

4-11-62

There being no further business, the meeting adjourned at 4:00 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
SPECIAL MEETING APRIL 12, 1962

The Civil Service Board met in special session in the City Manager's office at 9:30 A.M.

PRESENT: Members Genshlea, J. Alexander, C. Alexander, Street, Erickson.

ABSENT: None.

The Chairman of the Board Joseph Genshlea, advised that this special meeting of the Board was for the purpose of meeting with the Civil Service Committee of the City Council and the City Manager to discuss the salary survey on administrative positions prepared by the Personnel Department, prior to taking any action on recommendations.

The members of the City Council Civil Service Committee present were: Allan Rouse, Chairman, Thomas Murphy, and Willard Nielsen. Also present were City Manager Bartley Cavanaugh and Assistant City Manager Milton Faig.

The salary survey was reviewed briefly by the Personnel Officer and the methods used in preparing the survey were described. The findings of the survey were discussed generally by the council members, Civil Service Board members and the City Manager.

Motion was made by Clarence Alexander that any recommendations to the Council Civil Service Committee from the Civil Service Board should be made after a special meeting is held with the City Manager. The motion was seconded

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by James Alexander and carried by the following vote:

AYES: Members Genshlea, J. Alexander, C. Alexander, Street, Erickson.

NOES: None.

There being no further business, the meeting adjourned at 11:00 A.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
SPECIAL MEETING APRIL 17, 1962

The Civil Service Board met in special session in the City Manager's Office at 9:30 A.M.

PRESENT: Members Genshlea, J. Alexander, C. Alexander, and Street.

ABSENT: Member F. C. Erickson.

The Chairman of the Board, Joseph Genshlea, advised that the purpose of this special meeting was to discuss with the City Manager the salary survey of administrative positions prepared by the Personnel Officer, and to consider any recommendations for salary adjustments of administrative positions which might be made by the City Manager.

Salary comparisons for each classification were reviewed and discussed; information in the survey relating to city growth, and changes in ratios between maximum salary levels for department heads and entrance level positions during the past ten years were reviewed.

Information relating to the number of steps of pay differential between department heads and their assistants or chief deputies was submitted by the

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Personnel Officer along with estimated cost of a one-step adjustment for all department and division heads and their assistants.

After general discussion, the meeting adjourned at 11:30 A.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 APRIL 18, 1962

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

PRESENT: Members Genshlea, J. Alexander, Street, and Erickson.

ABSENT: Member C. Alexander.

Minutes of the last regular meeting held April 4, 1962 and special meetings held April 11, April 12, and April 17, 1962 were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have been scheduled:

#721 Airport Attendant I
#722 Laboratory Assistant

COMMUNICATIONS OPERATOR EXAMINATION NO. 714
Eligible Register

Written test scores and Personal
Interview ratings in Communication

Operator Examination No. 714, held April 3, 1962, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 99 of a possible 145 items, qualifying 11 of 34 candidates appearing for the written test.

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COMMUNICATIONS OPERATOR EXAMINATION NO. 714 (Cont'd)
Eligible Register

Qualifications Appraisal Board consisted of Don Sandman, Personnel Technician; F. C. Erickson, Civil Service Board member; and Curtis Ripley, Battalion Fire Chief in the Sacramento Fire Department.

The following eligible register was made effective April 13, 1962:

COMMUNICATIONS OPERATOR EXAMINATION NO. 714

#1. James R. Rush	93.12%
#2. Theadore Gwillim	87.53
3. Ronald J. Wong	75.14
4. Robert W. Farris	74.82
5. Harry Slightam	74.04
6. Jerome Stout	73.37
7. Duston W. Manzitto	73.21
8. Carl Rigglesworth	71.75
9. Armand Carano	71.53

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

ACCOUNTANT EXAMINATION NO. 719
Waiver of Residence Requirement

Upon recommendation of the Secretary,
 the one-year residence requirement

was waived for Accountant Examination No. 719, because of an insufficient number of applications having been received.

COMPLETION OF PROBATIONARY PERIOD
WHILE WORKING IN HIGHER CLASS

Jose Lomba
 Laborer

Upon recommendation of the Secretary,
 it was the order of the Board that
 Jose Lomba, probationary Laborer, be

permitted to complete his probationary period while working temporarily as a Truck Driver, in accordance with Section 12.6 of the rules and regulations.

HEARINGS ON SALARY ADJUSTMENTS

Motion was made by Mr. Street that
 employees and employee representative

be advised that all request for hearings on salary adjustment requests must be

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HEARINGS ON SALARY ADJUSTMENTS (Cont'd)

submitted to the Board on or prior to May 1, 1962 in order that hearings may be completed in sufficient time to permit the salary recommendation report to be made to the City Council by June 1, 1962. Motion was seconded by James Alexander and carried by the following vote:

AYES: Members Genshlea, J. Alexander, Street, and Erickson.

NOES: None.

REQUEST FOR HEARING ON SALARY ADJUSTMENTS
Firefighters Union Local #522

Communication from Sacramento

Firefighters Local Union #522,

dated April 16, 1962, outlining salary adjustment requests for classes of Fire-fighter, Fire Engineer, and Fire Captain and requesting a hearing before the Board to discuss the requests, was considered.

Motion was made by Mr. Erickson that the date of May 2, 1962, be set for a hearing on the request of the Firefighters Union and that the Plumbers Union representative also be requested to present their salary requests on behalf of Servicemen in the Water Department on this same date. Motion seconded by Mr. Street and carried by the following vote:

AYES: Members Genshlea, J. Alexander, Street, and Erickson.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:

Recommendation of the Secretary for

revision of the Classification Plan to

establish new classes of Electrical Technician I, Electrical Technician II, Supervising Electrical Technician and Electrical Maintenance Superintendent and to abolish the class of Apprentice Electrician, was considered.

Mr. Ed Scollan, Building Maintenance Superintendent, and Mr. Al Burlingame, Electrician Foreman, appeared before the Board to discuss the desirability of

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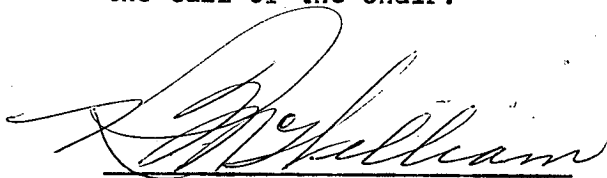
AMENDMENT OF CLASSIFICATION PLAN (Cont'd)

the proposed changes.

The proposals were discussed at length and it was suggested by the Secretary that the class of Apprentice Electrician should be retained until such time as one individual employee who would remain in this class, retires in approximately one year.

The proposed changes were discussed at length, and upon request of James Alexander, action on the proposal was laid over until the next regular meeting to be held May 2, 1962.

There being no further business, the meeting adjourned 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
SPECIAL MEETING APRIL 27, 1962

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

PRESENT: Members Genshlea, C. Alexander, Street, and Erickson.

ABSENT: Member J. Alexander.

The Chairman of the Board, Joseph Genshlea, advised that this special meeting was called for the purpose of considering salary adjustment recommendations for department and division heads and their assistants based on the survey prepared by the Personnel Department.

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A motion was made by Mr. Street that the following adjustments be recommended to the City Council Civil Service Committee:

<u>Class</u>	<u>Present Range</u>	<u>Recommended Range</u>	<u>No. Steps Adjustment</u>
Purchasing Agent	720 - 860	750 - 900	1
Street Assessment & Real Estate Supervisor	720 - 860	750 - 900	1
Assistant City Controller	720 - 860	750 - 900	1
Planning Director	900 - 1075	940 - 1125	1
Water Department Supt.	980 - 1175	1025 - 1225	1
Assistant City Engineer	1075 - 1285	1125 - 1345	1
Police Chief	980 - 1175	1025 - 1225	1
Fire Chief	980 - 1175	1025 - 1225	1
Assistant Police Chief	820 - 980	860 - 1025	1
Assistant Fire Chief	750 - 900	785 - 940	1
Battalion Fire Chief	660 - 785	690 - 820	1
Police Captain	660 - 785	690 - 820	1
Juvenile Bureau Supt.	660 - 785	690 - 820	1
Street Maintenance Supt.	750 - 900	785 - 940	1
Plant Maintenance Supv.	750 - 900	785 - 940	1
Utilities Distribution Supv.	750 - 900	785 - 940	1
Building Maintenance Supt.	820 - 980	860 - 1025	1
Civil Defense Executive	660 - 785	690 - 820	1
Zoo Superintendent	660 - 785	690 - 820	1
Assistant Airport Manager	575 - 690	630 - 750	2

As part of the overall recommendations, it was agreed that adjustments for those positions subject to the control of the City Council (City Clerk, City Treasurer, and City Attorney) should be left to the discretion of the Council Committee, calling their attention to the fact that the salary ranges for these three city positions are low when compared with other comparable cities.

A schematic diagram of the pay relationships based upon the foregoing recommendations by the Board was reviewed and discussed.

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

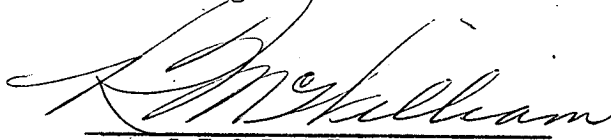
AYES: Members Genshlea, C. Alexander, Street, and Erickson.

NOES: None.

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The Secretary was instructed to prepare a letter of transmittal to Allan Rouse, Chairman of the Council Civil Service Committee immediately.

There being no further business, the meeting adjourned at 11:00 A.M. to meet again at the call of the Chair.


 SECRETARY

 PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
 CITY OF SACRAMENTO
 REGULAR MEETING MAY 2, 1962

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

PRESENT: Members Genshlea, C. Alexander, J. Alexander, Street, Erickson.

ABSENT: None.

Minutes of the last regular meeting held April 18, 1962 and special meeting held April 27, 1962, were reviewed and approved.

FOREMAN III EXAMINATION NO. 724
Promotional Eligibility

Secretary advised that the first Civil Service examination for Foreman III is to be scheduled immediately, in order to fill a vacancy in the Street Cleaning Division.

Upon recommendation of the Secretary, motion was made by Mr. Erickson that promotional eligibility for this examination be limited to employees with permanent status in the class of Foreman I, Foreman II, Water & Sewer Foreman I, Water & Sewer Foreman II, Street Maintenance Foreman I and Street Maintenance Foreman II. Motion was seconded by Mr. Street and carried by the following vote:

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FOREMAN III EXAMINATION NO. 724 (Cont'd)

AYES: Members Genshlea, C. Alexander, J. Alexander, Street, Erickson.

NOES: None.

PLANT OPERATOR III EXAMINATION NO. 723
Promotional Eligibility

Secretary advised that the first examination for Plant

Operator III is to be scheduled immediately to fill a vacancy in the Water Department.

Upon recommendation of the Secretary, motion was made by Mr. Street that promotional eligibility be limited to employees with permanent status in the class of Plant Operator II. Motion seconded by Mr. Erickson and carried by the following vote:

AYES: Members Genshlea, C. Alexander, J. Alexander, Street, Erickson.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:
Electrical Technician Classes

Secretary advised that after conference with Mr.

Ed Koger of Electrical Workers Union Local #340, Al Caples representing the Sacramento Building Trades Council and Assistant City Manager, Milton Faig, it is requested that the proposal for new classes of Electrical Technician I, Supervising Electrical Technician and Electrical Maintenance Superintendent be withdrawn and referred to the Personnel Department for further consideration and study.

It was recommended by the Personnel Officer that the classification of Electrical Technician be adopted, with salary range of \$575-690. Secretary further recommended that the class of Electrician Apprentice be maintained, with one position to remain allocated to this class; the other three positions in the class of Electrician

AMENDMENT OF CLASSIFICATION PLAN (Cont'd)

Apprentice to be allocated to the class of Electrical Technician on July 1, 1962.

After discussion, motion was made by Mr. Clarence Alexander that the proposed specifications for the class of Electrical Technician be adopted and that a salary range of \$575-690 be recommended to the City Council; further, that the proposal for new classes of Electrical Technician I, Supervising Electrical Technician and Electrical Maintenance Superintendent be referred back to the Personnel Department for further study. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Genshlea, C. Alexander, J. Alexander, Street, Erickson.

NOES: None.

The action of the Board was commented upon briefly by Mr. Koger and Mr. Caples, who were advised by the Secretary that they would be consulted at such time as further classification actions may be considered for these positions.

ADMINISTRATIVE SALARY SURVEY: Secretary advised that the recommendations of the Civil Service Board relating to salary adjustments for certain administrative positions had been referred to the City Council Civil Service Committee and that a special meeting of the committee was held with the City Manager and Personnel Officer to discuss the recommendations.

The Secretary reported that the Council Committee concurred in the recommendations of the Civil Service Board, and in addition added the classes of City Controller, Assistant City Manager and Waste Removal Superintendent, Chief of Detectives, and Traffic

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ADMINISTRATIVE SALARY SURVEY (Cont'd)

Superintendent. Salary adjustments to be recommended for these additional positions were one-step each for City Treasurer, City Clerk, Chief of Detectives, and Traffic Superintendent; two-steps for City Attorney and an additional step for Planning Director.

The Personnel Officer was instructed to notify the Chairman of the Council Committee that there was no objection on the part of the Board to these additional adjustment recommendations.

PRESENTATION OF 1962 SALARY SURVEY DATA:

The 1962 salary survey containing information relating to current city salary levels compared with salary levels in other city governmental agencies and private industry; information on salary trends; the movement of city salary rates compared to movement of wages and salaries in private industry; comparisons of average city salary rates with average rates in total manufacturing in the Sacramento Metropolitan area; movement of police and fire salaries in major California cities; and other information relating to turnover, cost of living index, labor-management contracts, and economic conditions, was reviewed and explained in detail by the Personnel Officer.

The Personnel Officer was advised that a "supplement" to the salary survey as presented would be submitted to the Board in approximately ten days; this supplement to contain information relating to expected or approved salary changes in other California cities and local governmental agencies on or after July 1, 1962.

The survey data was taken under consideration by the Board for study and review prior to making recommendations on salary adjustments or increases to the City Council.

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SALARY ADJUSTMENT REQUEST:
Firefighters Local #522

Mr. John Steely, representing Firefighters Union Local #522, appeared before the Board to outline the salary adjustment request for the class of Firefighter, Fire Engineer, and Fire Captain.

Specific requests presented were for a one-step increase for class of Firefighter, and two-step increase for the classes of Fire Engineer and Fire Captain.

Anticipated salary increases in fire classes in other California cities were outlined by Mr. Steely and information was presented to the Board to show that the practice of the City to keep the Fire Captain salary on a level with Police Sergeant was not necessarily followed by other cities. Discussion followed relating to the comparability of the classes of Fire Captain and Fire Lieutenant.

The Chairman advised that the request of the Firefighters Union would be taken under consideration.

SALARY ADJUSTMENT REQUEST
Serviceman Helper
Water & Sewer Foreman I & II

Mr. William Francis, representative of the Plumbers Union, representing employees in the class of Utility Serviceman Helper, Utility Serviceman, Water & Sewer Foreman I & II, appeared before the Board to request salary adjustments for these classes. Information relating to salary rates being paid for various classifications with Sacramento Municipal Utility District and Pacific Gas & Electric was submitted and compared with salary rates for city classes.

Mr. Joe Grodin, Attorney, was introduced by Mr. Francis, who further discussed the adjustment requests for these classes.

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SALARY ADJUSTMENT REQUEST (Cont'd)

It was suggested by Mr. Grodin that some of the classes in other cities used for comparison by the Personnel Officer were inaccurate and requested that the class specifications from these other cities be reviewed to determine comparability.

The Board was requested to give consideration to establish a salary rate for Utility Serviceman Helper on a level with the hourly rate paid for Building Construction Laborer; a salary rate for Utility Serviceman, on the level with the Construction Laborer's rate for Pipelayers; a salary rate for Water & Sewer Foreman I on a level with hourly rate for Construction Laborer Foreman; and a salary rate for Water & Sewer Foreman II on a level with the hourly rate for Journeyman Plumber.

Suggestion also was made that the on-call rates (\$20 per week) be considered for upward adjustment.

Mr. Grodin and Mr. Francis were advised by the Chairman that the adjustment request would be given consideration and study.

REQUEST FOR HEARINGS ON SALARY ADJUSTMENT

Secretary advised that written requests had been received from representatives of the following classifications for hearings:

- Communications Operator (Mack Mortimore)
- Foreman I (Jerome Peixoto)
- Buyer (Forrest Long)
- Telephone Operators (Mary Heinrich)
- Airport Attendant II (Glen Curtis)
- Survey Party Chief (Jack Adams)
- Engineering Aide (Clyde Blotter)
- Street Construction Inspector (Carroll Swesey)
- Gardeners (Richard Horn)
- Employees Association (Ken Wright)
- Prosecuting Attorney I (Michael Virga)
- Water & Sewer Foreman I & II

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REQUEST FOR HEARINGS
ON SALARY ADJUSTMENT (Cont'd)

The Chairman advised that a special meeting would be held on Wednesday, May 9, 1962, starting at 1:00 P.M. for the purpose of hearing the requests for salary adjustments.

WESTERN REGIONAL CONFERENCE OF
PUBLIC PERSONNEL ASSOCIATION

Secretary advised that the City of Sacramento is to be represented at the Western Regional Conference to be held in Seattle, Washington, May 20 to May 23, 1962, by Bill Street, Civil Service Board member and Rodney McWilliam, Personnel Officer.

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


SECRETARY

P R E S I D E N T

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING MAY 9, 1962

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

PRESENT: Members Genshlea, C. Alexander, J. Alexander, Street, Erickson.

ABSENT: None.

AMENDMENT OF CLASSIFICATION PLAN

Class specifications were submitted to the Board members by the Secretary for new classes proposed to be established as follows:

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AMENDMENT OF CLASSIFICATION PLAN (Cont'd)

Supervising Sanitary Engineer
Water Treatment Plant Supervisor
Sewage Plants Supervisor
Assistant Assessor-Collector
Communications Operator I
Communications Operator II
Matron-Clerk
Headquarters Superintendent
Automotive Mechanic I
Automotive Mechanic II
Auto Body Repairman I
Auto Body Repairman II

Along with the establishment of the above new classes it is also proposed to abolish the following classes:

Matron
Auto Mechanic
Body & Fender Repairman
Automotive Painter
Plant Operations Supervisor
Fire Equipment Master Mechanic

Motion was made by Mr. Street that the date of May 16, 1962 be set for public hearing on adoption of the new classes and abolishing of present classes as above outlined. Motion was seconded by Mr. Clarence Alexander and carried by the following vote:

AYES: Members Genshlea, C. Alexander, J. Alexander, Street, Erickson.

NOES: None.

CHANGE OF PREVAILING RATES:

Secretary advised that a number of union contracts used by the City for the purpose of establishing hourly rates for certain city classes expired on May 1, 1962, and that new contracts have not as yet been negotiated.

Motion was made by Mr. James Alexander that the Secretary be authorized to place in effect new hourly rates for city classes paid in accordance with rates under union contracts at such time as new contracts are negotiated to replace those expiring on May 1, 1962. Motion was seconded by Mr. Street and

CHANGE OF PREVAILING RATES (Cont'd)

carried by the following vote:

AYES: Members Genshlea, C. Alexander, J. Alexander, Street, Erickson.

NOES: None.

HEARING ON SALARY ADJUSTMENT REQUESTS

Requests for salary adjustments
were made on behalf of employees

in the following classes by employees and department heads as below outlined:

- (1) Communications Operator. Request made for establishment of new class of Communications Operator II, which would result in salary adjustment for four present employees, whose position would be allocated to this class. Request made by Mack Mortimore and Battalion Chief Curtis Ripley.
- (2) Foreman I. Request for salary adjustment by Jerome Peixoto, for his position as Foreman I, in Recreation & Parks Department. Mr. Peixoto was advised that his request is one involving change of classification rather than salary adjustment for the entire class of Foreman I.
- (3) Prosecuting Attorney I. Request for salary adjustment made by Michael Virga, Prosecuting Attorney II.
- (4) Water & Sewer Foreman I & II. Request for salary adjustment to the level of Foreman III for the class of Water & Sewer Foreman II made by Ray Jones, Water Division Superintendent and Carl Jennings, Assistant City Engineer.
- (5) Buyer. Request for salary adjustment made by Forrest Long, Buyer, and William Robbins, Purchasing Agent.

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HEARING ON SALARY ADJUSTMENT REQUESTS (Cont'd)

- (6) Switchboard Operator. Request for salary adjustment for classes of Switchboard Operator and Chief Switchboard Operator made by Mary Heinrich, Switchboard Operator.
- (7) Airport Attendant I & II. Request for adjustment for these two classes made by Glen Curtis, Airport Attendant II.
- (8) Chief Deputy City Clerk. Request made for salary adjustment by Reginald Boggs, City Clerk.
- (9) Gardener. Request for salary adjustment for employees classified as Gardeners made by Camillo Rodoni and Richard Horn.
- (10) Request for General Salary Increase. Request for a one-step general increase effective January 1, 1963, along with request for uniform allowances and changes in overtime policies, presented by Carl Rigglesworth, representing SCEA.

There being no further business, the meeting adjourned at 4:00 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 MAY 16, 1962

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

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

ABSENT: Member C. Alexander.

Minutes of the last regular meeting held May 2, 1962, and special meeting held May 9, 1962, were reviewed and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following
examinations have been scheduled:

#722	Laboratory Assistant
#723	Plant Operator III (Promotional)
#724	Foreman III (Promotional)
#725	Electrical Technician

CLERK II EXAMINATION NO. 718
Eligible Register

Written test scores and Personal
Interview ratings in Clerk II

Examination No. 718 held May 1, 1962, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 58 of a possible 90 items, qualifying 13 of 36 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Earl Wilson, Personnel Technician; Clarence Alexander, Civil Service Board member; and John Casali, Street Assessment and Real Estate Supervisor.

The following eligible register was made effective May 11, 1962:

CLERK II EXAMINATION NO. 718

#1.	Frank A. O'Connell	96.15%
#2.	Rollie Wilson	91.68
#3.	Alva D. Moore	85.47
4.	David R. Phillips	84.13
5.	Edward Blanchard	83.31
6.	Rick Kiefer	76.75
7.	William Woska	76.13
8.	Lowell Cary Jr.	75.29
9.	Anthony Herkomer	75.23
10.	Lance Feil	75.18
11.	Gregory W. Wong	74.52
12.	John Broussard	74.20
13.	John H. Sullivan	72.93

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

AMENDMENT OF CLASSIFICATION PLAN

Secretary advised that the date
of May 16, 1962, was set for a
hearing on amendment of the classification plan by adoption of specifications
for proposed new classes.

AMENDMENT OF CLASSIFICATION PLAN (Cont'd)

Mr. Ray Jones, Water and Sewer Superintendent, appeared before the Board to explain organizational changes taking place in the Water Department requiring revision of the Classification Plan to establish a new class of Supervising Sanitary Engineer and to split the present class of Plant Operations Supervisor into two classes of Water Treatment Plant Supervisor and Sewage Plants Supervisor.

The organizational chart of the Water Department was reviewed and motion was made by Mr. Street that class specifications as prepared by the Personnel Department be adopted for classes listed below, along with salary ranges to be recommended:

Supervising Sanitary Engineer	\$ 820 - 980
Water Treatment Plant Supervisor	690 - 820
Sewage Plants Supervisor	750 - 900

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

AYES: Members Genshlea, J. Alexander, Street, Erickson.

NOES: None.

Communication from Acting City Manager, Milton Faig, requesting that the Civil Service Board take the necessary action to establish a new class of Assistant Assessor-Collector in the city's classification plan was read.

Motion was made by Mr. Erickson that the class specifications prepared by the Personnel Department for Assistant Assessor-Collector be adopted and that a salary range of \$630-750 be recommended. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Genshlea, J. Alexander, Street, Erickson.

NOES: None.

Secretary advised that as a result of recommendations made by the management consultant firm of Ernst and Ernst in the Police Department, it is necessary to amend the classification plan. After discussion of the changes in-

AMENDMENT OF CLASSIFICATION PLAN (Cont'd)

involved, motion was made by Mr. Street that specifications for the classes listed below be adopted along with ranges to be recommended:

Matron-Clerk	\$ 345 - 420
Headquarters Superintendent	785 - 940

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

AYES: Members Genshlea, J. Alexander, Street, Erickson.

NOES: None.

Secretary advised that as a result of a classification survey of positions involved in automotive maintenance and repair, requested by the Engineering Department, it was the recommendation of the Personnel Department that new classes of Auto Mechanic I and II and Auto Repairman I and II be established and employees in these positions be compensated on a regular monthly salary range rather than on an hourly prevailing rates as at present.

Carl Jennings, Assistant City Engineer; Charles Inderbitzen; Auto Maintenance Superintendent and Charles Kiefer, Body and Fender Repairman; appeared before the Board to recommend the changes as proposed by the Personnel Department.

Motion was made by Mr. Erickson that specifications for the class listed below as prepared by the Personnel Department be adopted along with salary ranges to be recommended:

Auto Mechanic I	\$ 485 - 575
Automotive Mechanic II	500 - 600
Auto Body Repairman I	480 - 575
Auto Body Repairman II	500 - 600

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

AYES: Members Genshlea, J. Alexander, Street, Erickson.

NOES: None.

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AMENDMENT OF CLASSIFICATION PLAN (Cont'd)

Secretary advised that the request for the establishment of two levels in the class of Communications Operator was also scheduled for action at this meeting. Motion was made by Mr. Alexander that specifications for the following classes be adopted along with recommended salary ranges.

Communications Operator I	\$ 400 - 480
Communications Operator II	440 - 525

The motion was seconded by Mr. Genshlea and the following vote resulted:

AYES: Members Alexander and Genshlea.

NOES: Members Street and Erickson.

It was the order of the Chairman that further consideration on the proposal to establish these classes be laid over to the next meeting.

CLASSES TO BE ABOLISHED:

As a result of actions taken by the Board in amending the classification

plan, motion was made by Mr. Street that the following classes be abolished:

- Matron
- Auto Mechanic
- Body & Fender Repairman
- Automotive Painter
- Plant Operations Supervisor
- Fire Equipment Master Mechanic

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

AYES: Members Genshlea, J. Alexander, Street, Erickson.

NOES: None.

REQUEST EXTENSION OF
LEAVE OF ABSENCE
Ralph Jenkins
Refuse Collector

Communications from Ralph Jenkins,
Refuse Collector, in the Waste
Removal Department, dated May 16,

1962, requesting a 60 day extension of a 3 month leave granted by the Waste Removal Superintendent and which expired on April 30, 1962, was considered.

REQUEST EXTENSION OF LEAVE OF ABSENCE (Cont'd)

Motion was made by Mr. Alexander that an extension of 30 days be granted.

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

AYES: Members Genshlea, J. Alexander, Street, Erickson.

NOES: None.

NEXT SCHEDULED MEETING:

The Chairman advised that due to the absence of the Secretary and Board member Bill Street, during the week of May 21 to 25, to attend the Western Regional Conference of the Public Personnel Association in Seattle, that a special meeting would be held on Tuesday, May 29, 1962, for the purpose of adopting final salary recommendations to be made to the City Council.

There being no further business, the meeting adjourned 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
SPECIAL MEETING MAY 29, 1962

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

PRESENT: Members Genshlea, J. Alexander, C. Alexander, Street, Erickson.

ABSENT: None.

The Chairman of the Board, Joseph Genshlea, advised that this special meeting was for the purpose of adopting final salary recommendations to be made to the City Council.

5-29-62

SACRAMENTO CENTRAL LABOR COUNCIL
Endorsement of Firefighters'
Request

Communication dated May 16, 1962 from
Harry Finks, Executive Secretary of
Sacramento Central Labor Council,

requesting that the Civil Service Board give favorable consideration to the salary adjustment requests presented by Sacramento Firefighters' Local Union #522, was read and ordered filed.

ELECTRICAL WORKERS LOCAL UNION #340
Protest of Salary Range for
Electrical Technician

Communication from W. J. Campbell,
Business Manager of Electrical Workers
Local Union #340, with reference to

the salary range recommended for the new classification of Electrical Technician, was read. Request was made to have employees in this classification paid on an hourly rate equivalent to "Journeyman Technician" in the agreement between Local Union #340 and the Electrical Contractors' Association, this hourly rate being equivalent to the hourly rate for Journeyman Electrician.

It was the order of the Board that the title of this new class be changed from Electrical Technician to Signal Maintenance & Repairman, and that the examination scheduled for Electrical Technician be re-announced with the new title.

GENERAL "ACROSS-THE-BOARD" INCREASE

Motion was made by Mr. Street that no
general salary increase be recommended

as of July 1, 1962, in view of the salary data presented to the Board by the Personnel Department. Motion was seconded by Mr. Clarence Alexander.

In the discussion on the motion, the subject of "salary trends" was considered and the Secretary was instructed to include in the letter of transmittal to the Council a statement to the effect if the present trend of salary rates continues upward at the same rate as it has for a number of years, the Board may have to give consideration to a further study of salary levels.

5-29-62

GENERAL "ACROSS-THE-BOARD" INCREASE (Cont'd)

The motion to withhold recommendations for any general salary increase as of July 1, 1962, was carried by the following vote:

AYES: Members Genshlea, J. Alexander, C. Alexander, Street, Erickson.

NOES: None.

SALARY ADJUSTMENT REQUEST
Firefighters' Union Local #522

Request by Firefighters' Union

Local #522, for salary adjustments for the

the classes of Firefighter, Fire Engineer, and Fire Captain, were considered.

Motion was made by Mr. James Alexander that a one-step salary adjustment be recommended as follows:

Fire Captain
 Fire Captain (Drillmaster)
 Police Sergeant
 Police Sergeant (Detective)
 Police Sergeant (2 wheel motorcycle)
 Supervisor Junior Traffic Patrol

The motion was seconded by Mr. Erickson.

John Steely, representing Firefighters' Local Union #522 requested that a further study be made of salary levels of fire classes in other cities after July 1, 1962, to determine whether further adjustments may be necessary by January 1, 1963, in the event that the Board does not recommend any adjustment for the classes of Firefighter and Fire Engineer for July 1, 1962.

The motion to recommend a one-step adjustment for the classes above listed was carried by the following vote:

AYES: Members Genshlea, J. Alexander, C. Alexander, Street, Erickson

NOES:

PLUMBERS' UNION LOCAL #447
Utility Serviceman Helper
Utility Serviceman
Water & Sewer Foreman I & II

The request of Plumbers' Union Local

#447 for adjustments in the classes

of Utility Serviceman Helper, Utility-

man, Water & Sewer Foreman I & II, was considered but no action taken on any

5-29-62

PLUMBERS' UNION LOCAL #447 (Cont'd)

adjustment recommendations to become effective July 1, 1962.

Motion was made by Mr. Erickson that the Secretary be directed to make a more appropriate survey of the salary levels in other agencies for these classes at an early date, after carefully reviewing specifications of classes used for comparison purposes to determine comparability. Motion was seconded by Mr. James Alexander and carried by the following vote:

AYES: Members Genshlea, J. Alexander, C. Alexander, Street, Erickson.

NOES: None.

BUYER:

Request for salary adjustment for
the class of Buyer made by William

Robbins, Purchasing Agent and Forrest Long, Buyer, was considered.

Motion was made by Mr. Street that a one-step adjustment for the class of Buyer be recommended. Motion was seconded by Mr. Clarence Alexander and carried by the following vote:

AYES: Members Genshlea, J. Alexander, C. Alexander, Street, Erickson.

NOES: None.

PROSECUTING ATTORNEY I

Request for salary adjustment for
the class of Prosecuting Attorney I,

presented by Mr. Virga, Prosecuting Attorney II, was considered.

Motion was made by Mr. Erickson that a two-step adjustment be recommended for the class of Prosecuting Attorney I. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Genshlea, J. Alexander, C. Alexander, Street, Erickson.

NOES: None.

5-29-62

SWITCHBOARD OPERATOR

Request for salary adjustment for the class of Switchboard Operator and Chief Switchboard Operator along with consideration for "shift differentials" made by Mary Heinrich, Switchboard Operator, was considered.

After receiving the salary data for a class of Switchboard Operator, no action was taken on the request.

AIRPORT ATTENDANT

Request for salary adjustment for the class of Airport Attendant I and II, presented by Glen Curtis, Airport Attendant II, was considered.

No action was taken on the request.

GARDENER

Request for salary adjustment for the class of Gardener, presented by Richard Horn and Camillo Rodoni, was considered.

No action was taken on the request.

STREET MAINTENANCE FOREMAN I & II

Request for salary adjustment for the class of Street Maintenance Foreman I & II, presented by Kent Link, Street Maintenance Superintendent, was considered.

After discussion of the increases expected in prevailing rates for Street Construction classifications, motion was made by Mr. Street that a one-step adjustment be recommended for these two classes. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Genshlea, J. Alexander, C. Alexander, Street, Erickson.

NOES: None.

5-29-62

BUILDING INSPECTOR II

Request for salary adjustment for the class of Building Inspector II, presented by Otto Steinbrenner, Chief Building Inspector, was considered.

Motion was made by Mr. Clarence Alexander that a one-step adjustment be recommended for this class. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Genshlea, J. Alexander, C. Alexander, Street, Erickson.

NOES: None.

WATER & SEWER FOREMAN II

Request for salary adjustment for the class of Water & Sewer Foreman II to the level of Foreman III, presented by Ray Jones, Water Division Superintendent, was considered.

No action was taken on the request.

CHIEF DEPUTY CITY CLERK

Request for salary adjustment for the class of Chief Deputy City Clerk, presented by Reginald Boggs, City Clerk, was considered.

Motion was made by Mr. James Alexander that a one-step adjustment be recommended for the class of Chief Deputy City Clerk. Motion seconded by Mr. Street and carried by the following vote:

AYES: Members Genshlea, J. Alexander, C. Alexander, Street, Erickson.

NOES: None.

PRIOR ADJUSTMENT RECOMMENDATIONS

Recommendations for adjustments made in June 1961, which were reduced by one-step by action of the City Council when a general salary increase was made effective January 1, 1962, were re-considered.

Motion was made by Mr. Street that a recommendation for one-step adjustment for the following classes be made:

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PRIOR ADJUSTMENT RECOMMENDATIONS (Cont'd)

Dispatcher-Clerk
 Civil Engineer II
 Assistant Traffic Engineer
 Assistant City Treasurer
 Property Clerk
 Identification Superintendent
 Poundmaster
 Safety & Training Officer

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

AYES: Members Genshlea, J. Alexander, C. Alexander, Street, Erickson.

NOES: None.

CITY EMPLOYEES' ASSOCIATION:

Request of Sacramento City Employees'

Association for a one-step general

salary increase effective January 1, 1963, along with request for consideration of a \$100 annual clothing allowance for police and fire personnel and a change in overtime provisions to provide for overtime to be compensated at time and one half with the employee to be given the option of cash payment or time off for such overtime, was considered.

Secretary was instructed to include in the letter of transmittal that a study is to be made during the coming fiscal year of the feasibility of the request for "shift differentials" and the changes in overtime compensation, and that the request for clothing allowances for police and fire personnel is to be referred directly to the administration.

AMENDMENT OF CLASSIFICATION PLAN

Communication Operator I
 Communication Operator II

Motion was made by Mr. James Alexander

that the Classification Plan be

amended by splitting the present

class of Communication Operator into two classes of Communications Operator I and II, by adoption of specifications as submitted by the Personnel Department,

5-29-62

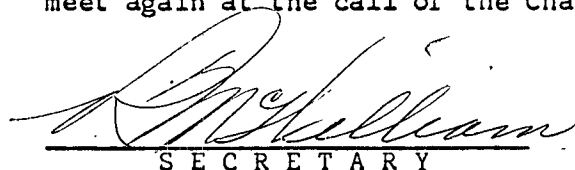
AMENDMENT OF CLASSIFICATION PLAN (Cont'd)

and with a salary range of \$400-480 for Communications Operator I and \$440-525 for Communication Operator II, to be recommended. Motion seconded by Mr. Street and carried by the following vote:

AYES: Members Genshlea, J. Alexander, C. Alexander, Street, Erickson.

NOES: None.

There being no further business, the meeting adjourned at 4:00 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 JUNE 6, 1962

The Civil Service Board met in regular session in the City Hall Council Chambers at 2:00 P.M.

PRESENT: Members Genshlea, Street, and Erickson.

ABSENT: Members James Alexander and Clarence Alexander.

Minutes of the Special Meeting held May 29, 1962 and regular meeting held May 16, 1962, were read and approved.

ACCOUNTANT EXAMINATION NO. 719
Eligible Register

Written test scores and Personal

Interview ratings in Accountant Ex-

amination #719, held May 16, 1962, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 88 of a possible 140 items, qualifying 10 of 31 candidates appearing for the written test.

ACCOUNTANT EXAMINATION NO. 719 (Cont'd)

6-6-62

Qualifications Appraisal Board consisted of Bert Hocking, Certified Public Accountant; Clarence Alexander, Civil Service Board member; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective June 6, 1962:

ACCOUNTANT EXAMINATION NO. 719

#1. Melvin L. Dosch	87.89%
#2. Donald A. Jenks	84.05
#3. Leonard D. Bliss	75.07
4. Harold Croter	70.82

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

SWITCHBOARD OPERATOR EXAMINATION NO. 720
Eligible Register

Written test scores and Personal
Interview ratings in Switchboard

Operator Examination #720, held May 2, 1962, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 52 of a possible 95 items, qualifying 11 of 17 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Ed Scollan, Building Maintenance Superintendent; Bill Street, Civil Service Board member; and Phil Macdonald, Personnel Technician.

The following eligible register was made effective May 16, 1962:

SWITCHBOARD OPERATOR EXAMINATION NO. 720

1. Alberta Asay	81.16%
2. Reva Nelson	80.23
3. Beverly Sanchez	80.07
4. Lillian Kreucher	79.61
5. Margaret Kopp	79.33
6. Bessie L. Ross	79.15
7. Geraldine Hennessy	78.04
8. Dorothy Sears	77.65
9. Dorris Bassett	76.53
10. Margaret L. Moffatt	75.88
11. Wanita Frederickson	73.08

6-6-62

CHANGE OF PREVAILING RATES:

Electrician
 Electrician-Lineman
 Electrician Foreman
 Electrician Apprentice

In accordance with contracts between
 Electrical Workers Union Local #340,
 I.B.E.W., and the Sacramento Valley
 Chapter of the National Electrical

Contractors' Association, motion was made by Mr. Street that hourly rates for
 the following classes be adopted to become effective July 1, 1962:

<u>Class</u>	<u>Contract Rate</u>	<u>Amt. Deducted from Contract Rate for Vacation Fund</u>	<u>Hourly Rate for City Employees</u>
Electrician	4.92 1/2	19 1/2¢	4.73
Electrician-Lineman	4.92 1/2	19 1/2¢	4.73
Electrician Foreman	5.54	22¢	5.32
Electrician Apprentice (90% of Journeyman)	4.43 1/4	17 3/4¢	4.25 1/2

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

AYES: Members Genshlea, Street, and Erickson.

NOES: None.

CHANGE OF PREVAILING RATES:

Plumber
 Plumber Foreman

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

and Mechanic Contractors of Sacramento, motion was made by Mr. Erickson that
 hourly rates for the following classes be adopted to become effective July 1, 1962:

<u>Class</u>	<u>Hourly Rate</u>
Plumber	\$4.85 hr.
Plumber Foreman	\$5.33 1/2 hr.

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

AYES: Members Genshlea, Street, and Erickson.

NOES: None.

6-6-62

SALARY ADJUSTMENT REQUEST
Recreation General Supervisor

Communication from R. G. Renfree,
Director of Recreation and Parks,

dated June 4, 1962, requesting consideration of a one-step salary adjustment for the class of Recreation General Supervisor, in order that the original recommendation of the Board for a two-step adjustment for this class made in June 1961 might be effected, was read and considered.

The Secretary advised that 6 new classifications adopted by the Board for which two-step adjustments were recommended to apply to 9 incumbents in these classes were reduced by one-step at the time a general salary increase was made effective January 1, 1961, and further recommended that these 6 classes be included in the Board's recommendation to the Council for salary adjustments to become effective July 1, 1962.

Motion was made by Mr. Erickson that a supplemental recommendation be made to the City Council to include the classes listed below for a one-step adjustment effective July 1, 1962:

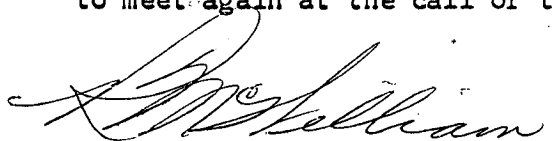
Recreation General Supervisor
Traffic Linesman II
Car Pool Supervisor
Auditorium Maintenceman I
Auditorium Maintenceman II
Auditorium Maintenceman Supervisor

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

AYES: Members Genshlea, Street, and Erickson.

NOES: None.

There being no further business, the meeting adjourned at 4:00 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