

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING AUGUST 18, 1965

The Civil Service Board met in regular session in the Planning Office Conference Room.

PRESENT: Members Street, Genshlea, Erickson, Alexander.

ABSENT: Member Diepenbrock.

Minutes of the meeting held July 29, 1965, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have

been scheduled:

#880 Field Collector
#881 Fire Engineer
#882 Account Clerk I

ENGINEERING AIDE EXAMINATION NO. 868:
Eligible Register

Written test scores and Personal Interview ratings in Engineering

Aide Examination No. 868, written test for which was held July 29, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 36 of a possible 60 items, qualifying 15 of 33 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Paul Schmidt, Assistant Construction Supervisor; Bill Street, Civil Service Board member; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective July 30, 1965:

ENGINEERING AIDE EXAMINATION NO. 868

1. Lenard Lozano	85.58%
2. John B. McClain	84.58
3. John H. Azeveda	84.48
4. Michael B. Stuart	81.23
5. Joe L. Alarcon	76.67
6. Haas F. Smith	76.58

ENGINEERING AIDE EXAMINATION NO. 868 (CONT'D)

7.	Craig D. Park	76.42%
8.	Albert J. Patrick	76.35
9.	Ray A. Bober	73.50
10.	John D. Emerson	73.33
11.	Jekebs Zalte Jr.	72.25
12.	Ernest Martinez	72.17

AUTO MECHANIC I EXAMINATION NO. 874:
Eligible Register

Written test scores and Personal
Interview ratings in Auto Mechanic

I Examination No. 874, written test for which was held July 13, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 94 of a possible 150 items, qualifying 10 of 28 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Don Sandman, Personnel Technician; Joe Genshlea, Civil Service Board member; and Charles Inderbitzen, Automotive Maintenance Superintendent.

The following eligible register was made effective July 29, 1965:

AUTO MECHANIC I EXAMINATION NO. 874

#1.	Robert I. Gillies	96.43%
#2.	Robert Morita	90.98
#3.	Mack L. Rose	87.83
#4.	Gerald J. Uhren	87.50
#5.	Joseph F. Bloom	84.38
#6.	Harold L. Morin	81.61
7.	Isamu Sato	81.19
8.	Johnnie R. Matranga	80.42
9.	Robert J. Hampton	74.70
10.	Robert T. Montes	74.17

(# Indicates applicant received 10 points veteran's credit.)

COMMUNICATIONS OPERATOR I EXAMINATION NO. 873:
Eligible Register

Written test scores and Personal
Interview ratings in Communications

Operator I Examination No. 873, written test for which was held July 6, 1965, were reviewed.

COMMUNICATIONS OPERATOR I
EXAMINATION NO. 873: (CONT'D)

Secretary advised that the minimum qualifying score in the written test was set at 91 of a possible 130 items, qualifying 12 of 30 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Curtis Ripley, Assistant Fire Chief; Joe Genshlea, Civil Service Board member; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective August 4, 1965:

COMMUNICATIONS OPERATOR I EXAMINATION 873

#1.	Frank Manlick Jr.	89.98%
#2.	Ernest A. Lauer	88.74
#3.	Robert Ramirez	87.46
#4.	Edward W. Gardiner	85.18
5.	Jerome R. Stout	81.49
6.	Richard Begley	81.45
7.	Loyd G. Long	80.47
8.	Joseph A. York	79.92
9.	Joseph L. Christensen	78.54
10.	Thomas E. Gliebe	76.88
11.	Ronald A. Terwey	73.33
12.	Douglas E. Craig	72.10

(# Indicates applicant received 10 points veteran's credit.)

KEY PUNCH OPERATOR (IBM)
EXAMINATION NO. 875:
 Eligible Register

Written test scores and Personal

Interview ratings in Key Punch

Operator (IBM) Examination No. 875, written test for which was held July 13, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 99.5 of a possible 145 items, qualifying 10 of 20 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Peter Dragone, Data Processing Supervisor; Bill Street, Civil Service Board member; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective August 6, 1965:

8-18-65

CHANGE OF PREVAILING RATES:

Painter
Painter Foreman

In accordance with rates
outlined under contract between
Painters Union Local #487 and

the Painters and Decorating Contractors Association, motion was made by Mr. Alexander that hourly rates for the following classes be adopted to become effective August 18, 1965:

Painter: \$4.72½ per hr.
Painter Foreman: \$5.02 per hr.

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

AYES: Members Street, Genshlea, Erickson, Alexander.

NOES: None.

REQUEST - LEAVE OF ABSENCE:

Diane Fisher
Steno-Clerk I

Communication from Diane Fisher,
Steno-Clerk I in the City
Attorney's office, dated

August 13, 1965, requesting a leave of absence for a period of 9 months from September 15, 1965, in order to attend college, was considered.

Secretary advised that the request had been approved by Joe Coomes, Assistant City Attorney.

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

AYES: Members Street, Genshlea, Erickson, Alexander.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:

Assistant Buyer

Secretary advised that the
date of August 18, 1965, had

been set by the Board for public hearing on adoption of specifications for a new class of Assistant Buyer.

After review of the specifications and there being no objections, motion was made by Mr. Erickson that the specifications as prepared by the Personnel Officer and made a part of these minutes be approved. Motion was seconded by Mr. Genshlea

AMENDMENT OF CLASSIFICATION PLAN: (CONT'D)

Assistant Buyer

and carried by the following vote:

AYES: Members Street, Genshlea, Erickson, Alexander.

NOES: None.

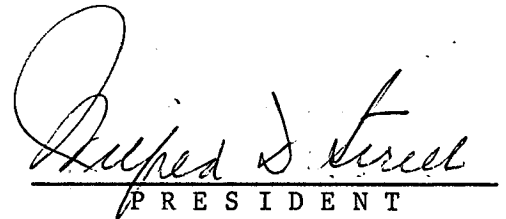
RECOMMENDED SALARY RANGE:

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 Assistant Buyer as below outlined:

<u>Code</u>	<u>Class Title</u>	<u>Range No.</u>	Step	Step	Step	Step	Step
			<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1102.1	Assistant Buyer	29	\$470	\$490	\$512	\$537	\$562

There being no further business, the meeting adjourned at 3:00 p.m. to meet again at the call of the Chair.


 S E C R E T A R Y


 P R E S I D E N T

MINUTES OF CIVIL SERVICE BOARD
 CITY OF SACRAMENTO
 REGULAR MEETING SEPTEMBER 15, 1965

The Civil Service Board met in regular session at 817-10th Street.

PRESENT: Members Street, Genshlea, Erickson, Diepenbrock.

ABSENT: Member J. Alexander.

Minutes of the meeting held August 18, 1965, were read and approved.

NEW EXAMINATIONS SCHEDULED:

been scheduled:

Secretary advised that the following examinations have

NEW EXAMINATIONS SCHEDULED: (Cont'd)

#883 Library Clerk I
 #884 Utilities Serviceman I

REQUEST FOR INTER-CLASS TRANSFER:
Clyde Whitcomb /

Communication from Ray Jones,
 Water Division Superintendent,

dated September 8, 1965, requesting approval by the Civil Service Board for the transfer of Clyde Whitcomb, Plant Operator II, back to Utilities Serviceman II, in accordance with provisions of Section 13.3 of the rules and regulations, was considered.

Mr. Whitcomb, an employee from North Sacramento, was originally classified as a Utilities Serviceman II and transferred to Plant Operator II, on January 16, 1965; but because of unsatisfactory work performance as a Plant Operator II, Mr. Jones requested that he be given another opportunity as a Utilities Serviceman II, both classes having the same salary range (\$512-\$615).

After discussion, motion was made by Mr. Genshlea that the request for inter-class transfer of Clyde Whitcomb from Plant Operator I to Utilities Serviceman II, be approved. Motion seconded by Mr. Diepenbrock and carried by the following vote:

AYES: Members Street, Genshlea, Erickson, Diepenbrock.

NOES: None.

REQUESTS FOR LEAVE OF ABSENCE:
Thelma Smith
Barry Bates

Communication from Thelma Smith,
 Parking Meter Checker, for a 6
 month leave of absence to

March 1, 1966, because of illness, was considered.

Communication from Barry Bates, Street Construction Laborer, for a 10 month leave of absence to July 10, 1966, in order to attend State College, was considered.

REQUESTS FOR LEAVE OF ABSENCE: (CONT'D)

Thelma Smith

Barry Bates

Motion was made by Mr. Erickson that the two above requests be approved.

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

AYES: Members Street, Genshlea, Erickson, Diepenbrock.

NOES: None.

REQUEST FOR VOLUNTARY DEMOTION:

Harry G. Myers

Foreman I

Communication from Harry G. Myers,

Foreman I, in the Recreation and

Parks Department, dated August 26,

1965, requesting approval for voluntary demotion from his present class of Foreman I to the class of General Utility Worker, was considered.

Communication from Reg Renfree, Recreation and Parks Director, dated August 26, 1965, recommending approval of the request, was read and ordered filed.

Motion was made by Mr. Diepenbrock that the request by Mr. Myers for voluntary demotion from class of Foreman I to General Utility Worker, be approved. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Street, Genshlea, Erickson, Diepenbrock.

NOES: None.

POLICE LIEUTENANT EXAMINATION NO. 877:

Protest re: Eligibility

Communication from Robert H.

Sharpe, Attorney at Law, re-

presenting the Sacramento City Employees' Association, protesting eligibility requirements for Police Lieutenant Examination No. 877 and requesting that employees in the class of Patrolman who are otherwise qualified be permitted to participate in the examination in addition to those accepted from employees in the class of Police Sergeant, was read and considered.

POLICE LIEUTENANT EXAMINATION NO. 877: (CONT'D)

Mr. Sharpe, along with Joe Harrington, John Kercheval, and Frances Seeber, officers of the Sacramento City Employees Association, were present at the meeting.

Mr. Street, Chairman of the Civil Service Board, advised that no action on the protest could be taken at this meeting since it would be necessary to obtain an opinion from the City Attorney relating to the legality of action taken by the Board in setting out eligibility requirements in the class specifications, and since a report from the Personnel Officer relating to other allegations made by the Sacramento City Employees' Association would be necessary.

The Secretary advised that the examination for Police Lieutenant had been postponed until such time as the appeal was finally resolved.

Motion was made by Mr. Genshlea that the protest be taken under consideration and the Secretary instructed to obtain an opinion from the City Attorney on the legality of the action taken and a report submitted by the Personnel Officer relating to other allegations in the letter of protest. Motion was seconded by Mr. Diepenbrock and carried by the following vote:

AYES: Members Street, Genshlea, Erickson, and Diepenbrock.

NOES: None.

EXTENSION OF ELIGIBLE REGISTERS:

Upon recommendation of the Secretary, it was the order of

the Board that the following eligible registers be extended for one year as indicated below:

Extended to:

#743	Accountant	10-25-66
#783	Account Clerk II	9-16-66
#786	Parking Lot Attendant II	9-12-66
#787	Machinist	9-12-66
#788	Traffic Linesman II	10-11-66
#790	Cook	9-24-66
#791	Utilities Serviceman I	10-31-66
#793	Parking Meter Checker	10-29-66
#797	Engineering Investigator	10-31-66