

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
Regular Meeting

November 18, 1959

The Civil Service Board met in regular session at 817-10th Street at 2:00 P.M.

PRESENT: Commissioners C. Alexander, J. Alexander, Deise, Genshlea and Grebitus

ABSENT: None

NEW EXAMINATIONS SCHEDULED

Announcement Notices for the following examinations were approved:

#600 - Machinist  
#601 - Account Clerk I  
#602 - Account Clerk II

SICK LEAVE REPORT  
September 1959

Sick Leave Report for the month of September 1959 showing the number of days used on sick leave

and number of days on special leave was read and ordered filed.

FIRE ALARM OPERATOR  
40 Hour Work Week

The Secretary advised that as a result of the Public Administration Service survey, the four

Fire Alarm Operators are now being paid on a "y-rate" of \$500 per month - the salary range for this class having been reduced to \$345-420 from \$420-500 - and that these Operators are the only employees of the city outside of uniform personnel in the Fire Department who work in excess of 40 hours per week.

Firefighters assigned to the Fire Alarm Station will eventually be paid at a rate four steps above Fire Alarm Operator.

Motion was made by Mr. James Alexander that a recommendation be made by the Civil Service Board to the City Administration that Fire Alarm Operators be placed on a 40 hour work week at the earliest possible date. Motion seconded by Mr. Genshlea and carried by the following vote:

11-18-59

AYES: Commissioners C. Alexander, J. Alexander, Deise, Genshlea and Grebitus

NOES: None

CHANGE OF SALARY RANGE  
City Engineer

After review of salary rates in public agencies for City Engineer or Director of Public Works,

motion was made by Mr. Grebitus that the class of City Engineer be assigned to Range #55 (\$1285-1540) effective December 1, 1959 and to be included in the new salary ordinance to become effective that date. Seconded by Clarence Azevedo and carried by the following vote:

AYES: Commissioners C. Alexander, James Alexander, Deise, Genshlea and Grebitus

NOES: None

FLORIN FIRE DISTRICT EMPLOYEES  
BLANKETED-IN

Alfred Dias  
Duane N. Tice  
Charles A. Patterson

In accordance with Resolution No.296 adopted by the City Council on date of September 24, 1959, the following

dates were established for purposes of computing sick leave, seniority and salary increases for three Firemen from the Florin Fire District "blanketed-in" to the city civil service:

	<u>Sick Leave</u>	<u>Seniority</u>	<u>Salary Increases</u>
Alfred Dias	6/1/57	6/1/57	12/1/60
Duane N. Tice	8/1/56	8/1/56	2/1/60
Charles A. Patterson	11/1/56	11/1/56	6/1/60

It was the further order of the Board that the above Firefighters be permitted to take three weeks vacation in 1960, since all vacation time earned as employees of the Florin Fire District had been taken prior to being "blanketed-in."

PERSONNEL TECHNICIAN EX. #595  
Eligible Register

Written Test scores of Personnel Technician Examination No. 595 held November 5, 1959, were reviewed.

Minimum qualifying score 112 of a possible 197 items in the Written Test

was approved; Personal Interviews eliminated and the following Eligible Register established to become effective November 16, 1959:

PERSONNEL TECHNICIAN ELIGIBLE REGISTER NO. 595

1. Jack H. Mehl	83.76%
#2. Earl D. Wilson	80.35
#3. Phil Macdonald	80.00
#4. R. E. Jacka	80.00

(#Indicates applicant received 10 points Veterans' Credit.)

ACCOUNTANT EX. #596

Written Test scores of Accountant Examination No. 596 held October 27, 1959 were reviewed.

Minimum qualifying score 142 of a possible 219 items in the Written Test was approved; Personal Interviews eliminated and the following Eligible Register established to become effective November 9, 1959:

ACCOUNTANT ELIGIBLE REGISTER NO. 596

#1. William Fong	87.10%
2. Gene Glaesser	77.30
3. Shirley Sachs	75.92
4. Dorris Serrano	73.95
5. Frank Nickerson	73.16
6. John Dixon	70.99

(#Indicates applicant received 10 points Veterans' Credit.)

STENOGRAPHER-CLERK I EX. #598

Written Test scores of Stenographer-Clerk I Examination No. 598 held November 17, 1959 were reviewed.

Minimum qualifying score 86 of a possible 140 items in the Written Test and 70% in the Stenographic Dictation Test was approved and the following Eligible Register established to become effective November 19, 1959:

STENOGRAPHER-CLERK ELIGIBLE REGISTER NO. 598

1. Harriet Martin	93.74%
2. Florence Velaga	89.53
3. Roberta Buchanan	85.47
4. Vesta Barrows	81.60
5. Mary Shipman	81.57
6. Margaret Keeley	80.60
7. Marianne Craig	80.13

WORK PERMIT FILED

The following work permit approved  
by department head in accordance  
with Civil Service Board policy was

filed:

<u>Name</u>	<u>Class</u>	<u>Type Work</u>	<u>Approved by</u>
Elaine Crowley	Supervisor I	Musician	Reg. Renfree

(All of above in accordance with Civil Service Board policy  
not to exceed 8 hours per week.)

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>
Adams, Edgar	Gardener	Park
Buchholz, Herman	School Crossing Guard	Police
Byrd, Ezra	Refuse Collector	Waste Removal
Tennis, Curtis E.	Custodian I	Hall of Justice
Erauw, Clark E.	School Crossing Guard	Police
Hambrick, Charlie	Refuse Collector	Waste Removal
Harris, Ken	Recreation Supvr. I	Recreation
Holtz, Suzanne M.	Clerk I	Pros. Attorney
Jones, Randolph	Watchman	Recreation
Lazzari, Eleanor	Stenographer-Clerk I	Civil Defense
Martinelli, Irene	Clerk I	Library
McNamara, John	Parking Lot Attendant	Traffic
Moore, Herschell E.	School Crossing Guard	Police
Page, Patti	Library Page	Library
Williams, Exell	Refuse Collector	Waste Removal
Williams, George	Refuse Collector	Waste Removal
Wolff, Laverne	Parking Lot Attendant I	Traffic

Probationary Appointments

Archuleta, Joseph E.	General Utility Worker	Corp. Yard
Avis, Marcelino	Laborer	Park
Avis, Peter	Laborer	Park
Barber, Lyle F.	Clerk I	Collector
Elaine, Charles V.	Zoo Attendant	Recreation
Britton, Marlin D.	Truck Driver	St. Cleaning
Cartoscelli, Angelo A.	Automotive Painter	Corp. Yard
Coughlin, John	Laborer	Park
Esparza, Steve	Truck Driver	St. Cleaning
Eustis, John	Laborer	Park

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Probationary Appointments (Cont'd.)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Finale, John	Laborer	Park
Fong, Luen H.	Clerk I	Personnel
Fradinho, Antonio	Laborer	Park
Freitas, Frank	Laborer	Park
Fuller, Zenobia	Bookmender	Library
Gallick, Steve	Laborer	Park
Gonzalez, Arthur	Laborer	Recreation
Haase, Roy B.	Airport Attendant II	Airport
Helzer, Norine	Clerk I	Library
Hunter, Dorothy M.	Dispatcher-Clerk	Police
Kilmer, Kenneth	Automotive Serviceman II	Corp. Yd.
Lininger, Alice	Clerk I	Library
Long, C.	Laborer	Park
Lusich, William M.	Firefighter	Fire
Monday, Roy	Laborer	Recreation
Montez, Geraldine	Clerk I	Library
Morales, Albert	Laborer	Recreation
Nakatomi, Yoshiko	Library Page	Library
Oliver, Wm. E.	General Utility Worker	Park
Prest, Joseph	Laborer	Park
Pritchard, Alma	Stenographer-Clerk II	Water
Reshke, Thomas	General Utility Worker	Water
Saenz, M.	Laborer	Park
Slanker, Daniel	Truck Driver	St. Cleaning
Strukan, Betty	Dispatcher-Clerk	Police
Valdez, James	Laborer	Park

Limited Term Appointments

Adams, Hazel	Clerk I	Assessor
Baldwin, Lillian	Clerk I	Real Estate
Castle, Lucille	Clerk I	Assessor
Crump, Ronald	Engineering Aide	Engineering
De Matos, Albert	St. Const. Worker	St. Maintenance
Gegeris, Herbert A.	Laborer	Park
Gerdes, John F.	Clerk II	Elections
Gregorio, Rodney W.	Engineering Aide	Engineering
Kinn, James G.	Plumber	Corp. Yard
Lee, Derrold	Plumber Foreman	Corp. Yard
Lemon, James T.	Laborer	Park
Madriago, Elwood J.	Laborer	Park
Martinez, John S.	Laborer	Park
Poland, Stephen	Engineering Aide	Engineering
Saiz, Phillip	Laborer	Park
Simmonds, William C.	Clerk I	Plumbing Inspection
Thomas, William J. Jr.	Truck Driver	St. Cleaning
Williams, Rodger M.	Truck Driver	St. Cleaning

Transfer

Norling, Irene - Transfer 9-14-59, Clerk I from Library to Corporation Yard

11-19-59

Reinstatements

<u>Name</u>	<u>Classifications</u>	<u>Department</u>
Frazier, Albert	Gardener	Recreation
Gaddi, Albert J.	Laborer	Park
Marcos, James	Custodian I	Recreation
Petrinovich, Michael	Laborer	Recreation
Puccinelli, George G.	St. Const. Worker	St. Maintenance

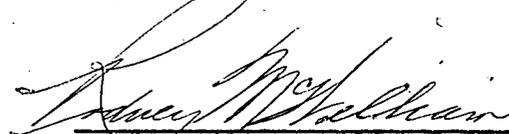
Exempt Appointments

Luttrop, Evelyn B.	Librarian I	Library
Strehlow, Inga	Librarian I	Library

Military Reserve Training

Merrill, Edward - Military Reserve Training 9/20/59, Fireman, Fire Department

There being no further business, the Board adjourned at 4:00 P.M. to meet again at the Call of the Chair.

  
 Secretary

APPROVED:

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 P r e s i d e n t