

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING JANUARY 7, 1969

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street at 1:30 p.m.

PRESENT: Members Alexander, Diepenbrock, Erickson, Street

ABSENT: Member Genshlea

Minutes of the last regular meeting held December 17, 1968, were read and approved.

ELECTION OF OFFICERS:
1969 Term

Mr. James Diepenbrock was nominated for the office of President for the 1969 term by Mr. Erickson and the nomination was seconded by Mr. Street. There were no further nominations and Mr. Diepenbrock was elected by unanimous vote.

Mr. Street was nominated for Vice-President by Mr. Diepenbrock and the nomination was seconded by Mr. Erickson. There were no other nominations and Mr. Street was elected by unanimous vote.

Mr. Alexander was nominated by Mr. Street to be the Civil Service Board Representative to the City Employees' Retirement Board. The nomination was seconded by Mr. Diepenbrock and Mr. Alexander was elected by unanimous vote.

NEW EXAMINATIONS SCHEDULES:

Secretary advised that the following examinations have been scheduled:

#1046 Custodial Foreman I (Promotional)
#1047 General Repairman (Promotional)

LEGAL STENOGRAPHER EXAMINATION NO. 1037:
Eligible Register

Written test scores and
personal interview ratings

in Legal Stenographer Examination No. 1037, written test for which was held December 2, 1968, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 154 of a possible 220 items, qualifying 13 of 17 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Reginald Boggs, Assistant to the City Manager; David McMurtry, Assistant City Attorney; and Donald Sandman, Personnel Analyst II.

The following eligible register was made effective December 18, 1968:

LEGAL STENOGRAPHER EXAMINATION NO. 1037

1. Vera Cole	83.09%
2. Virginia Poirier	81.36
3. Eleanor Neff	80.02
4. Teresa Garlick	80.00
5. Pandora Lavy	79.40
6. Candace Fry	79.33
7. Charlotte Page	79.01
8. Norma Fischer	78.94
9. Eleonore Schulze	78.15
10. Rebecca Leinweber	77.07
11. Carol Coubal	76.03
12. Anna Davies	72.94

COMMUNICATIONS OPERATOR I
EXAMINATION NO. 1039:
Eligible Register

Written test scores and
personal interview ratings
in Communications Operator

I Examination No. 1039, written test for which was held October 29, 1968, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 137 of a possible 210 items, qualifying 12 of 29 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Curtis Ripley, Assistant Fire Chief; Forrest Long, Buyer II; and Donald Sandman, Personnel Analyst II.

The following eligible register was made effective November 14, 1968:

COMMUNICATIONS OPERATOR I EXAMINATION NO. 1039

#1.	Kenneth Howard	95.44%
#2.	Timothy McWilliam	90.21
#3.	Elden Crews	87.65
#4.	Gerald Bergstrom	87.53
#5.	Robert Jones	87.42
6.	Donald Fermer	87.30
7.	Jerome Stout	85.32
#8.	Howard Blankumsee	81.33
9.	David Whitlock	78.58
10.	James Zanetti	76.69
11.	William Ubben	76.02
12.	Thomas Shumaker	70.49

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

PROPOSED AMENDMENT TO CIVIL SERVICE BOARD RULES AND REGULATIONS:

Secretary advised that the proposed Section 10.5 had been sub-

mitted to the City Attorney in order to give the Civil Service Board the authority to hold a hearing in the Elbert Johnson case:

10.5. Any former City employee who was discharged under former Sacramento City Charter Section 178 may apply to the Civil Service Board for reinstatement to the employment classification held by him at the time of his discharge. Such application must be made within eight (8) years after the date of discharge and in any event no later than March 31, 1969. The adoption of this section and actions of the Board pursuant here- to shall give the former employee no legal right to reinstatement, nor waive any rights or defenses of the City as to the former discharge. However, the Civil Service Board may, in its sole discretion, place such former employee on a reinstatement list after holding a hearing thereon in accordance with procedures prescribed by the Board. The action of the Civil Service Board in placing or refusing to place such former employee on a reinstatement list shall be final and conclusive. Any placement on a reinstatement list under this section shall be subject to the condition that no back pay or any other form of reimbursement will be paid to the former employee and may be subject to such other conditions as the Civil Service Board determines to be appropriate under the circumstances.

Mr. James Jackson, City Attorney, was present and was questioned at length regarding the obligation of the Civil Service Board in the event the proposed rule is adopted.

Motion was made by Mr. Alexander that the proposed rule as submitted by the City Attorney be placed on the agenda for action at the next regular meeting of the Civil Service Board; motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Street

NOES: None

COMMUNICATIONS REGARDING
ELBERT JOHNSON:

Communications from Clarence

S. Brown, attorney repre-

senting Elbert Johnson, dated December 17, 1968, and from Otto Hirsch, Chairman, Sacramento County Council of Democratic Clubs, dated January 2, 1969, urging the Civil Service Board to give favorable consideration to the reinstatement of Mr. Elbert Johnson to his former position of Patrolman, was read and ordered filed.

OPINION OF THE CITY ATTORNEY:

An opinion from the City

Attorney, Mr. James Jackson,

dated January 3, 1969, relating to the authority of the Board to adopt a rule permitting the Board to place Mr. Johnson on a reinstatement list and as to whether an appeal of the action of the Civil Service Board in this case would be to the City Council or to the courts, was read and ordered filed. Copies of the opinion submitted by the City Attorney on these points are included as a part of these minutes.

CHANGE OF PREVAILING HOURLY RATES:

In accordance with rates

outlined in agreement be-



CITY OF SACRAMENTO
DEPARTMENT OF LAW

812 10TH STREET, SACRAMENTO, CALIFORNIA 95814
TELEPHONE 449-5346

1-7-69

JAMES P. JACKSON, CITY ATTORNEY
DAVID W. MCMURTRY, ASSISTANT CITY ATTORNEY

January 3, 1968

Honorable Civil Service Board
819 10th Street
Sacramento, California 95814

Members in Session:

RE: MR. ELBERT JOHNSON

The Civil Service Board has asked that the Board be furnished a copy of the report containing background information and the legal opinion on the Elbert Johnson case which was prepared by the City Attorney for the City Council on March 21, 1968. A copy of this report is enclosed. The Board has also asked for a legal opinion on its authority to adopt a rule authorizing the Board to place Mr. Johnson on a reinstatement list. If authority for the adoption of the rule exists, the City Attorney was requested to prepare a draft of a proposed rule. Finally, the City Attorney was requested to advise the Civil Service Board as to whether an appeal of the action of the Civil Service Board in this case would be to the City Council or to the courts.

In our opinion the Civil Service Board has the authority to amend its rules and regulations to permit the Board to consider placing Mr. Johnson's name on a reinstatement list. A proposed draft of such a rule is enclosed.

It is clear, from the March 21, 1968, report to the City Council, that Mr. Johnson has no legal right to reinstatement. However, the Civil Service Board is granted authority under Section 52 (a)(2) of the City Charter to "formulate rules and regulations ...including rules for preparation of...reinstatement lists...". Pursuant to this authority the Civil Service Board has adopted

January 3, 1969

authorizing reinstatement of persons who have been laid off because of lack of work, lack of funds or following a leave absence, or have been granted reinstatement privileges by the Board following resignation from City service. Persons whose names are placed on reinstatement lists are given preference for employment over persons whose names appear on waiting or open eligible lists for the same classes of positions.

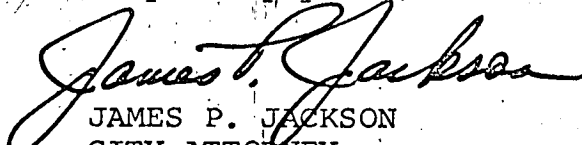
The proposed rule would add Section 10.5 to the Civil Service Rules and Regulations. The rule would limit the Board's reinstatement of employees discharged under former Sacramento Charter Section 178. This Section, which was repealed by the people in June 1968, provided that the City Manager, with the unanimous approval of the City Council, could lawfully discharge any employee.

The proposed rule as drafted preserves the legal defenses of the Board existing at the present time in connection with Mr. Johnson's discharge. The proposed rule also would prohibit the award of back pay or any other form of reimbursement. The Board does, however, authorize the Board, if it so desires, to place Mr. Johnson's name on a reinstatement list. The rule would apply only to persons discharged under Section 178 within the last eight years. The rule, therefore, would apply to Mr. Johnson and to the other police officer discharged in 1962 at the same time as Mr. Johnson.

It should be reemphasized that the Civil Service Board is not required to adopt the proposed rule and that Mr. Johnson has no right to reinstatement. However, in our opinion, the action of the City Council in referring the Elbert Johnson case to the Civil Service Board, coupled with the broad authority granted the Board to adopt rules for the preparation of reinstatement lists, authorizes the Civil Service Board to adopt the proposed rule.

The question of whether an appeal of action of the Civil Service Board should be to the City Council or to the courts will be referred to the Board at its meeting on January 7, 1969.

Very truly yours,


JAMES P. JACKSON
CITY ATTORNEY

tween Operating Engineers Union #3 and Associated General Contractors, motion was made by Mr. Alexander that the following new hourly rates for the below listed classes be approved, having been made effective January 1, 1969, by the Secretary in accordance with authority granted by the Civil Service Board.

<u>Class</u>	<u>New Hourly Rate</u>	<u>Effective Date</u>
Assistant to Engineer	\$ 4.99	January 1, 1969
Chip Spreader Operator	6.21	January 1, 1969
Compactor with Dozer Operator	6.21	January 1, 1969
Dragline Operator	6.53	January 1, 1969
Heater-Planer Operator	5.87	January 1, 1969
Heavy Duty Repairman	6.21	January 1, 1969
LeTourneau Pull Operator	6.21	January 1, 1969
Loader (up to 2 yards)	6.21	January 1, 1969
Pavement Roller Operator	5.87	January 1, 1969
Power Blade Operator	6.47	January 1, 1969
Small R. T. Tractor Operator	5.87	January 1, 1969
Small R. T. Trenching Machine Oper.	6.47	January 1, 1969
Spreader and Boxman	5.19	January 1, 1969
Tractor Loader Operator	6.21	January 1, 1969
Tractor Operator	6.21	January 1, 1969
Truck-Crane Operator	6.47	January 1, 1969

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

AYES: Members Alexander, Diepenbrock, Erickson, Street

NOES: None

WAIVER OF RESIDENCE REQUIREMENT:
Dispatcher-Clerk Examination No. 1045

Upon the recommendation of the
Secretary, motion was made by Mr.

Diepenbrock that the residence requirement be waived in the forthcoming examination No. 1045 for Dispatcher-Clerk; motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Street

NOES: None

EXTENSION OF ELIGIBLE REGISTER:
Fire Captain No. 911

Communication from Tom Deise, Fire
Chief, dated January 3, 1969, re-

questing that Fire Captain Eligible Register No. 911 be extended until July 1, 1969, and that a new examination be immediately scheduled, was read.

Motion was made by Mr. Street that Fire Captain Eligible Register No. 911 be extended until July 1, 1969, and a new examination for Fire Captain be immediately scheduled; motion was seconded by Mr. Alexander and carried by the following vote:

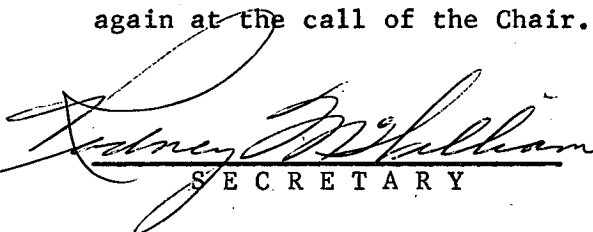
AYES: Members Alexander, Diepenbrock, Erickson, Street

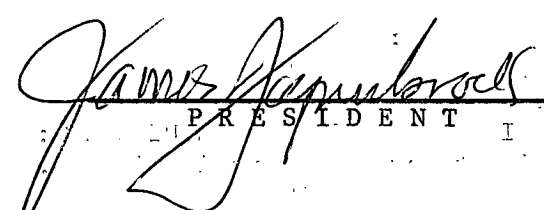
NOES: None

LETTER OF APPRECIATION:

Communication from Dana E. Fuller, dated December 23, 1968, expressing thanks to the Civil Service Board on behalf of the Building, Electrical and Plumbing Inspectors for the salary recommendations presented to the City Council, was read and ordered filed.

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


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING January 21, 1969

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street at 1:30 p.m.

PRESENT: Members Alexander, Diepenbrock, Erickson, Street

ABSENT: Member Genshlea

Minutes of the last regular meeting held January 7, 1969, were read and

approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have been scheduled:

uled:

#1048 Water and Sewer Serviceman I
#1049 Identification Technician I

MAINTENANCE MAN III EXAMINATION NO. 1041:
Eligible Register (Open & Promotional)

Written test scores and personal interview ratings in Maintenance

Man III Examination No. 1041, written test for which was held December 3, 1968, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 68 of a possible 105 items, qualifying 18 of 142 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Joe Anderson, Tree Maintenance Supervisor; Robert Leigh, Assistant Street Superintendent; and Don Sandman, Personnel Analyst II.

The following eligible register was made effective January 16, 1969:

MAINTENANCE MAN III EXAMINATION NO. 1041

(Promotional)

1.	William Patterson	90.00%
2.	Richard Nelson	83.79
3.	Paul Whitten	81.83
4.	William McElreath	80.98
5.	Ira Edwards	80.17
6.	George Dunphy	75.05

(Open)

#1.	Curtis Caraker	95.66%
#2.	Francis Marshall	91.63
#3.	James Vanderford	86.38
#4.	Richard Haley	86.21
#5.	Gore Bruton	85.68

MAINTENANCE MAN III EXAMINATION NO. 1041 (CONT'D.)

(Open)

6.	Tom Boatright	80.67%
7.	Laurence Emelio	78.20
8.	Timothy Stotler	78.08
9.	William Dixon	75.63
10.	Reid Bartlett	73.54
11.	Daniel Doub	73.10
12.	Clifford Johnson	71.46

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

LETTER OF APPRECIATION:

Roger Ekar, Business Representative
Stationary Engineers Local #39

Communication from Roger

Ekar, Business Representa-

tive of Stationary Engineers

Local #39, expressed appreciation to the Board and the Personnel Department for cooperation received during the past year; was read and ordered filed.

WAGE SCALES FOR CONSTRUCTION
UNDER PRIVATE CONTRACT:

Secretary advised that a

list of wage scales in effect

as of December 1, 1968, for the various building and trades classes had been received from the Building and Construction Trades Council of Sacramento-Yolo Counties.

Motion was made by Mr. Alexander that recommendation be made to the City Council that Resolution No. 977, adopted on September 21, 1967, be amended to conform to the December 1, 1968 list of wage scales for construction work let by the City; motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Street

NOES: None

WAIVER OF RESIDENCE REQUIREMENT:
 Identification Technician #1049

Upon recommendation of the Secretary, motion was made by Mr. Street

that the one year residence requirement as a condition for filing application be waived in the forthcoming examination No. 1049 for Identification Technician I; motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Street

NOES: None

AMENDMENT OF CLASSIFICATION PLAN:
 Assistant City Manager for
 Community Development

Proposed specification for the new class of Assistant City Manager for Community Development was submitted

to the Board with recommendation that adoption of the specification be considered at the next regular meeting of the Board as required by Section 4.5 of the rules and regulations.

It was the order of the Board that adoption of the proposed specification be placed on the agenda for the next regular meeting of the board.

CHANGE OF PREVAILING HOURLY RATES:

In accordance with rates outlined in agreement between Machinists'

Union Local No. 2182 and A. Teichert and Sons, motion was made by Mr. Alexander that the following new hourly rates be approved to become effective February 1, 1969:

<u>Class</u>	<u>New Hourly Rates</u>
Blacksmith-Welder	\$ 5.40
Burner and Welder	5.40
Machinist	5.40
Machinist Foreman	5.94
Machinist Helper	4.32

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

AYES: Members Alexander, Diepenbrock, Erickson, Street

NOES: None

PROPOSED ADDITION TO RULES
AND REGULATIONS:

Sec. 10.5 Reinstatement following
Discharge under Certain Conditions

Secretary was instructed to

read the proposed addition

to the rules and regulations,

to be designated Section 10.5 and relating to reinstatement following discharge under certain conditions, as prepared by the City Attorney, James Jackson. The proposed addition, with changes underlined, reads as follows:

Section 10.5: Any former City employee who was discharged under former Sacramento City Charter Section 178 may apply to the Civil Service Board for reinstatement to the employment classification held by him at the time of his discharge. Such application must be made within eight (8) years after the date of discharge and in any event no later than March 31, 1969. The adoption of this section and actions of the Board pursuant hereto shall give the former employee no legal right to reinstatement, nor waive any rights or defenses of the City as to the former discharge. However, the Civil Service Board may, in its sole discretion, place such former employee on a reinstatement list after holding a hearing thereon in accordance with procedures prescribed by the Board. Such procedures may include limitations on the type and scope of the hearing, and the type of evidence which may be considered by the Board. The action of the Civil Service Board in placing or refusing to place such former employee on a reinstatement list shall be final and conclusive. Any placement on a reinstatement list under this section shall be subject to the condition that no back pay or any other form of reimbursement will be paid to the former employee, except that the Board in its discretion may give credit for sick leave accumulated by the former employee prior to discharge. Any placement on a reinstatement list under this section may be subject to such other conditions as the Civil Service Board determines to be appropriate under the circumstances.

Mr. Diepenbrock, President of the Board, then advised that action should be taken on the proposed addition and, if adopted, to then determine the scope of the hearing and the procedures to be followed.

Motion was made by Mr. Erickson that the proposed addition to the rules, as read by the Secretary and as above outlined, be adopted; motion was seconded by Mr. Street. After discussion with the City Attorney of the reasons for the minor changes from the original proposed addition as presented at the previous meeting, the motion was carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Street

NOES: None

Motion was then made by Mr. Street that a hearing, as requested by Clarence Brown, attorney representing Mr. Elbert Johnson, be held to determine whether Mr. Johnson should be granted reinstatement privileges; motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Street

NOES: None

Discussion then followed regarding the scope of the hearing, and the procedures to be followed. Mr. Diepenbrock advised that, in his opinion, only evidence admissible in a court of law should be accepted by the Board when the hearing is held, and that any and all "hearsay" evidence as included in the police report should be excluded. Further, that the hearing should be limited in scope to a review of the facts, and audience to Mr. Johnson and his attorney.

The question as to who should represent the City of Sacramento in the hearing was raised by Mr. Street. Mr. Jackson, City Attorney, advised that it would be his responsibility to represent the City's position in such a hearing. Mr. Jackson also advised, however, that the basis for the City's position was contained, for the most part, in the police report which had been submitted to the Board members.

Discussion followed regarding evidence on which the City Council acted in 1962 to discharge Mr. Johnson without a hearing; as to the extent to which witnesses and investigating officers should be called for testimony; and the amount of time which might be required to adequately present both sides of the case.

After considerable discussion, it was the consensus of the Board members that Mr. Clarence Brown, Attorney for Mr. Johnson, and Mr. James Jackson, City

Attorney, should prepare a statement of agreed facts, and facts in dispute, to be presented in written form to the Civil Service Board on the date set for the hearing. Further, that each attorney should be free to have such witnesses present as could provide testimony on the facts in dispute.

It was the order of the Board that the date of January 28, 1969, be set for the hearing, to be held at 2:30 p.m. in the Personnel Department Conference Room, 819 Tenth Street.

Mr. Clarence Brown, Attorney for Mr. Johnson, expressed his appreciation to the Board for the action taken in adopting the rule addition, and in scheduling an early hearing for his client.

COMMUNICATION:
Elbert Johnson

Communication from State
Senator Albert Rodda, dated

January 7, 1969, expressing the hope that Mr. Johnson's case will be given a thorough re-examination, was read and ordered filed.

RESIDENCE REQUIREMENT AS A CONDITION OF
ELIGIBILITY FOR EXAMINATION APPLICATION:

The present Charter provision requiring one year of

city residence as a condition of eligibility in all entrance examinations, except where such residence requirement may be waived by the Board, was discussed.

Secretary was instructed to prepare a proposal which could be considered by the Board to recommend to the City Council to amend Charter Section #165 in order to eliminate prior residence as a condition of eligibility in any examination.

REQUEST FOR APPROVAL OF
VOLUNTARY DEMOTION:
Colon Ward, Maintenance Man II

Communication from Colon
Ward, Maintenance Man II

in the Street Cleaning Division, dated January 15, 1969, requesting approval of a voluntary demotion to the class of Maintenance Man I, was considered.

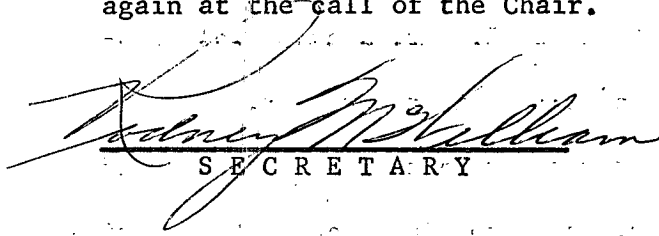
Secretary advised that the request had been approved by Kent Link, Street Superintendent, since Mr. Ward's operator's license had been suspended for three years.

Motion was made by Mr. Erickson that the request for approval of voluntary demotion be approved; motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Street

NOES: None

There being no further business, the Board adjourned at 2:30 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 JANUARY 28, 1969

The Civil Service Board met in special session in the City Hall Council Chambers at 2:30 p.m.

PRESENT: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

ABSENT: None

The meeting was called to order by the President, Mr. Diepenbrock, who advised that the agenda consisted of hearing an appeal from Mr. Elbert Johnson for reinstatement to his former position of Patrolman, under provisions of Sec-

tion 10.5 of the Civil Service Board rules and regulations.

Mr. Diepenbrock further advised that the proceedings of this hearing were being recorded.

Mr. Clarence Brown, Attorney representing Mr. Johnson, appeared before the Board and stipulated that he had no objection to the police report of the incident in which Mr. Johnson was involved resulting in his discharge being part of the evidence, but asked that the Civil Service Board disregard the conclusions of the investigating officers.

Mr. James Jackson, City Attorney, gave a summary of the events, as outlined in the police report, which led to the suspension and discharge of Mr. Johnson from his position as Patrolman in the Sacramento City Police Department, and advised that the Charter Section 178, under which he was discharged without a hearing, had been repealed by the electorate in 1968. Mr. Jackson was questioned by the members of the Board on points contained in the report.

Mr. Clarence Brown, attorney, was requested to present his case on behalf of Mr. Johnson. Mr. Johnson was called by Mr. Brown to give a complete description of the events which led to his discharge from the Police Department. Mr. Johnson also gave an account of his activities since his discharge in 1962, and his efforts to obtain a hearing to obtain reinstatement. Mr. Johnson was questioned on many points of his testimony by members of the Board.

Mr. Howard Harris, an executive of the Urban League, was called by Mr. Brown to testify regarding Mr. Johnson's activities during the past several years in connection with his volunteer work in many areas related to youth guidance and youth activities. Mr. Harris commented that, in his opinion, Mr. Johnson was capable of doing an excellent job in the field of human relations and would be a distinct asset to the Police Department if re-appointed. Mr. Harris was questioned by members of the Board.

There being no further witnesses and no further questions by the City Attorney or by Mr. Johnson and his attorney, motion was made by Mr. Street that the Board go into executive session to make a decision on the request for reinstatement. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

In executive session, the case was discussed at length. It was agreed by the Board members that the decision should be based on the following findings of fact:

1. That on the evening of June 18, 1962, and early morning hours of June 19, 1962, Mr. Johnson, a City police officer, another City police officer, a Sacramento County Deputy Sheriff, and two other men were found present at a woman's residence located outside the city limits and in the County of Sacramento;
2. That the Sacramento County Sheriff's office received a complaint over the telephone concerning a possible burglary and a request for an investigation of the activities occurring at that residence;
3. That the Deputy Sheriffs who responded to that call interrogated all persons present at the residence and found that they were all present with the woman's consent; during the interrogation they also found that Mr. Johnson was an off-duty City police officer;
4. That in interrogating Mr. Johnson, the Deputy Sheriffs determined that he was inebriated;
5. That at all times during the investigation on that night and the following days, Mr. Johnson was courteous, well-behaved, and fully cooperative, which behavior was in sharp contrast to the rude, arrogant and offensive behavior manifested by others present; and
6. Although a charge was made by a man, who was not a witness to the fact, that Mr. Johnson may have had sexual intercourse with the woman who occupied the house, that charge was denied by the woman and by Mr. Johnson. Statements obtained from others present tended to exonerate Mr. Johnson of the charge, and the Board concludes there is insufficient evidence to support this charge.

Based on these facts, the following conclusions were agreed upon by the members of the Board:

1. That Mr. Johnson was guilty of conduct unbecoming an officer, in that he was inebriated to such an extent that he was not fit for duty had an emergency arisen, and was not equipped with his service revolver as required by City Police Department regulations;
2. That for this conduct Mr. Johnson should have been disciplined, but the disciplinary action applied (discharge from City service) was unduly harsh and severe;
3. That, regrettably, there was no procedure available to Mr. Johnson to seek relief from the severity of the discipline imposed, because his discharge resulted from the unanimous action of the City Council as authorized by the recently repealed Section 178 of the City Charter;
4. That, in the opinion of the Civil Service Board, the discipline previously imposed should be reduced, and Mr. Johnson be permitted to return to service in the Sacramento Police Department in his former capacity as Patrolman.

Motion was made by Mr. Street that Mr. Johnson be placed on the reinstatement list for the class of Patrolman, in accordance with provisions of Section 10.5 of the Rules and Regulations, and that he be re-appointed as soon as the first vacancy occurs, subject to the following conditions:


1. There shall be no reimbursement from the City of Sacramento for back pay or other expenses incurred by him;
2. He shall return to Step B of the current salary range for Patrolman (\$742 per month) and complete one year of service, including previous time in this step, before being eligible to advance to Step C;
3. He shall be credited with eight (8) days of sick leave which he had accumulated prior to his discharge; and
4. Upon re-appointment he shall be eligible for two (2) weeks of annual vacation allowance beginning in 1970 (pro-rated according to the number of months actually worked in 1969), and shall be eligible, provided his employment is continuous, to three (3) weeks of annual vacation allowance beginning January 1, 1973.

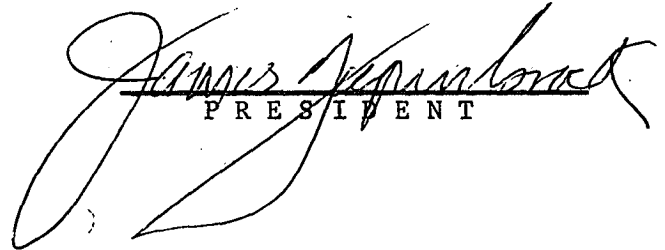
Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

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


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING FEBRUARY 27, 1969

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street at 10:00 a.m.

PRESENT: Members Alexander, Diepenbrock, Erickson, Street

ABSENT: Member Genshlea

Minutes of the meetings held January 21 and January 28, 1969, were read and approved.

NEW EXAMINATION SCHEDULED:

scheduled:

#1050 Equipment Mechanic I

POLICE SERGEANT EXAMINATION
NO. 1031 (PROMOTIONAL):
Eligible Register

Sergeant Examination No. 1031 (Promotional), written test for which was held November 3, 1968, were reviewed.

Secretary advised that the following examination had been

Written test scores and personal interview ratings in Police

Secretary advised that the minimum qualifying score in the written test was set at 118 of a possible 172 items, qualifying 25 of 147 candidates appearing for the written test.

Qualifications Appraisal Board consisted of F. C. Erickson, Civil Service Board member; Earl Simons, Safety and Training Officer; and Ray Dehner, Assistant Police Chief.

The following eligible register was made effective January 20, 1969:

POLICE SERGEANT EXAMINATION NO. 1031

(Promotional)

1.	Donald Horger	83.69%
2.	Ronald Frame	83.30
3.	David Fontaine	82.74
4.	Ronald Meadors	82.23
5.	Ernest Hollingshead	82.02
6.	Ronald Shaw	81.97
7.	Charles Gaston	80.07
8.	Joe Enloe	80.02
9.	Ronald Belke	78.93
10.	Rodney Johnsen	78.85
11.	Glynn Allen	78.29
12.	Robert Smith	78.22
13.	David Richer	78.10
14.	Richard Noya	77.82
15.	Gerald Bakarich	77.78
16.	Maynard Kidd	77.75
17.	James Rodenbaugh	76.75
18.	Gerald Neuburger	76.68
19.	Richard Vaccaro	75.57
20.	James White	75.55
21.	Allen Seivertson	75.00
22.	Arthur Cordova	74.88
23.	Arthur Ballard III	74.55
24.	Donald Willis	73.35
25.	Donald Swars	72.82

BOOKKEEPING MACHINE OPERATOR
EXAMINATION NO. 1044:
Eligible Register

Written test scores and
personal interview ratings

in Bookkeeping Machine

Operator Examination No. 1044, written test for which was held January 7, 1969,

were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 65 of a possible 100 items, qualifying 5 of 8 candidates appearing for the written test.

The Qualifications Appraisal Board consisted of Edith Shane, Chief Accountant; Margaret Monaghan, Administrative Assistant I; and Don Sandman, Personnel Analyst II.

The following eligible register was made effective January 24, 1969:

BOOKKEEPING MACHINE OPERATOR EXAMINATION NO. 1044

1. Margaret Harrington	88.80%
2. Judy L. Anderson	82.93
3. Nancy L. Kelly	80.78
4. Helena Tieman	76.12
5. Constance Pyevach	73.33

CUSTODIAL FOREMAN I EXAMINATION
NO. 1046 (PROMOTIONAL):
Eligible Register

Written test scores and personal interview ratings in the Custodial Foreman I Examination

No. 1046 (Promotional), written test for which was held January 27, 1969, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 73.5 of a possible 105 items, qualifying 3 of 6 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Anthony Nastro, Building Maintenance Superintendent; Frank Mugartegui, Administrative Assistant II; and Earl Simons, Safety and Training Officer.

The following eligible register was made effective February 5, 1969:

CUSTODIAL FOREMAN I EXAMINATION NO. 1046

(Promotional)

1. Russell D. LaRose	83.65%
2. James V. Fowler	79.67
3. Leroy Molden	72.65

AMENDMENT OF CLASSIFICATION PLAN:Assistant City Manager for
Community DevelopmentSecretary advised that a
hearing was set for this
date on the adoption of

specifications for the new class of Assistant City Manager for Community Development.

After discussion, motion was made by Mr. Erickson that the specifications as prepared by the Personnel Officer, and made a part of these minutes, for the new classification be adopted; motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Street

NOES: None

SURVEY OF RESIDENCE REQUIREMENT:

In accordance with instructions given at the meeting

held January 21, 1969, the Secretary submitted the survey outlining residence requirements in fifteen (15) major California cities and Sacramento County.

Three proposals were suggested by the Secretary for the Board's consideration as below outlined:

No. 1

Every officer or employee of the City of Sacramento must be a citizen of the United States.

Prior residence within the City limits of Sacramento shall not be required as a condition for application to take any City civil service examination, or as a condition for appointment to any position in the City service.

ASSISTANT CITY MANAGER for COMMUNITY DEVELOPMENTDEFINITION

This position assists the City Manager in preparing and directing all community development activities within the City; and works with all pertinent federal, state and local organizations, agencies and businesses towards the goal of physically upgrading the numerous neighborhoods, commercial areas and industrial parks.

EXAMPLES OF DUTIES

Prepares and stimulates the implementation of a City-wide improvement plan, including a priority of actions, from new study information and from existing Community Plans. Upon action by the City Council or any other necessary body, directs and coordinates the planning process and the submission of all federal and state applications which would be submitted by the City and by such agencies as the Redevelopment Agency and the City-County Housing Authority. Works with and encourages developers, investors, sponsors, realtors, lending institutions, the Veterans Administration and the Federal Housing Administration in the pursuit of new and rehabilitated housing units -- with emphasis on units for low and moderate income families and the elderly. Makes speeches and participates in seminars and conferences related to community development. Works with the Department of Housing and Urban Development on recertifications of the Workable Program for Community Improvement. Conducts appropriate meetings of the citizens' committees on urban problems. Provides administrative assistance and policy recommendations to the City Manager and Council. Attends all meetings in connection with directing and coordinating community improvement activities. Directs subordinate staff members. Represents the City before County, Federal and State legislative bodies and committees and works with legislators on community development legislation.

DESIRABLE QUALIFICATIONSKnowledge of:

Programs such as urban renewal, code enforcement, public housing, urban beautification and other pertinent Federal, State and privately sponsored programs;
Principles and methods of public and business administration;
Office management principles, methods and procedures;
Administrative survey techniques and skill in their application.

Ability to:

Think clearly and quickly and analyze and solve problems of organization and procedure;
Work independently in identifying the need for and developing proposed changes in operating practices, programs and policies.
Establish and maintain cooperative working relationships;
Speak and write effectively.

Assistant City Manager for Community Development -- 2

Experience:

Broad and extensive experience in community development, including appropriate experience in State, Local or Federal Government.

Education:

Equivalent to graduation from college, preferably with specialization in political science, government, economics, public administration, business administration or a related field.

Special Personal Characteristics:

Demonstrated capacity for assuming increasing responsibility, originality and open-mindedness.

APPROPRIATE REFERENCES

SEE ATTACHED

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The City Council shall, by adoption of an ordinance, specify and stipulate the conditions and requirements pertaining to location of residence for all city employees.

No. 2

Every officer or employee of the City of Sacramento must be a citizen of the United States.

Prior residence within the city limits of Sacramento shall not be required as a condition for application to take any city civil service examination, or as a condition for appointment to any position in the city service.

Any person with residence outside the city limits appointed to a position in the classified service or to an exempt position must become a bona fide resident of the City of Sacramento within one (1) year from date of such appointment, and maintain such residence within the city limits continuously thereafter as a condition of employment.

Any person appointed to a part-time, seasonal, temporary, or limited-term position must be a resident of the City of Sacramento at the time of appointment, and maintain such city residence as a condition of employment.

No. 3

Every officer or employee of the City of Sacramento must be a citizen of the United States.

Prior residence within the city limits of Sacramento shall not be a condition for application to take any city civil service examination, or as a condition for appointment to any position in the city service.

Residence within the city limits of Sacramento shall not be a condition of employment, except that any department providing public safety services or having employees available for emergency services may, with the approval of the City Manager, adopt such regulations as may be necessary and reasonable limiting the area in which employees of such departments required to be available for emergency services may reside.

It was the order of the Chairman that a formal recommendation to amend the City Charter relating to residence requirements be delayed until the Board had an opportunity to discuss the matter with the City Manager and to hold a

public hearing.

RESTORATION OF VACATION ALLOWANCE:
Patrick J. Bennett

Communication from

Patrick J. Bennett, Traf-

fic Superintendent in the Police Department, dated January 8, 1969, requesting restoration of twelve (12) days of vacation time earned in 1966 and taken in 1968 while off duty because of illness which was later determined to be of industrial origin, was read.

Upon recommendation by the Secretary, motion was made by Mr. Street that Mr. Bennett be permitted to use the twelve days of vacation time referred to above in 1969, notwithstanding the fact that it was earned in 1966; motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Street

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 (1) year to the dates indicated:

<u>Eligible Register</u>	<u>Extended To</u>
#952 Administrative Assistant II	February 21, 1970
#935 Draftsman I	January 18, 1970
#942 Plant Operator II	March 21, 1970
#957 Sanitary Laboratory Technician	April 19, 1970
#945 Senior Account Clerk	March 10, 1970
#946 Stores Clerk	March 13, 1970
#947 Traffic Engineering Technician	April 18, 1970

FIRE CAPTAIN EXAMINATION NO. 1051:
Number on Eligible Register

Communication from Tom

Deise, Fire Chief, dated

February 20, 1969, requesting that an eligible register of 42 candidates be

established in the forthcoming examination for Fire Captain in accordance with provisions of Section 8.2(g) of the rules and regulations, was read.

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

AYES: Members Alexander, Diepenbrock, Erickson, Street

NOES: None

CHANGE OF PREVAILING HOURLY RATES:

Electrician

Electrician Lineman

Electrician Foreman

In accordance with rates out-

lined in contract between

Electrician Union Local #340

I. B. E. W., and the Sacramento Valley Chapter of N. E. C. A., motion was made by Mr. Alexander that the following new hourly rates for the below listed classes be approved effective March 1, 1969:

<u>Class</u>	<u>Hourly Rate</u>
Electrician	\$ 6.27
Electrician Foreman (2 to 4 men)	6.89½
Electrician Foreman (5 to 13 men)	7.21
Electrician Lineman	6.27

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

AYES: Members Alexander, Diepenbrock, Erickson, Street

NOES: None

REQUEST FOR LEAVE OF ABSENCE:

John P. Greves

Maintenance Man I

Communication from John P.

Greves, Maintenance Man I in

the Parks Division, dated February 3, 1969, requesting a leave of absence from May 19, 1969, to October 26, 1969, was considered.

Secretary advised that the request had been approved by William Chorley, Parks Superintendent.

2/27

Motion was made by Mr. Erickson that the request be approved; seconded by Mr. Street and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Street

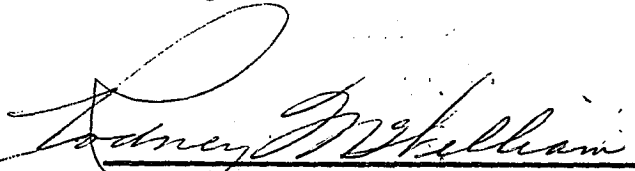
NOES: None

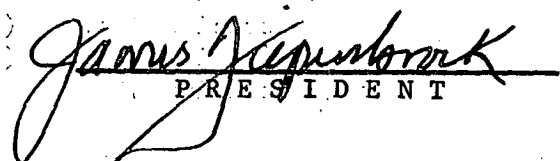
LETTERS OF APPRECIATION:
Elbert Johnson

Mr. Diepenbrock, President,
advised that he had re-

ceived two letters of appreciation with reference to the Board's action to reinstate Mr. Elbert Johnson, one communication being from Mr. Henry Teichert of A. Teichert and Son, Inc., and one from H. Holton Collins, Jr., of the Christian Methodist Episcopal Church, which were read and ordered filed.

There being no further business, the meeting adjourned at 11:30 a.m. to meet again at the call of the Chair.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING MARCH 12, 1969

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street at 1:30 p.m.

PRESENT: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

ABSENT: None

Minutes of the meeting held February 27, 1969, were read and approved.

PARKING LOT ATTENDANT
EXAMINATION NO. 1043:
Eligible Register

Written test scores and personal
interview ratings in Parking Lot

Attendant Examination No. 1043, written test for which was held January 8, 1969, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 63 of a possible 90 items, qualifying 51 of 150 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Laurel Paulson, Administrative Assistant I; James Bissell, Assistant Traffic Engineer; and Michael Sappingfield, Administrative Trainee.

The following eligible register was made effective February 24, 1969:

PARKING LOT ATTENDANT EXAMINATION NO. 1043

# 1.	Timothy Stinson	96.93%
# 2.	Kristofer Johnson	94.67
# 3.	Cecil Tiefenthaler	93.33
# 4.	Tony Pascual	92.00
# 5.	Frank Lee	92.00
# 6.	William Corbitt	88.67
# 7.	Jerry Durrett	88.00
8.	William Emick	87.33
# 9.	Toby Silva	86.67
10.	William Ubben	85.33
#11.	Hugo Frank	84.67
12.	Larry Dunn	84.67
13.	Wayne Singley	82.67
14.	Anthony Basurto	82.00
15.	Mickey Yost	81.33
16.	Robert Wise	80.67
#17.	Paul Stewart	80.67
18.	William Larry	80.00
19.	Michael Bunker	79.20
20.	Larry Van Sickle	79.07
21.	Mervyn Bennetts	78.67
22.	Raymond Light	78.00
23.	Paul Leuenberger	76.67
24.	Robert Gutierrez	76.00
25.	Robert Voss	75.33
26.	Lane King	75.33
27.	Michael Bentley	75.33
28.	Richard Jagla	74.66
29.	Douglas Pace	73.60
30.	Kazuyuki Takeda	72.66

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

AMENDMENT OF CLASSIFICATION PLAN:
 Chief Building Inspector
 Chief Housing Inspector
 Director of Building Inspections Division

Revised specifications for
 the classes of Chief Building Inspector and Chief

Housing Inspector, and the specification for the new class of Director of Building Inspections Division were presented to the Board for consideration.

Secretary advised that these new specifications were necessary because of the consolidation of the inspection divisions, to be headed by a Director of Building Inspections Division, and advised that the specifications had been approved by the Director and by the City Manager's Office.

It was the order of the Board that action on the proposed specifications be held over to the next regular meeting as required by Section 4.5 of the rules and regulations.

AMENDMENT OF CLASSIFICATION PLAN:
 Police Lieutenant

Communication from Joseph
 Rooney, Police Chief, dated

March 7, 1969, requesting that the Police Lieutenant specification be amended to provide that eligibility be limited to those officers having at least five (5) years of service in the Police Department, was read and considered.

A proposed amendment to the specification for Police Lieutenant was submitted by the Secretary, outlining required experience and training as follows:

Required Experience and Training:

At least five (5) years of service in the Sacramento Police Department in the class of Patrolman, Policewoman, Police Sergeant, or any combination of these, with date of eligibility to be determined as of the written test date.

It was the order of the Board that action on the proposed amendment be held over to the next regular meeting as required by Section 4.5 of the rules and regulations.

REQUEST FOR LEAVE OF ABSENCE:
Susanna Romo
Jr. Typist-Clerk

Communication from Susanna Romo,
Junior Typist-Clerk in the City
Attorney's Office, dated March

10, 1969, requesting a one year leave of absence because of pregnancy, was read and considered.

Secretary advised that the request had been approved by James Jackson, City Attorney.

Motion was made by Mr. Street that the request for leave of absence from May 1, 1969, to April 30, 1970, be approved; motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

REQUEST FOR LEAVE OF ABSENCE EXTENSION:
Laura Bunday
Jr. Stenographer-Clerk

Communication from Laura M.
Bunday, Junior Stenographer-Clerk

in the Water Department, requesting a leave of absence extension to June 8, 1969, was read and considered.

Secretary advised that the request had been approved by Ray Jones, Water Division Manager.

Motion was made by Mr. Alexander that the request for leave of absence extension to June 8, 1969, be approved; motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

REQUEST FOR EXTENSION OF TIME
TO MOVE INTO CITY LIMITS:
Thomas I. Sansom, Patrolman

Communication from Thomas I. Sansom, Patrolman, dated March 11,

1969, requesting an extension of time to move his residence into the city

limits because of being unable to sell his house in Carmichael, was read and considered.

Secretary advised that his original appointment date was April 1, 1968, and that the one year period to move into the city would expire April 1, 1969.

Motion was made by Mr. Street that Mr. Sansom be granted a six month extension of time in order to comply with the Charter provisions covering residence; motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

EMPLOYEE STATUS IN POSITIONS
REALLOCATED TO HIGHER CLASSES:

Secretary advised that
employees below listed

occupy positions which have been reallocated to the higher class designated after review of duties and responsibilities assigned and approval of the department head, and recommended that permanent status be granted in the higher class.

<u>Name</u>	<u>Reallocated Class</u>
Edward Gardiner	Communications Operator II
Ernest A. Lauer	Communications Operator II
Vera Rosenblatt	Intermediate Typist-Clerk

Motion was made by Mr. Street that permanent status be granted the above employees in the classes designated in accordance with Section 4.7(c) of the rules and regulations; motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Alexander, Diepenbrock, Erickson, Genshlea, Street

NOES: None

ANNUAL REPORT:
1967-1968

Official copies of the 1967-68
Annual Report of the Civil Ser-

vice Board and Personnel Department were submitted to the Board members.

Secretary advised that copies of the report were to be presented to the City Council on March 13, 1969.

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


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING MARCH 25, 1969

The Civil Service Board met in regular session in the Conference Room at 819 Tenth Street at 1:30 P.M.

PRESENT: Members Alexander, Erickson, Street

ABSENT: Members Diepenbrock, Genshlea

Minutes of the last regular meeting held March 12, 1969, were read and approved.

NEW EXAMINATIONS SCHEDULED:

scheduled:

Secretary advised that the following examination have been

- #1051 Fire Captain (Promotional)
- #1052 Senior Stenographer-Clerk (Open and Prom.)
- #1053 Custodian I
- #1054 Library Clerk
- #1055 Police Lieutenant (Promotional)

DISPATCHER-CLERK EXAMINATION NO. 1045:
Eligible Register

Written test scores and
personal interview ratings

in Dispatcher-Clerk Examination No. 1045, written test for which was held February 24, 1969, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 59 of a possible 85 items, qualifying 25 of 54 candidates appearing for the written test.

Qualifications Appraisal Board consisted of J. Bruce Guthrie, Police Headquarters Superintendent; Frank Cotta, Civil Defense Executive; and William J. Woska, Personnel Analyst I.

The following eligible register was made effective March 14, 1969:

DISPATCHER-CLERK EXAMINATION NO. 1045

# 1.	Ronald Sprague	92.47%
2.	Carol Bronson	92.19
3.	Elizabeth Freitas	85.86
4.	Connie Ruggles	85.54
5.	LaDeane Miller	84.87
6.	Judy Anderson	83.45
7.	Barbara Tobin	81.84
8.	Deanna Jones	81.14
9.	Lois Spencer	80.16
10.	Betty Gildersleeve	80.02
11.	Sharon Goethe	77.87
12.	Mary Morrison	77.44
13.	Shyreen Ruppert	77.04
14.	Marjorie Tigner	76.69
15.	Patricia Moran	76.21
16.	Marion Page	75.46
17.	Martha Pickett	74.13
18.	Glen Ellis	71.09
19.	Catherine Chandler	70.69
20.	Bonita Franks	70.53

(# Indicates applicant received 10 points Veterans Preference.)

GENERAL REPAIRMAN EXAMINATION
NO. 1047 (PROMOTIONAL):
Eligible Register

Written test scores and
personal interview ratings
in General Repairman Exam-

ination No. 1047 (Promotional), written test for which was held February 26, 1969, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 105 of a possible 150 items, qualifying 16 of 28 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Leonard Campbell, Equipment Maintenance Superintendent; Anthony Nastro, Building Maintenance Superintendent; and Earl Simons, Safety and Training Officer.

The following eligible register was made effective March 14, 1969:

GENERAL REPAIRMAN EXAMINATION NO. 1047

(Promotional)

1.	William McElreath	84.75%
2.	George Dunphy	82.92
3.	Wilbert Thibodeaux	80.00
4.	Donald Coby	77.59
5.	Robert Van Dyke	77.25
6.	Tom Dicktakes	77.08
7.	George Arnold	76.58
8.	William Dixon	76.25
9.	Richard Nelson	76.09
10.	Paul Whitten	75.92
11.	Joseph Honig	75.33
12.	Ira Edwards	75.09
13.	Francis Hassey	73.67
14.	Oscar Mindt	72.84
15.	Robert Brown	72.50
16.	Thomas Little	70.84

IDENTIFICATION TECHNICIAN I
EXAMINATION NO. 1049:
Eligible Register

Written test scores and personal
interview ratings in Identifica-
tion Technician I Examination

No. 1049, written test for which was held March 3, 1969, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 79 of a possible 105 items, qualifying 27 of 46 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Norman Readdy, Police Department Identification Supervisor; Bruce Thayer, Police Lieutenant; and Michael Sappingfield, Administrative Trainee.

The following eligible register was made effective March 24, 1969:

IDENTIFICATION TECHNICIAN I EXAMINATION NO. 1049

# 1.	Maurice Hodgkins	93.59%
# 2.	Rueben Tomlinson	91.59
3.	George Barry	90.24
4.	David Larson	89.68
# 5.	George McKinney	88.44
6.	Richard Balassi	88.33
# 7.	Robert Jones	87.88
# 8.	Candis Whitaker	85.70
9.	Marcus Sazaki	83.17
#10.	William Gray	80.67
11.	Bruce Albini	79.91
12.	John Gallegos	78.90
13.	Robert Freeman	78.63
14.	David Nelson	78.30
15.	John Sullivan	78.28
16.	Carl Springle	76.60
17.	Joe August	75.19
18.	Mark Olenslager	73.36

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

AMENDMENT OF CLASSIFICATION PLAN:

Chief Building Inspector

Chief Housing Inspector

Director of Building Inspections Division

Secretary advised that a

hearing was set for this

date on adoption of speci-

fication for the new class of Director of Building Inspections Division and revised specifications for Chief Building Inspector and Chief Housing Inspector.

Secretary advised that these new specifications were made necessary because of the consolidation of the inspection divisions and advised that the specifications had been approved by the Director of Building Inspections Division and the City Manager's office.

After discussion, motion was made by Mr. Alexander that the specifications as prepared by the Personnel Officer and made a part of these minutes for the

City of Sacramento

Revised Specification Adopted by
Civil Service Bd. March 25, 1969CHIEF HOUSING INSPECTORNature of Work:

This is supervisory and technical work involved in the administration of the city's housing code. The work involves assisting the Director of the Building Inspections Division in effecting programs and policies, in supervising a number of Community Improvement Representatives, and performing the more difficult inspections and assignments. The incumbent must use considerable tact in dealing with the public, and exercise considerable judgment in applying codes and regulations in the field within established policy. He consults with the director of the division on unusual problems and on matters which require code or policy interpretation.

Examples of Work:

Assigns inspections, investigations, and special projects to subordinate personnel.

Gives advice on unusual problems encountered by field representatives.

Reviews reports of inspections and advises as to proper procedures for enforcement.

Makes the more difficult inspections and investigations to determine compliance with city, state and federal standards on use, occupancy, and safety.

Conducts special surveys and studies of population and housing conditions.

Attends meetings of public and private groups to explain the city's conservation program.

Prepares cases against violators for litigation; testifies in court regarding housing and use conditions; prepares necessary reports and correspondence.

Consults with the Director of the Building Inspections Division relating to programs and policies.

Adjusts and settles differences between the public and field personnel.

Performs other related work as required.

Knowledges, Abilities and Skills:

Thorough knowledge of the objectives of urban renewal and code compliance programs.

Considerable knowledge of federal, state and city codes and regulations relating to occupancies.

Considerable knowledge of municipal administration and administrative procedures.

Good knowledge of the principles and practices of effective supervision and personnel management.

Good knowledge of the construction, maintenance, alteration and sanitation of residential buildings.

Good knowledge of city codes relating to planning, zoning, building, electrical, and plumbing installations, and housing.

Skill in the handling of public relations and ability to establish and maintain effective working relations with property owners, other agencies, city officials, civic groups, and the general public.

Chief Housing Inspector - 2

Desirable Experience and Training:

Considerable experience in an administrative or supervisory capacity, and at least two (2) years as an inspector in the Building Inspections Division; graduation from a standard high school; preferably supplemented by college level courses in public administration, planning, civil engineering, or related fields.

City of Sacramento

Revised Specification Adopted by
Civil Service Bd. March 25, 1969CHIEF BUILDING INSPECTORNature of Work:

This is difficult field and office work in supervising the enforcement of the municipal building code. The employee in this class is responsible for the supervision of an inspectional program involving the enforcement of the municipal building code to assure that work is performed in accordance with established regulations. Discretion and judgment are required in the interpretation of building codes and in the recommendation of revisions in light of new developments. The work involves the performance of the more difficult inspections of new constructions, alterations, or repairs in progress and participation in the interpretation of the more complex building plans and solving of structural problems. Primarily, the employee is concerned with the training, supervising, and coordinating of a staff of subordinate building inspectors. The work is performed according to the requirements of the building code and zoning ordinance. This employee is responsible for directing all functions of the Building Inspections Division in the director's absence.

Illustrative Examples of Work:

Supervises the examination of plans and specifications of all new construction, alterations, and repairs of buildings, commercial establishments, and other types of structures for compliance with the municipal building code.

Plans and assigns the work of subordinates engaged in inspections of construction in progress; participates in the inspection of the more difficult building structures and consults with subordinates on the more complex structural problems.

Confers with architects and engineers in reconciling building plans with the municipal building code and zoning ordinance; recommends alterations to correct defects and orders corrections as necessary to comply with the specifications of the municipal code.

Interprets the building code and zoning ordinance for subordinates and the general public; recommends revisions of the building code.

Acts as liaison between the Building Inspection Division and other departments and divisions in the City concerned with building and zoning problems; serves as contact between the Building Inspection Division and the public, both in advising on technical problems and handling difficult enforcement problems.

Performs related work as required.

Knowledges, Abilities, and Skills:

Thorough knowledge of all types of building construction materials and methods and the stages of construction when defects and possible violations of building regulations may be most easily observed and corrected.

Thorough knowledge of City building and zoning codes and related laws and ordinances.

Ability to detect structural and other faults and to appraise for quality of construction and physical depreciation.

Thorough ability to accurately interpret plans, specifications and blueprints of considerable complexity.

Knowledges, Abilities and Skills: (Cont'd.)

Ability to plan, assign, supervise, and review the work of subordinates engaged in inspectional functions and clerical employees engaged in office functions.

Must be able to establish and maintain effective working relationships with other employees, officials, and the general public.

Desirable Experience and Training:

Thorough experience in building construction, including experience as a construction foreman or engineer; considerable experience as a building inspector, preferably including some experience in a supervisory or administrative capacity; and graduation from a four year college or university with specialization in civil engineering.

Necessary Special Qualifications:

Registration as a Civil Engineer with the California Board of Registration for Civil and Professional Engineers.

DIRECTOR OF THE BUILDING INSPECTIONS DIVISION

Nature of Work:

This is responsible administrative and technical work in directing the operations of the Building Inspections Division. The employee is responsible for directing the enforcement of the city building, electrical, housing, dangerous buildings, and plumbing codes, to assure that work is performed in accordance with established regulations. The work is performed under the administrative supervision of the City Engineer, with whom the employee consults on special problems. The work is reviewed through discussion and the review of reports. The employee shall be the Housing Official of the City, and may also act as the Chief Building Inspector.

Illustrative Examples of Work:

Plans, lays out and reviews the work of supervisory, technical and other employees working in the Building Inspections Division.

Personally conducts inspections of major structures and/or problem construction.

Receives and reviews reports from supervisory personnel and prepares departmental reports.

Supervises the examination of the more difficult and complex plans and specifications which are processed through the Building Inspections Division, to see that they conform and are in compliance with the various codes and regulations of the division.

Confers with private and governmental architects, engineers, contractors, manufacturers, representatives, and the general public on building, plumbing, electrical, and housing regulations, both in general and as related to specific structures.

Writes letters and reports; rewrites and recommends revisions in the codes of the division.

Interviews and selects employees; prepares budget estimates and controls expenditures.

Performs related work as required.

Knowledges, Abilities, and Skills:

Thorough knowledge of civil engineering principles, practices, and methods, particularly as related to structural engineering.

Thorough knowledge of the Uniform Building Code and of other laws and ordinances regulating building, electrical, housing and plumbing inspection.

Thorough skill in making complicated and difficult engineering and mathematical calculations and in the use of engineering devices and reference material.

Thorough knowledge of the principles of organization and management.

Ability to plan, organize, direct and coordinate the operations of a city department.

Ability to establish and maintain effective public relations with a wide variety of persons and groups, sometimes under difficult and controversial situations.

Desirable Experience and Training:

Thorough experience and knowledge of structural engineering principles with emphasis on construction and the strengths of materials; considerable experience as a building inspector, preferably including experience in a supervisory or administrative capacity; and graduation from a four year college or university with specialization in civil engineering.

Necessary Special Qualifications:

Registration as a Civil Engineer with the California Board of Registration for Civil and Professional Engineers.

City of Sacramento
Revised Specification
Adopted March 1965
(Formerly class of
Police Sergeant)

Police Lieutenant 1312 15750
Police Lieut. (3-wh. mc.) 1312-3 15750
Police Lieut. (2-wh. mc.) 1312-2 15750
Police Lieut. (Crn. Inv.) 1312-1 15750

POLICE LIEUTENANT

Nature of Work:

This is the second level supervisory class in the Police Department. An employee in this class has the responsibility for assisting a Captain or Division Superintendent in the supervision of police activities and administration or divisional operations in the patrol, juvenile, traffic, detective, or headquarters divisions of the department, by giving direction to and having control over a group of officers of lower rank, or by providing direct administrative assistance of a complex and difficult nature. Employees may occasionally participate in the work performed by subordinates in the classes of Sergeant and Patrolman, and may assume complete charge of a major police activity during an assigned shift in the absence of a superior officer. Normally, the routine work is performed independently in accordance with established department regulations, with direct supervision and guidance being provided only in unusual situations by an officer of higher rank. General directions are received from a ranking officer who reviews the work through observation, inspection, and evaluation of reports submitted.

Illustrative Examples of Work:

In the Patrol Division, the Lieutenant shall be subject to the order of the Patrol Captain and be held responsible for the general good order and discipline of the men under his supervision; shall call the roll and assign the men to their respective duties and shall add such additional instructions as he may have been given by his commanding officers; shall continually patrol the beats and districts allotted to his platoon, visiting every man under his command as often as twice when practicable, during each tour of duty; and shall, at the expiration of his tour of duty, read all urgent messages, announce any orders that will subsequently require performance of any duty by members of the platoon, and report all absentees from roll call; and related work as required. Lieutenants are also assigned to the communications center with responsibility for receiving, recording, evaluating, and dispatching orders to field units by police radio, and supervising patrolmen and dispatcher-clerks also assigned to communications; and to the jail where the Lieutenant is responsible for the booking of prisoners, their proper segregation, safe and humane treatment, and secure custody, and to supervise patrolmen assigned to the jail operations.

In the Traffic Division, the Lieutenant shall be subject to the orders of the Traffic Superintendent and be held responsible for the general good order and discipline of the men under his supervision; shall aid the traffic officers in the proper discharge of their duties by assisting and instructing them in the correct enforcement of traffic laws and regulations, how to effect the orderly movement of traffic, the presentation of accidents through prescribed selective enforcement procedures; shall advise officers of his detail in the prescribed method of investigation and on the reporting of all phases of traffic accidents; shall be responsible for assigning traffic officers to strategic points and areas to regulate the flow of traffic during peak hours or at times when extreme traffic congestion or hazards exist; shall check as often as practicable, all officers under his supervision who are detailed to public gatherings, fixed posts, or other special duty; and related work as required.

(over)

In the Detective Division, the Lieutenant shall be subject to the orders of the Chief of Detectives and be held responsible for the general good order and discipline of the men under his supervision; shall be responsible for the proper investigation of all cases to which he and his subordinates may be assigned; shall aid and assist the Captains and the Chief of Detectives in the performance of the administrative functions of the division; shall advise and assist subordinate officers in their investigation of crimes; shall give personal attention to locations where crimes are frequently committed in order to ascertain the reasons therefor and shall so inform the members of the division accordingly; shall take suitable action on all communications referred to him for attention; and related work as required.

In the Juvenile Division, the Lieutenant shall be subject to the orders of the Juvenile Superintendent and shall have charge and control over the personnel assigned to the division during his assigned shift, and shall be in charge of the division in the absence of the Superintendent; shall instruct the men under his supervision in the proper performance of their duties; shall submit regular monthly and annual reports as directed by the Superintendent and shall maintain such records of cases, assignments, investigations and work performed by officers under his command as may be necessary for the proper operation of the division; shall give personal attention to locations where juvenile crimes are frequently committed attempting to ascertain the reasons therefor and shall inform the members of the division accordingly; shall work closely with schools, civic organizations, and other governmental agencies for the prevention of juvenile delinquency; and other related work as required.

In the Headquarters Division, the Lieutenant shall work under the direct supervision of the Headquarters Superintendent, with responsibility for carrying out all the various in-service training activities of the department, including the operation of the training academy for all new recruits, continuous weapons training for all regular officers, and the issuance of the weekly training bulletins. He shall also be responsible for the pre-employment background investigation of applicants placed on civil service lists in patrolman examinations; serve as Assistant Director of Auxiliary Police with responsibility for their training, and operational duties; and conduct a weekly traffic violators' school. He shall assist with planning and research for the department, maintain a library of police training information and training records of all personnel, and have direct supervision over other patrolmen and clerical employees assigned to work with him.

Knowledges, Abilities and Skills:

Good knowledge of modern police methods and procedures.

Good knowledge of the rules and regulations of the Police Department.

Good knowledge of pertinent federal and state laws and of municipal ordinances.

Considerable knowledge of the geography of the city and of the location of important buildings.

Good knowledge of first aid principles and skill in their application.

Ability to understand and carry out oral and written instructions and to prepare clear and comprehensive written reports.

Ability to assign, instruct, and review the work of subordinates, and to effectively supervise subordinates in the performance of their work.

Ability to deal firmly and tactfully with other employees, city officials, and the general public.

Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.

Skill in the use of firearms.

Police Lieutenant

Required Experience and Training:

At least five (5) years of service in the Sacramento Police Department in the class of Patrolman, Policewoman, Police Sergeant, or any combination of these, with date of eligibility to be determined as of the written test date.

Note: Assignment to criminal investigation work, 2-wheel or 3-wheel motorcycle duty is made by the Chief of the department, and any officer so assigned may be removed therefrom at any time, without right of appeal.

Revised by Civil Service Board 3/25/69.

above listed classes be adopted; motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Alexander, Erickson, Street

NOES: None

AMENDMENT OF CLASS SPECIFICATION:
Police Lieutenant

Secretary advised that a hearing was set for this date on

the adoption of a revised specification for the class of Police Lieutenant in accordance with a request from Joseph Rooney, Police Chief, to provide that eligibility be limited to those officers having at least five (5) years of service in the Sacramento Police Department.

After discussion, motion was made by Mr. Erickson that the revised specification, setting out the required experience and training in accordance with Mr. Rooney's request, be adopted and made a part of these minutes; motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Alexander, Erickson, Street

NOES: None

WAIVER OF RESIDENCE REQUIREMENT:
Senior Stenographer-Clerk
Examination No. 1052

Upon recommendation of the Secretary, it was the order of the

Board that the one year residence requirement as a condition for eligibility be waived in the forthcoming examination for Senior Stenographer-Clerk.

REQUEST FOR LEAVE OF ABSENCE EXTENSION:
Margaret Johnson
Intermediate Typist-Clerk

Communication from Mrs. Margaret E. Johnson, Intermediate Typist-

Clerk in the Police Department, dated March 18, 1969, requesting a 90 day extension of leave of absence to June 18, 1969, because of illness, was read.

Communication from Joseph Rooney, Police Chief, dated March 19, 1969, recommending approval of the request, was read and ordered filed.

Motion was made by Mr. Alexander that the leave of absence extension as requested be approved; motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Alexander, Erickson, Street

NOES: None

REQUEST FOR REINSTATEMENT:
George D. Allen

Communication from Mr.

Clarence Brown, Attorney-at-Law, dated March 21, 1969, requesting reinstatement for his client, Mr. Geo. Allen, a former Patrolman in the Sacramento Police Department, was read and considered.

Secretary advised that this request was made pursuant to Section 10.5 of the Civil Service Board rules.

Secretary was instructed to contact the President, Mr. James Diepenbrock, and make arrangements for a hearing at the earliest possible date.

POLICE LIEUTENANT EXAMINATION NO. 1055:
Number on Eligible List

Communication from Joseph

Rooney, Police Chief, dated

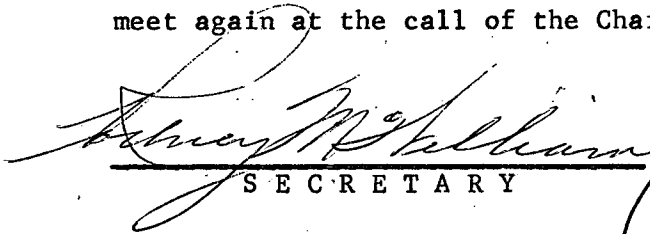
March 26, 1969, requesting that the eligible register in the forthcoming examination for Police Lieutenant be limited to twenty (20) candidates, was read.

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

AYES: Members Alexander, Erickson, Street

NOES: None

There being no further business, the meeting adjourned at 2:30 p.m. to meet again at the call of the Chair.


SECRETARY


PRESIDENT