OF PREVAILING RATES FOR
 CLASSES COVERED BY CONTRACTS
PRESENTLY BEING NEGOTIATED: (CONT'D)

unions, to become effective on the date that notification is received that new rates have gone into effect, subject to approval by the Board at the next following regular meeting.

EMPLOYEES BLANKETED-IN FROM
 FLORIN FIRE DISTRICT:

Fritz, William K.
 Garcia, Ronald L.
 Lara, Raul
 Suggs, John W.

Secretary advised that in accordance with Resolution No. 693, the Civil Service Board was directed to establish sick leave and vacation

credits, eligibility dates for in-grade salary increases, eligibility for increased vacation allowances, and seniority dates for four employees "blanketed-in" to city service from the Florin Fire District, effective July 1, 1965.

Upon recommendation of the Personnel Officer, motion was made by Mr. Erickson that dates and allowances be established as below outlined:

FLORIN FIRE DISTRICT

<u>NAME</u>	<u>SALARY STEP 7/1/65</u>	<u>SICK LEAVE 7/1/65</u>	<u>VACATION AFTER 1/1/66</u>	<u>SENIORITY DATE</u>	<u>ANNIVERSARY DATE FOR SALARY INCREASE</u>
Fritz, William Firefighter	\$660	22 days	5 shifts	7/1/62	January 1
Garcia, Ronald Firefighter	\$630	23 days	5 shifts	3/1/63	September 1
Lara, Raul Firefighter	\$600	13 days	5 shifts	7/1/64	January 1
Suggs, John W. Firefighter	\$690	33 1/2 days	5 shifts	5/15/61	Maximum

Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Street, Erickson, Alexander.

NOES: None.

EMPLOYEE BLANKETED-IN FROM
SACRAMENTO COUNTY LIBRARY:
 Louise Bullard
 Library Clerk I

Secretary advised that in
 accordance with Resolution No.
 692, adopted by the City Council,

the Civil Service Board was directed to establish sick leave and vacation credits, eligibility date for in-grade salary increase, eligibility for increased vacation allowance, and seniority date for one employee "blanketed-in" to city service from the Sacramento County Library, effective July 1, 1965.

Upon recommendation of the Personnel Officer, motion was made by Mr. Erickson that the dates and allowances be established as below outlined:

SACRAMENTO COUNTY LIBRARY

<u>NAME</u>	<u>SALARY STEP</u> 7/1/65	<u>SICK LEAVE</u> 7/1/65	<u>VACATION</u> AFTER 1/1/66	<u>SENIORITY</u> DATE	<u>ANNIVERSARY DATE</u> FOR SALARY INCREASE
Bullard, Louise Library Clerk I	\$450	31 days	3 weeks	1/2/59	Maximum

Motion seconded by Mr. Alexander and carried by the following vote:

AYES: Members Street, Erickson, Alexander.

NOES: None.

POLICE SERGEANT EXAMINATION NO. 862:
 Request for Score Verification

Communication from Robert Danis,
 Patrolman, dated May 21, 1965, who

did not qualify in the written test for Police Sergeant, requesting permission to re-view his test card to verify his total score, was read and considered.

Explanation was made by the Secretary of the machine scoring process used for the written test involving 178 candidates and reasons for not permitting candidates to hand score their individual test cards.

Motion was made by Mr. Erickson that the request by Mr. Danis be denied. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Street, Erickson, and Alexander.

NOES: None.

6-9-65

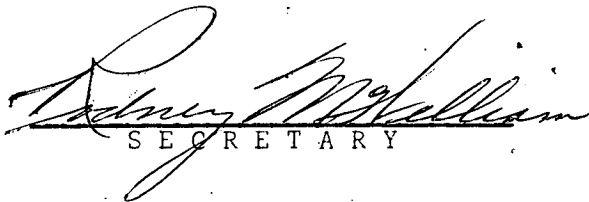
REVISION OF CLASS SPECIFICATIONS:
Draftsman II

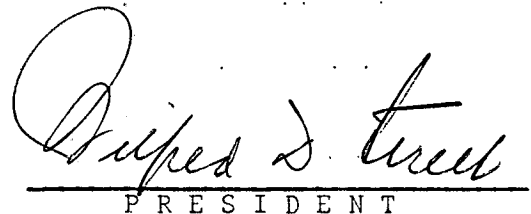
Copies of revised specifications
for Draftsman II classification,

to include provision for a "leadman" draftsman by assignment were presented to the Board for consideration.

It was the order of the Board that the date of June 29 be set for a public hearing on adoption of the revised specification.

There being no further business, the meeting adjourned at 4:55 p.m. to meet again at the call of the Chair.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JUNE 29, 1965

The Civil Service Board met in regular session in the Planning Office Conference Room at 2:00 p.m.

PRESENT: Members Street, Erickson, and Diepenbrock.

ABSENT: Members Genshlea and Alexander.

Minutes of the meeting held June 9, 1965, were read and approved.

NEW EXAMINATION SCHEDULED:

scheduled:

Secretary advised that the
following examination has been

#876 Communications Operator II (Promotional)

POLICE SERGEANT EXAMINATION NO. 862:
Eligible Register

Written test scores and Personal
Interview ratings in Police

Sergeant Examination No. 862, written test for which was held May 5, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 126 of a possible 188 items, qualifying 50 of 178 candidates appearing for the written test, in accordance with action taken by the board at the meeting held March 3, 1965, to limit the eligible register to 50 candidates.

Qualifications Appraisal Board consisted of Joe Rooney, Police Chief; F. C. Erickson, Civil Service Board member and Rod McWilliam, Personnel Officer.

The following eligible register was established to become effective July 1, 1965:

POLICE SERGEANT EXAMINATION NO. 862

1. Charles M. Asbury	90.88%
2. Ralph V. Weber	89.04
3. Carl A. Blasofsel	88.94
4. Martin Relles	88.74
5. William E. Hart	88.66
6. Delora E. Sutter	88.27
7. Herman H. Holquist	87.36
8. Emerson G. Wallace	86.60
9. John M. Bibica	86.51
10. James R. Waters	86.51
11. Herbert N. Kunz	86.49
12. Leonard Chatoian	86.44
13. Glenn H. Ticknor	85.86
14. Herschel V. Foster	85.03
15. James E. McManus	84.97
16. Charles Esraelian	84.32
17. Harold E. Taylor	84.12
18. Henry E. Stodghill	84.00
19. Francis K. Mulderrig	83.66
20. Edward L. Burt	83.41
21. Lee J. Ghilarducci	82.94
22. Reinhold A. Pahl	82.74
23. Francis A. Brazil	82.21
24. Bruce H. Thayer Jr.	81.68
25. Eugene W. Camper	81.42
26. John C. Lysaght	81.39
27. Robert T. Johnson	81.01
28. Gail C. Hamilton	80.50
29. Lester P. Clark	80.40
30. Thomas G. Stark	79.92
31. George B. Mijares	79.91

POLICE SERGEANT EXAMINATION NO. 862 (CONT'D)

32.	Ronald P. Cary	79.81%
33.	Michael J. O'Kane	78.66
34.	James C. Tinker	78.20
35.	Vincent G. Matranga	78.14
36.	James M. Svetich	78.03
37.	Gordon Garfield	78.00
38.	William M. Lyons	77.82
39.	Ridgel E. Davies	77.61
40.	Arthur E. Tejada	77.25
41.	Herbert A. Lamkin	77.24
42.	Jerry V. Finney	76.83
43.	Anthony J. Bua	76.18
44.	Thomas J. Roberson	75.63
45.	Lee C. Dohm Jr.	75.43
46.	Rayburn C. Payne	75.27
47.	Donald H. Scott	75.13
48.	Keith F. Schiele	74.44
49.	John T. Carey	74.40
50.	Thomas P. Heffernan	73.33

EXTENSION OF ELIGIBLE REGISTERS:

Upon recommendation of the Secretary, it was the order of the Board that the below listed eligible registers be extended for one year to the date indicated:

Extended to:

#769	Steno-Clerk III	6/16/66
#779	Water & Sewer Foreman I	7/26/66
#770	Foreman I (Parks & Golf)	8/9/66

REQUEST - LEAVE OF ABSENCE EXTENSION:

Lillian Lack
Typist Clerk II

Communication from Lillian Lack,
Typist Clerk II in the Assessor-
Collector's office, dated June 25,

1965, requesting a 90 day extension of her leave of absence because of illness, was considered.

Motion was made by Mr. Diepenbrock that the request be granted. Motion seconded by Mr. Erickson and carried by the following vote:

AYES: Members Street, Erickson, and Diepenbrock.

NOES: None.

CERTIFICATION FOR STORES CLERK:
From Parking Lot Attendant I
 Eligible Register

Secretary advised that all names on the current eligible register #761 for Stores Clerk

had been certified for a position in the Police Department with the result that only one candidate indicated an interest in appointment. Recommendation was made that certification of additional names be made from Parking Lot Attendant I Eligible Register #850 in accordance with Section 11.6 of the rules and regulations, the salary ranges for Parking Lot Attendant I and Stores Clerk being equivalent.

Motion was made by Mr. Erickson that additional certifications from the Parking Lot Attendant I eligible register to fill the position as Stores Clerk in the Police Department be authorized. Motion seconded by Mr. Diepenbrock and carried by the following vote:

AYES: Members Street, Erickson, and Diepenbrock.

NOES: None.

HOURLY PREVAILING WAGE RATES:

Electrician
 Electrician-Lineman
 Electrician Foreman

Secretary advised that the rates adopted for the classes of Electrician, Electrician-Lineman, and

Electrician Foreman, in conformity with the contract between Electrical Workers' Local Union #340 and Sacramento Valley Electrical Contractors' Association at the meeting held June 9, 1965, had been revised in accordance with notification from Local #340 dated June 18, 1965. This change was necessitated because of an increase in the amount allocated to health and welfare under the union contract.

Motion was made by Mr. Diepenbrock that the hourly rates for the classes listed above be revised as outlined below and to become effective July 1, 1965.

	<u>Hourly Rate</u> ^{1/}
Electrician	\$5.48 hr.
Electrician-Lineman	5.48 hr.
Electrician Foreman	6.16 $\frac{1}{2}$ hr.

(1/ hourly rates do not include 4% provided in contract for vacation.)

6-29-65

REQUEST - VOLUNTARY DEMOTION:
William E. Carter
Account Clerk I

Communication from William E.
Carter, Account Clerk I, in the
Purchasing Department, requesting

permission to take a voluntary demotion to the class of Communications Operator I, was considered.

Secretary advised that this request had been approved by Tom Deise, Fire Chief, and Bill Robbins, Purchasing Agent.

Motion was made by Mr. Diepenbrock that this request for voluntary demotion be approved with the understanding that Mr. Carter to be advised that he will no longer have any status as an Account Clerk I on and after the effective date of the demotion.

Motion seconded by Mr. Erickson and carried by the following vote:

AYES: Members Street, Erickson, and Diepenbrock.

NOES: None.

FIRE ENGINEER PROMOTIONAL EXAMINATION:

Secretary advised that a recommendation had been made to the

Fire Chief for deletion of Personal Interviews in the forthcoming promotional examination for Fire Engineer, and that the Fire Chief had concurred in the recommendation.

After discussion, wherein it was pointed out that the inclusion of Personal Interviews for this particular examination served little useful purpose, the Secretary was instructed to delete Personal Interviews as part of the examination.

REQUEST RE HOURLY RATES FOR PHYSICIANS:

Communication from S. Rowland
Schweitzer, M. D., Chief Physician

at the Emergency Aid Station, dated June 29, 1965, requesting permission to advance all present Physicians at the Emergency Aid Station with less than one year of service to the second step of the hourly rate rate (\$6.15) and to apply this same rate to all new appointments, because of recruitment problems for Physicians, was considered.

REQUEST RE HOURLY RATES
FOR PHYSICIANS: (CONT'D)

It was the concensus of the Board members present that the current hourly rate for Physicians should be adjusted upwards by a substantial amount.

Motion was made by Mr. Diepenbrock that the request be approved. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Street, Erickson, and Diepenbrock.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:
Draftsman II

Secretary advised that the date of June 29, 1965, had been set by the Board for public hearing on adoption of revised specifications for the class of Draftsman II.

Mr. Ray Jones, Water Division Superintendent, appeared before the Board to explain the desirability of such revision in order that assignment of a Draftsman II-Leadman could be made and which should carry an additional 5% above the rate for Draftsman II. After review of the specifications and there being no objections, motion was made by Mr. Diepenbrock that the specifications as prepared by the Personnel Officer and made a part of these minutes be approved. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Street, Erickson, and Diepenbrock.

NOES: None.

RECOMMENDED SALARY RANGE:
Draftsman II - Leadman

It was the order of the Board that recommendation be made to the City Council to amend the salary ordinance to include the new class of Draftsman II-Leadman as below outlined:

<u>Code</u>	<u>Class Title</u>	<u>Range No.</u>	<u>Step</u>	<u>Step</u>	<u>Step</u>	<u>Step</u>	<u>Step</u>
			<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1118.1	Draftsman II-Leadman	41	\$615	\$645	\$675	\$705	\$735

Nature of Work:

This is skilled drafting and computing work in a sub-professional civil engineering capacity. Work involves application of fundamental engineering and drafting skills primarily in the preparation of rough and finished engineering or architectural maps, drawings, plans, copies, and specifications, or in the conception and artistic preparation of topographical plans and maps. Assignments may be received in the form of field notes, deeds, ordinance maps, or oral instructions which must be reduced and computed to workable and precisely accurate form. (Note: Assignment to the class of Draftsman II-Leadman may be made by the department head where, in addition to the regular drafting duties, an employee is given responsibility for supervision, assignment of work, and completion of work assignments involving at least two other employees in the class of Draftsman II within the same department or division.)

Illustrative Examples of Work:

Performs difficult and responsible drafting work; drafts assessment maps; street, sewer, and water improvement maps; prepares sketches showing details or office standards in connection with street, sewer, conduit, or similar work.

Transfers to base maps to record the location of pipes, conduits, cables or similar lines or structures portrayed by a field sketch; makes finished tracings or drawings, including inking and lettering.

Makes computations of quantities involved in engineering projects such as paving and sewer and water line extensions.

Prepares plans calling for knowledge of mechanical and structure design.

Prepares to scale difficult and important drawings of larger projects such as grade crossings, subways, water and sewer system improvements, wharfs, and the like.

Prepares maps of areas proposed for annexation showing proposed boundaries, voting precinct boundaries, property ownership, existing and proposed land use, and proposed new zoning districts.

Draws base maps for special studies and projects; revises annually an official city and greater Sacramento metropolitan area map.

When assigned as leadman, exercises supervision over other employees in the class with responsibility for assigning work and seeing that it is properly carried out.

Performs related work as required.

Knowledges, Abilities, and Skills:

Thorough knowledge of drafting methods and equipment.

Thorough knowledge of arithmetic and algebra, geometry and trigonometry.

Some knowledge of principles, techniques, and terminology of civil engineering.

Ability to make mathematical calculations.

Ability to understand and carry out in detail brief or complicated written or oral instructions.

Skill in performing a wide variety of drafting work using various drafting instruments.

Desirable Experience and Training:

Considerable experience as a draftsman; graduation from a standard high or vocational school, preferably supplemented by college or university level courses in engineering.