

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      DECEMBER 8, 1964

The Civil Service Board met in regular session in the International Room, Municipal Airport, at 12:00 Noon.

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

ABSENT: Member J. Genshlea.

Minutes of the last regular meeting held November 24, 1964, were read and approved.

RESOLUTION OF APPRECIATION:  
Clarence Alexander

The Board met in regular session  
in the International Room, Municipal

Airport. In accordance with action taken at the meeting held November 24, 1964, the following resolution of appreciation was presented to Mr. Clarence Alexander, who resigned from the Board on November 12, 1964:

WHEREAS, Clarence D. Alexander has been forced to remove himself from the Chairmanship of this board, due to the pressing responsibilities which are his in State Government, thus depriving the undersigned of his leadership and of his voice in our deliberations, and

WHEREAS, Clarence D. Alexander has well served this Board, and the employees and citizens of the City of Sacramento, having been appointed to membership on October 15, 1959, to the Vice-Chairmanship in 1963, and as Chairman in 1964, and

WHEREAS, the services of Clarence D. Alexander will be sorely missed by this board;

NOW, THEREFORE, BE IT RESOLVED that this Board tenders to Clarence D. Alexander the gratitude of each member, and of the whole, for tasks accomplished while among us.

AMENDMENT OF CLASSIFICATION PLAN:  
Library Circulation Specialist  
Assistant Construction Supervisor  
Battalion Fire Chief

Secretary advised that the date  
of December 8, 1964, had been set  
for a hearing on the adoption of

specifications for these three classes.

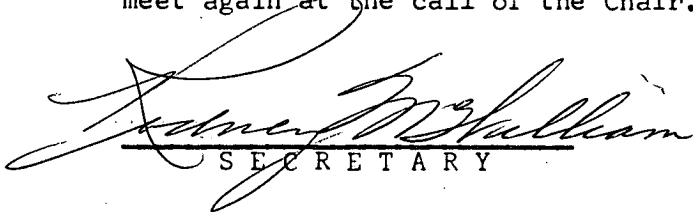
AMENDMENT OF CLASSIFICATION PLAN (CONT'D)

Motion was made by Mr. Alexander that action on the adoption of these specifications amending the classification plan be postponed to the next regular meeting of the Board. Motion was seconded by Mr. Erickson and carried by the following vote:

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

NOES: None.

There being no further business, the meeting adjourned at 1:30 p.m. to meet again at the call of the Chair.

  
SECRETARY

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PRESIDENT

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      DECEMBER 15, 1964

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

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

ABSENT: Member J. Genshlea.

Minutes of the last regular meeting held December 8, 1964, were read and approved.

TREE TRIMMER II EXAMINATION NO. 841:  
(Promotional)  
Eligible Register

Written test scores in Tree  
Trimmer II Examination No. 841,  
written test for which was held

November 16, 1964, were reviewed.

In accordance with previous action taken by the Board, the minimum qualifying

TREE TRIMMER II EXAMINATION NO. 841 (CONT'D)

score in the written test was set at 76 of a possible 115 items, qualifying 3 of 6 candidates taking the examination. Personal Interviews were eliminated.

The following eligible register was made effective December 1, 1964:

TREE TRIMMER II EXAMINATION NO. 841

(Promotional)

1. Jimmie T. Miller	73.10%
2. Robert L. Rodrigues	71.55
3. John M. Carvalho	70.00

TABULATING MACHINE OPERATOR II  
EXAMINATION NO. 845:  
(Promotional)  
Eligible Register

Personal Interview ratings in  
Tabulating Machine Operator II  
Examination No. 845, held December 3,

1964, were reviewed.

Qualifications Appraisal Board consisted of Bill Street, Civil Service Board member; Mr. R. Van Brunt of Remington Rand Corporation; and Don Sandman, Personnel Technician.

The following eligible register was made effective December 7, 1964:

TABULATING MACHINE OPERATOR II  
EXAMINATION NO. 845

(Promotional)

1. Edward F. Kuehn Jr.	88.33%
2. Drucilla G. Morgan	86.00
3. Shirley Jackson	85.50

SUPERVISING PLANT OPERATOR  
EXAMINATION NO. 840:  
Eligible Register

Personal Interview ratings in  
Supervising Plant Operator Examina-

tion No. 840, held November 10, 1964, were reviewed.

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SUPERVISING PLANT OPERATOR  
EXAMINATION NO. 840 (CONT'D)

Qualifications Appraisal Board consisted of Phil Macdonald, Personnel Technician; Harry Behrens, Supervising Sanitary Engineer; and W. E. Shaw, Supervising Engineer.

The following eligible register was made effective November 10, 1964:

SUPERVISING PLANT OPERATOR EXAMINATION NO. 840

1. Palmer D. Frederick	83.17%
2. Kay R. Kirk	78.50
3. William Yaffee	70.00

TYPIST CLERK I EXAMINATION NO. 839:  
Eligible Register

Written test scores in Typist

Clerk I Examination No. 839,

written test for which was held November 30, 1964, were reviewed.

Secretary advised that the minimum qualifying score was set at 150 of a possible 220 items, qualifying 50 of 100 candidates appearing for the written test. Personal Interviews were not included as a part of the examination.

The following eligible register was made effective December 7, 1964:

TYPIST CLERK I EXAMINATION NO. 839

1. Susan Martino	95.71%
2. Dorothy DeMera	93.57
3. Eleanor M. Craig	93.57
4. Marilyn J. Holland	91.86
5. Marva Massey	91.00
6. Ellen L. Woo	91.00
7. Mary A. Towers	91.00
8. Lorenza Magana	90.14
9. Norma Johnson	89.29
10. Marjorie A. Nunes	88.43
11. Armandina H. Brau	88.43
12. Mary Ann Ramos	87.57
13. Judith Handerson	87.57
14. Nancy A. Miller	87.14
15. Sharon Kay White	87.14
16. Judy L. Marvin	86.71
17. Patricia A. Turk	86.29
18. Patricia A. Peart	86.29
19. M. Gloria Becerra	85.86
20. Virginia Soto	85.43

TYPIST CLERK I EXAMINATION NO. 839 (CONT'D)

21. Marlene S. Gentile	84.14%
22. Thelma D. Mumm	83.29
23. Lilly Monica	82.86
24. Susan Terwilliger	82.00
25. Elinor Schiro	81.57
26. Nancy K. David	81.57
27. Joan Hornstein	81.14
28. Gene Ingraham	80.71
29. Carol A. Martin	80.29
30. Marian LaClair	79.00
31. Marilyn P. White	78.14
32. George Beatty	76.86
33. Myra Shepherd	76.86
34. Georgeanne McLaughlin	76.43
35. Shirley Robinson	76.00
36. Johnnie Caruthers	76.00
37. Jeanette Contente	75.57
38. Helen E. Butler	75.57
39. Donna Ridzik	75.14
40. Eileen M. Menzel	74.29
41. Mary L. Lovett	73.86
42. Phyllis J. Brewster	73.86
43. Rose Gonzales	73.86
44. Phyllis L. Hagen	73.86
45. Sandra Johnson	72.57
46. Anna Pittman	72.14
47. Dolores Feiling	70.43
48. John R. Marques	70.43
49. Dianna Collum	70.43
50. Louise Arnold	70.00

REQUESTS FOR LEAVE OF ABSENCE:

Mohammad Akbar  
Theodore R. Gwillim  
Joseph R. Prest  
Steve Czoberek

Communications from Mohammad Akbar,  
Refuse Collector; Theodore R. Gwillim,  
Airport Attendant I; Joseph R. Prest,  
Laborer, and Steve Czoberek, Laborer,

all requesting extensions of leave of absence because of illness, were considered.

Motion was made by Mr. Street that extensions for leaves be granted, for periods as below outlined:

<u>Name</u>	<u>Class</u>	<u>Extended to:</u>
Mohammed Akbar	Refuse Collector	3-30-65
Theodore Gwillim	Airport Attendant I	6-30-65
Joseph Prest	Laborer	6-15-65
Steve Czoberek	Laborer	6-9-65

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

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

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:  
Library Circulation Specialist  
Assistant Construction Supervisor

Secretary advised that the date of December 15, 1964, had been set by the Board for a hearing

on adoption of specifications for the two new classes of Library Circulation Specialist and Assistant Construction Supervisor.

Communication from Dorothy Drake dated December 2, 1964, requesting that consideration be given to recommending a salary range for the class of Library Circulation Specialist on a level with Clerk III, was read and considered. Miss Drake appeared before the Board to discuss the duties and responsibilities to be assigned to this new position and answered questions by the Board members. A prior recommendation had been made by the Personnel Officer for a salary range midway between the present salary levels of Library Clerk II and Clerk III.

Motion was made by Mr. Street that the specifications as prepared by the Personnel Officer for the classes of Library Circulation Specialist and Assistant Construction Supervisor and made a part of these minutes be approved. Motion was seconded by Mr. Erickson and carried by the following vote:

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

NOES: None.

Motion was made by Mr. Erickson that salary ranges as shown below be recommended to the City Council for these two classes.

<u>Title</u>	<u>Range No.</u>	<u>Salary Range</u>
Library Circulation Specialist	33	\$512-615
Assistant Construction Supervisor	53	\$802-960

AMENDMENT OF CLASSIFICATION PLAN (CONT'D):

Further, that both these classes be included in the classified group.

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

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

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:  
Battalion Fire Chief

Secretary advised that the date

of December 15, 1964, had been

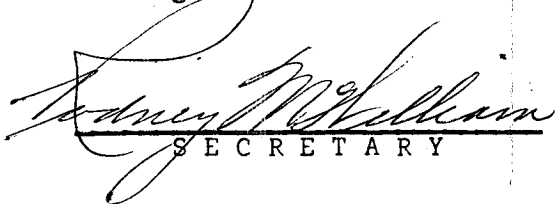
set by the Board for a hearing on adoption of revised specification for the class of Battalion Fire Chief and to abolish the class of Fire Captain (Drillmaster).

There being no objection, motion was made by Mr. Street that the specifications as prepared by the Personnel Officer and made a part of these minutes be approved and that the class of Fire Captain (Drillmaster) be abolished. Motion was seconded by Mr. Erickson and carried by the following vote:

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

NOES: None.

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

  
SECRETARY

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PRESIDENT

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      JANUARY 6, 1964

The Civil Service Board met in regular session at 817 - 10th Street at 9:00 a.m.

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

ABSENT: Members J. Genshlea and F. C. Erickson.

Minutes of the last regular meeting held December 15, 1964, were read and approved.

NEW MEMBER:  
James Diepenbrock

Mr. James Diepenbrock, appointed to fill a vacancy caused by the resignation of Clarence Alexander, was introduced to the board members and seated.

ELECTION OF OFFICERS FOR 1965:

Mr. Wilfred Street was nominated for the office of President for the 1965 term by Mr. Alexander, and the nomination was seconded by Mr. Diepenbrock. There were no further nominations and Mr. Street was elected President by unanimous vote.

Mr. Fritz Erickson was nominated for Vice-President for the 1965 term by Mr. Alexander and the nomination was seconded by Mr. Diepenbrock. There were no further nominations and Mr. Erickson was elected Vice-President by unanimous vote.

Mr. Erickson was nominated for representative from the Civil Service Board to the City Employees Retirement Board for 1965 by Mr. Diepenbrock and the nomination was seconded by Mr. Alexander. There were no further nominations and Mr. Erickson was elected representative to the Retirement Board by unanimous vote.

REQUEST FOR HEARING:  
Leroy Molden  
Recreation Supervisor I

Communication from Leroy Molden, dated December 25, 1964, requesting a hearing before the Board to appeal the action taken by Mr. Reg Renfree, Director of Recreation and Parks, to terminate his probationary appointment as Recreation Supervisor I, was read and considered.

The first probationary evaluation report dated October 1, 1964, and letter dated November 12, 1964, from Mr. Renfree, Director of Recreation and Parks, notifying Mr. Molden that his work did not meet the standards of the Department, and letter dated December 11, 1964, to Mr. Molden from Ed McGivern, Recreation Supervisor, notifying Mr. Molden of the termination of his probationary appointment and the reasons therefor were read.

REQUEST FOR HEARING: (CONT'D)

Leroy Molden,  
Recreation Supervisor I

Communication dated December 28, 1964, to Mr. Molden from the Personnel Officer, outlining the provisions of Section 12.4 of the Civil Service Board rules and regulations, was also read.

After discussion, motion was made by Mr. Diepenbrock that the request by Mr. Molden for a hearing to appeal the termination of his probationary appointment as Recreation Supervisor I, be denied. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members J. Alexander, Street, and Diepenbrock.

NOES: None.

CHANGE OF PREVAILING RATES:  
Stage Electrician

In accordance with rates outlined by Local #50, I.A.T.S.E., motion was made by Mr.

Alexander that the hourly rate for Stage Electrician be changed to \$4.00 per hour. Motion was seconded by Mr. Diepenbrock and carried by the following vote:

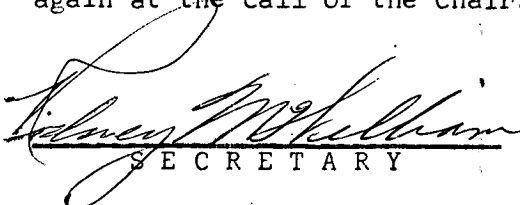
AYES: Members J. Alexander, Street, and Diepenbrock.

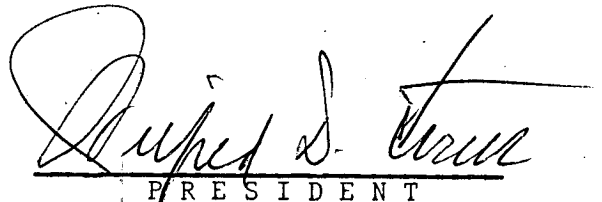
NOES: None.

LETTER OF APPRECIATION:  
James B. McKinney  
Mayor

Communication from James B. McKinney, Mayor, dated December 28, 1964, expressing appreciation to the members of the Board for their efforts on behalf of the City during the past year, was read and ordered filed.

There being no further business, the meeting adjourned at 10:00 a.m. to meet again at the call of the Chair.

  
SECRETARY

  
PRESIDENT