

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING

MAY 19, 1955

The Civil Service Board met in regular session at 8 P.M.

PRESENT: Commissioners Deise and Finks

ABSENT : Commissioner Wright

Minutes of the previous meeting were approved as read.

HELEN C. WONG

Req. Leave of Absence

In accordance with written applica-
tion, Mr. Deise moved that Helen C.
Wong, Intermediate Clerk, Controller's

Office, be granted a leave of absence for a period of one year, from July 1, 1955, because of pregnancy, and in accordance with statement filed by her attending physician, Mr. Warren E. Jones, and upon the expiration of said leave, said employee's name be placed on the Intermediate Clerk Reinstatement List eligible for certification for a vacancy in said classification; seconded by Mr. Finks and motion carried.

KEY PUNCH OPERATOR EX. #410

After reviewing the results of Key
Punch Operator Examination No. 410,
it was the order of the Board that

Oral Interviews be eliminated and that the following eligible register be established, to become effective upon the expiration of the ten day period for filing appeals:

KEY PUNCH OPERATOR ELIGIBLE REGISTER NO. 410

- | | |
|-----------------------|--------|
| 1. Shirley A. Jackson | 98.44% |
| 2. Drucilla G. Morgan | 81.34 |

SR. TABULATING MACHINE OPR. EX. #411

After reviewing the results of Key
Punch Operator Examination No. 411,
it was the order of the Board that

Oral Interviews be eliminated and that the following eligible register be es-

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established, to become effective upon the expiration of the ten day period for filing appeals:

SR. TABULATING MACHINE OPERATOR ELIGIBLE REGISTER NO. 411

- #1. Maurice M. Fong 99.00%
- 2. Miller M. Staley 80.00

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

DISPATCHER CLERK EX. #412

After reviewing the results of Dispatcher Clerk Examination No. 412, it was the order of the Board that Oral Interviews

be eliminated and that the following eligible register be established, to become effective upon the expiration of the ten day period for filing appeals:

DISPATCHER CLERK ELIGIBLE REGISTER NO. 412

- 1. Mary E. Lunsford 87.65%
- 2. Lorraine M. St. John 84.70.
- 3. Lois A. Burke 84.12
- 4. Mildred B. West 78.82
- 5. Jean M. Cannon 77.65
- 6. Nellie K. Baker 73.53
- 7. Norma Womack 70.00

JR. RECREATION DIRECTOR EX. #413

After reviewing the results of Junior Recreation Director Examination No. 413, it was the order of the Board that Oral

Interviews be eliminated and that the following eligible register be established, to become effective upon the expiration of the ten day period for filing appeals:

JR. RECREATION DIRECTOR ELIGIBLE REGISTER NO. 413

- 1. Elaine Crowley 87.14%
- #2. James B. Ellis 81.43
- 3. Billie J. Phillips 78.57
- 4. Jack Duke 77.86
- 5. Illene Carroll 77.14

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

OUTSIDE WORK

Mr. Hale Stevens, President of the City Employees' Association, Mr. Arthur Valine, Secretary, and the Civil Service Committee

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of said Association, consisting of Les Waters, Rose Guerra and Robert Begenisich, personally appeared before the Board with reference to the adoption of Rule XX by the Board on April 26, 1955, prohibiting city employees from accepting outside employment.

Mr. Richard Lawrence, attorney for the Association was also present.

Mr. Stevens addressed the Board, stating that under the original rule, employees were permitted to work in outside employment upon approval of permits by the Civil Service Board, and urged that the same policy again be followed. Mr. Stevens stated that he believed that the previous abuses by a small number of employees could be eliminated and that a satisfactory method of granting permits could be adopted.

Mr. Finks stated that abuse by a few employees had made it necessary to take drastic action. Mr. Finks also stated that city employees have good jobs with guaranteed employment and that the Board had tried to be fair in permitting outside employment on a restricted basis but that some employees refused to comply with the rule.

Mr. Deise stated that if the Board received the full cooperation of the city employees and the Employees' Association, an equitable plan could possibly be worked out to the satisfaction of all.

Mr. Valine stated that in his opinion some abuses would be eliminated if hours of outside employment were more strictly limited.

Mr. Lawrence addressed the Board, stating that there was no doubt that the Board must have had sufficient reason for the adoption of the new rule prohibiting any type of employment, but believed that disciplinary action should be taken against the chronic abusers rather than penalize all the other employees.

After general discussion by members of the Board, said matter was referred to the Secretary for investigation, report and recommendation.

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There being no further business, the Board adjourned at 9:45 P.M. to meet again at the Call of the Chair.

Secretary

APPROVED:

President

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

May 31, 1955

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

PRESENT: Commissioners Deise and Finks

ABSENT : Commissioner Wright

Minutes of the previous meeting were approved as read.

OUTSIDE EMPLOYMENT
Rules and Policies

Report dated May 25, 1955, dealing with recommended policy and rules governing outside employment and

prepared by M. F. Faig, Personnel Officer, was read and considered. After discussion, it was moved by Mr. Deise that Rule XX be amended to read as follows:

RULE XX: HOLDING OF MORE THAN ONE SALARIED POSITION.

No officer or employee holding a position with the City of Sacramento shall accept any employment, position or service out of the service of the Sacramento Municipal Government for which he is compensated in any form, including salary, wage, fee, commission, etc., except as hereinafter provided. Part-time, limited term or seasonal employees shall not be subject to these rules.

Such persons who desire to accept other employment in addition to their regular municipal employment, must obtain permission from their Department Head on a form provided by the Civil Service Board. The request must have the approval of the Department Head having appointing power over the employee who is making the request, together with the approval of the Division Head, Foreman or Supervisor under whom the employee works. The request must

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contain a statement reporting the nature of the other employment or service which the employee desires to undertake and the duties thereof; the usual place of the employment or service; the approximate total number of hours of service required by the employee per week and the work schedule; the name of the person, firm or official for whom, or under whom, the service is to be performed and a statement by such person to the effect that he understands that the employee is regularly employed in the City Service on a full time basis.

The Department Head shall decide whether the performance of the duties of the other employment or service will impair the efficiency of such employee in his regular City employment or interfere in any way with the full and proper performance of the duties of his regular City position, or if the performance of the other service may be contrary to the best interests of the City or reflect discredit on the City Service. On the basis of such investigation, the Department Head shall approve or deny such request for other employment. No request shall be granted which entails any duty whatsoever by the employee during his regular hours of employment with the City of Sacramento.

The acceptance of any such other employment or service except in accordance with this rule shall be deemed insubordination and subject to disciplinary procedure as provided in Sections 178 and 179 of the City Charter.

A copy of all applications, either approved or denied by the Department Head, shall be filed with the Civil Service Board.

Seconded by Mr. Finks and motion carried.

It was the further order of the Board that this new rule and policy be immediately effective for those employees not having current work permits on file; and to become effective October 1, 1955 for those employees having a current work permit on file.

PLANT OPERATOR GRADE II
ELIGIBLE REGISTER #371

Communication from Ray W. Jones,

Assistant Superintendent of the

Water Department, requesting that

the present Eligible Register No. 371 for Plant Operator Grade II be abolished and a new promotional examination for this class be held, was considered.

After discussion, wherein it was pointed out that eleven names still remain on this list, at least five of which are definitely interested in employment in this class, it was moved by Mr. Finks that the request be denied; seconded by Mr. Deise and motion carried.

TREE TRIMMER EX. #414

After reviewing the applications filed for this examination, it was the order of the Board that

the following applications be rejected for the reasons outlined:

Barraza, Alfred	-	Lack of qualifying experience
Berryman, Joseph M.	-	" " " "
Callaghan, Thomas P.	-	" " " "
Hill, Alfred T.	-	" " " "
Johnson, Roy L.	-	" " " "
Monroe, Leslie Jr.	-	" " " "
Okamida, George M.	-	" " " "
Reich, Gust	-	" " " "
Nieman, John W.	-	" " " "
Slaff, Stanley R.	-	" " " "
Zuniga, Steven	-	" " " "
Robinson, Albert	-	Police Record

Seconded by Finks and motion carried.

JANITOR EX. #416

The Secretary advised the Board that the present Eligible Register No. 369 for Janitor had been ex-

hausted, and recommended that a new examination, Announcement Notice for which had been prepared, be held for this class immediately. It was the order of the Board that the Secretary proceed immediately with the new examination. Seconded by Mr. Deise and motion carried.

LEAVE OF ABSENCE
RAY C. WELLS

Letter from Ray C. Wells, Senior Clerk in the Water Department, requesting a leave of absence for a period of six months for the purpose of attending college, was considered.

Mr. Deise moved that the leave be granted; seconded by Mr. Finks and motion carried.

REMOVAL OF NAMES FROM
ELIGIBLE REGISTERS

The following names were ordered removed from the eligible registers below listed for the reasons out-

lined:

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James R. Davis	Janitor No.	369	- Walked off job
Fred Godshall	" "	369	- No reply
Edmund J. Devine	" "	369	- Letter returned
Henry Watts	" "	369	- Failed physical
James Ford	" "	369	- Lives outside city
Raymond Cordray	" "	369	- No reply
Raymond Lincoln	" "	369	- No reply
Wm. Bay	" "	369	- No reply
John Shaw	" "	369	- By request
Francis Bluett	" "	369	- No reply
Ed Collins	" "	369	- No reply
Sam Muraki	Intermed. Clerk	" 378	- No reply
Marjorie Sanford	" " "	378	- No reply
Mildred Tucker	" " "	378	- No reply
Annie Louie	" " "	378	- No reply
James Ford	" " "	378	- Lives outside city
Leslie Campbell	Truck Driver	361	- Services unsatisfactory
Wm. T. Smith	" "	361	- " "
Geo. Casillas	" "	361	- " "
Floyd Perry	Garbageman	367	- No reply
Lawrence G. Tornatore	" "	367	- " "
Ernest L. Murphy	" "	367	- Discharged from Ex.Bd.
James McDuff	" "	367	- No reply
Andrew Grace	" "	367	- " "
John H. Lane	" "	367	- " "
Dodie Champion	" "	367	- " "
Thomas A. Weed	Power Mower Opr.	383	- By request
Alfred Lazzari	Plant Opr. II	371	- No reply
Harold Dahl	" " II	371	- " "
Lyle Pullen	" " II	371	- " "
Joseph Bondi	" " II	371	- " "
Wm. Silva	" " II	371	- " "

CARPENTERS
Prevailing Rates

In accordance with contract entered into between the Associated General Contractors of America, Northern and

Central Chapters, and the United Brotherhood of Carpenters and Joiners of America, Mr. Finks moved that the hourly wage rates for the following classifications be approved, to become effective June 1, 1955; seconded by Mr. Deise and motion carried:

Carpenter	\$2.90 per hour
Carpenter Foreman	3.23 " "

NEW POSITION
CITY MANAGER'S OFFICE

In accordance with recommendation of the City Manager relative to the new position in the City

Manager's Office, the title of Assistant to the City Manager and Personnel

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Officer with a salary range of \$720 - \$860 (Range 44) was adopted. It was the order of the Board that a recommendation be made to the City Council to amend Salary Ordinance No. 1871 to provide for this new title and salary range, to become effective immediately.

NEW CLASSIFICATION
PERSONNEL DEPARTMENT

In accordance with recommendation of the City Manager relative to the new classification to be created in the Personnel Department, after review and discussion of the duties and responsibilities to be involved, it was the order of the Board that the title of Assistant Personnel Officer be adopted with a salary range of \$480 - \$575 (Range No. 35). It was the further order of the Board that a recommendation be made to the City Council to amend Salary Ordinance No. 1871 to provide for this new classification, to become effective immediately.

BERTHA K. BLEUEL
Voluntary Demotion

Request from Bertha K. Bleuel, Dispatcher-Clerk in the Police Department, for a voluntary demotion to Intermediate Clerk, was considered. After discussion, wherein it was pointed out that Mrs. Bleuel formerly held the permanent status of Intermediate Clerk prior to her appointment as a Dispatcher-Clerk, it was the order of the Board that the request be approved. After review of her length of service with the city, it was determined that Mrs. Bleuel should be assigned to Step E of Range No. 21 for Intermediate Clerk.

BOARD MEETINGS
Change of Date

After general discussion by the members of the Board, it was moved by Mr. Finks that the meeting dates for the Civil Service Board be the second and fourth Tuesdays of each month; seconded by Mr. Deise and motion carried.

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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>
Colvin, Wilson	Truck Driver	Waste Removal
Congdon, Marian	Library Clerk	City Library
Haynes, Frank	Truck Driver	Waste Removal
Haynie, Herman	Garbageman	Waste Removal
McEwen, Barbara	Recreation Leader	Recreation
Moore, Albert Jr.	Garbageman	Waste Removal
Schmidt, Thomas	Janitor	Hall of Justice
Stevenson, Carl	Garbageman	Waste Removal
Sullivan, Joshua	Garbageman	Waste Removal
Sweasey, B. H.	Messenger (P.T.)	Purchasing
Todd, George	Recreation Leader	Recreation
Vaughn, Elder	Garbageman	Waste Removal
Vaughn, Lawrence	Garbageman	Waste Removal
Yee, Sally	Library Clerk	City Library

Exempt Appointments

Deitler, Patrick	Asst. Physician & Sur.	Health
Price, Sidney	Clinician	Health
Snyder, Jacqueline C.	Senior Librarian	City Library

Probationary Appointments

Dibler, John A.	Laborer	Street Cleaning
Duncan, Benjamin	Garbageman	Waste Removal
Lombard, Louis	Account Clerk	Controller
Ochs, Violet	Intermediate Clerk	Waste Removal
Otis, Fred W.	Power Mower Opr.	Park

Limited Term Appointments

Baroutis, Nick	Laborer	Park
Begil, Salvador	Truck Driver	Street Cleaning
Booth, B.	Night Irrigator	Recreation
Brome, Herbert J.	Laborer	Park
Carboni, Fred	Laborer	Street Cleaning
Carras, Eugene	Night Irrigator	Recreation
De Koekkoek, Paul	Truck Driver	Street Cleaning
Everson, John	Truck Driver	Street Cleaning
Hartwig, Walter	Laborer	Recreation
Hill, Wm.	Night Irrigator	Recreation
Howse, Howard	Laborer	Recreation
Jackson, Thomas	Laborer	Street Cleaning
Layman, Richard	Laborer	Recreation

Limited Term Appointments (Cont'd.)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Lofing, A.	Laborer	Recreation
Martin, Henry J.	Laborer	Recreation
Martinelli, Sam	Truck Driver	Street Cleaning
Miller, Louis A.	Laborer	Recreation
Pepping, Richard C.	Engineering Aide	City Engineer
Post, Merritt S.	Laborer	Recreation
Rodrigues, Joseph	Laborer	Recreation
Saputo, S.	Laborer	Recreation
Silva, Manuel	Laborer	Recreation
Thornburg, James	Laborer	Recreation
Viegas, Theodore	Laborer	Recreation
Williams, Harry	Laborer	Recreation

Reinstatement

Maxwell, Alfred	Garbageman	Waste Removal
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Leave of Absence

Bacon, George	- Leave of Absence from 5/5/55 to 8/4/55, Laborer, without pay
Boyd, Bobbie June	- Leave of Absence from 5/16/55 to 11/11/55, Intermediate Clerk, without pay
Haley, Ralph	- Leave of Absence from 5/11/55 to 5/13/55, Superintendent Bureau of Records, Mil. Leave

Transfer

Willett, Carmen	- Transfer 5/9/55 Intermediate Clerk from Waste Removal Dept. to Recreation & Parks Dept.
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There being no further business, the Board adjourned at 8:45 P.M. to meet again at the Call of the Chair.

APPROVED:

Secretary

President