

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

September 19, 1946

The Civil Service Board met in special session in its office at 7:30 P.M.

PRESENT: Commissioners Deise and Marty

ABSENT : Commissioner Root

Minutes of the previous meeting were ordered approved as read.

SENIOR CLERK POSITION
ASSESSOR-COLLECTOR

Communication from the Assessor-Collector submitting job description report of duties of new position to

be created in the Assessor-Collector's Office, was considered. In accordance with the foregoing job description report, it was the opinion of the Board that the proposed position would come within the classification of Senior Clerk and Mr. Marty thereupon moved that it be the recommendation of the Board that an additional position of Senior Clerk be created in said department; seconded by Mr. Deise and motion carried.

PREVAILING SCALES
CONTRACT WORK

Communication from the Sacramento-Yolo County Building Trades Council submitting list of prevailing wage scales

paid in this area for building and construction crafts, was considered. Mr. Marty moved that the Board recommend to the City Council that Resolution No. 114 adopted August 23, 1946, be amended to provide for a new prevailing scale; seconded by Mr. Deise and motion carried.

DOROTHY HOSMANN
Reinstatement

Communication from Dorothy Hosmann, temporary Stenographer in Office of the City Clerk, who had resigned from

City service October 31, 1944, due to defective eyes and re-employment in November 1945 on a temporary basis as Stenographer in said office, requesting rein-

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statement to former Civil Service classification and status of Stenographer, was considered. After general discussion by members of the Board, Mr. Marty moved that said employee be reinstated as a permanent Stenographer with Civil Service status as of this date, by reason of recovery from physical disability; seconded by Mr. Deise and motion carried.

SURVEY STREET MAINTENANCE DIVISION

The Secretary presented preliminary report with reference to survey of positions in the Street Maintenance Division. Mr. Deise moved that hearing be set for October 3, 1946, at 8 o'clock P.M. and that the Secretary be instructed to notify said employees that they may appear and be heard with reference to the reclassifications of their positions; seconded by Mr. Marty and motion carried.

ORAL EXAMINATIONS

Permanent Reclassification

The following employees personally appeared for oral examination in order to qualify for permanent reclassification, the positions now occupied by said employees having previously been reclassified by the C.S.B. through a clerical survey to reclassification of a higher grade:

CLAIRE OLDHAM

By oral examination, it was determined by the Board that Claire Oldham has been employed by the City of Sacramento for a period of four years and was duly certified; appointed and classified as a Junior Clerk; is properly qualified under educational and experience requirements and has been performing the duties of Stenographer in the position now occupied.

MARGARET BURKE

By oral examination, it was determined by the Board that Margaret Burke has been employed by the City of Sacramento for a period of ten years and was duly certified; appointed and classified as a Junior Clerk; is properly qualified under educational and experience requirements and has been performing the duties of Stenographer in the position now occupied.

Mr. Deise thereupon moved that Claire Oldham and Margaret Burke now classified as Junior Clerks be permanently reclassified as Stenographers and that said employees be so certified to the Stenographer's position they now occupy; seconded by Mr. Marty and motion carried.

FLORENCE VESEY

By oral examination it was determined by the Board that Florence Vesey has been employed by the City of Sacramento for a period of ten years and was duly certified, appointed and classified as a Junior Clerk; is properly qualified under educational and experience requirements and has been performing the duties of Intermediate Clerk in the position now occupied.

Mr. Marty thereupon moved that Florence Vesey now classified as a Junior Clerk be permanently reclassified as an Intermediate Clerk and that said employee be so certified to the Intermediate Clerk's position she now occupies; seconded by Mr. Deise and motion carried.

MINNA CAMERON

By oral examination, it was determined by the Board that Minna Cameron has been employed by the City of Sacramento for a period of twenty-five years and was duly certified, appointed and classified as a Junior Clerk; is properly qualified under educational and experience requirements and has been performing the duties of Senior Clerk in the position now occupied.

Mr. Deise thereupon moved that Minna Cameron now classified as a Junior Clerk be permanently reclassified as a Senior Clerk and that said employee be so certified to the Senior Clerk's position she now occupies; seconded by Mr. Marty and motion carried.

LORETTO FARRELL

By oral examination, it was determined by the Board that Loretto Farrell has been employed by the City of Sacramento for a period of twenty-one years and was duly certified, appointed and classified as a Bookkeeper; is properly qualified under educational and experience requirements and has been performing the duties of Account Clerk in the position now occupied.

Mr. Marty thereupon moved that Miss Farrell now classified as a Bookkeeper be permanently reclassified as an Account Clerk and that said employee be so certified to the Account Clerk's position she now occupies; seconded by Mr. Deise and motion carried.

PETER DRAGONE

By oral examination, it was determined by the Board that Peter Dragone has been employed by the City of Sacramento for a period of eight and one half years and was duly certified, appointed and classified as a Stenographer; is properly qualified under educational and experience requirements and has been performing the duties of Intermediate Clerk in the position now occupied.

Mr. Deise thereupon moved that Mr. Peter Dragone now classified as a Stenographer be permanently reclassified as an Intermediate Clerk and that said employee

be so certified to the Intermediate Clerk's position he now occupies; seconded by Mr. Marty and motion carried.

KATHERINE MERGELL

By oral examination, it was determined by the Board that Katherine Mergell has been employed by the City of Sacramento for a period of seventeen and one half years and was duly certified, appointed and classified as a Senior Clerk; is properly qualified under educational and experience requirements and has been performing the duties of Account Clerk in the position now occupied.

VICTOR ZITO

By oral examination, it was determined by the Board that Victor Zito has been employed by the City of Sacramento for a period of nine months and was duly certified, appointed and classified as a Senior Clerk; is properly qualified under educational and experience requirements and has been performing the duties of Account Clerk in the position now occupied.

Mr. Marty thereupon moved that Mrs. Katherine Mergell and Mr. Victor Zito now classified as Senior Clerks be permanently reclassified as Account Clerks and that said employees be so certified to the Account Clerk positions they now occupy; seconded by Mr. Deise and motion carried.

NAMES OFF LIST

After investigation, the following names were ordered removed from the Airport Attendant Eligible Register

No. 166 because certifications were either returned by the postal authorities or eligibles failed to report after certification:

- John L. Gross - Airport Attendant
- William H. Lawrence - Airport Attendant

DEPARTMENTAL REPORTS APPROVAL OF

After review and agreement, it was the order of the Board that the following Departmental Reports be approved:

City Clerk

- Fjeld, Flora - Temp. Appt. 8/30/46 Stenographer @ \$160 Month

City Library

- Black, Dolores - Temp. Appt. 9/10/46 Library Page @ 55¢ Hour
- Cross, Florence - Temp. Appt. 9/10/46 Library Page @ 55¢ Hour
- Fernandez, Inez - Temp. Appt. 9/10/46 Library Page @ 55¢ Hour
- Kramer, Virginia - Temp. Appt. 8/17/46 Library Page @ 55¢ Hour
- Magaw, Richard - Temp. Appt. 8/16/46 Library Page @ 55¢ Hour
- Manger, Marilyn - Temp. Appt. 9/10/46 Library Page @ 55¢ Hour
- Ziegler, Margaret - Temp. Appt. 8/19/46 Library Clerk @ \$115 Month

Department of Accounts

Day, Wm. A. - Temp. Appt. 8/21/46 Account Clerk @ \$190 Month

Engineering Department

Collins, C. H. - Temp. Appt. 8/19/46 Foreman Carpenter @ \$313.75 Month
 Doyle, F. - Temp. Appt. 8/6/46 Junior Clerk @ \$145 Month
 Hegg, Conrad T. - Temp. Appt. 8/22/46 Senior Clerk @ \$180 Month
 Hurley, J.D. Jr. - Temp. Appt. 8/30/46 Carpenter @ \$292.83 Month
 Sullivan, Ruth - Temp. Appt. 8/27/46 Junior Clerk @ \$145 Month

Fire Department

Cecchettini, E. A. - Reinst. 8/15/46 Uniform Fireman @ \$235 Month from Military Service

Health Department

Grandfield, Betty - Temp. Appt. 8/14/46 Stenographer @ \$160 Month
 Lehman, Ralph W. - Temp. Appt. 8/19/46 Dairy Inspector @ \$200 Month
 White, Margaret - Temp. Appt. 8/1/46 Public Health Nurse @ \$195 Month

Municipal Court

Cassell, Carolyn S. - Temp. Appt. 9/3/46 Junior Clerk @ \$160 Month

Park Department

Barnette, B. E. - Temp. Appt. 8/28/46 Laborer @ \$160 Month
 Campbell, L. W. - Temp. Appt. 8/20/46 Laborer @ \$160 Month
 Concannon, H. B. - Temp. Appt. 9/5/46 Laborer @ \$160 Month
 Coon, A. B. - Temp. Appt. 8/19/46 Laborer @ \$160 Month
 Pelfanio, Joseph - Temp. Appt. 8/29/46 Laborer @ \$160 Month
 Pike, C. S. - Temp. Appt. 8/29/46 Laborer @ \$160 Month
 Poency, N. J. - Temp. Appt. 9/3/46 Laborer @ \$160 Month
 Wilson, H. O. - Temp. Appt. 8/19/46 Laborer @ \$166 Month

Police Department

Berkeley, Doris - Temp. Appt. 8/1/46 Key Punch Operator @ \$160 Month
 Cornwell, Lois - Temp. Appt. 9/16/46 Stenographer @ \$160 Month
 Kissler, Winifred - Temp. Appt. 9/4/46 Junior Clerk @ \$145 Month
 Plato, Joanne - Temp. Appt. 9/16/46 Stenographer @ \$160 Month

Recreation Department

Bettanini, Raymond - Temp. Appt. 8/20/46 Laborer @ \$160 Month
 Costantino, Joe - Temp. Appt. 8/20/46 Laborer @ \$160 Month
 Hollis, Melvin - Temp. Appt. 8/29/46 Laborer @ \$160 Month
 Pelfanio, Joe - Temp. Appt. 8/23/46 Laborer @ \$160 Month

Street Cleaning Division

Classen, Roy N. - Temp. Appt. 8/20/46 Truck Driver @ \$185 Month
 Scammell, Sydney - Temp. Appt. 8/8/46 Truck Driver @ \$185 Month
 Smith, Raymond E. - Temp. Appt. 8/16/46 Truck Driver @ \$185 Month

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Street Maintenance Division

- Brandon, L. D. - Reinst. 8/16/46 Semi-skilled Laborer Opr. @ \$195 Mo. from
Layoff List
- McMahon, Francis - Temp. Appt. 8/22/46 Semi-skilled Laborer Opr. @ \$185 Mo.

Waste Removal Department

- Johnson, Jessie - Temp. Appt. 8/5/46 Garbageman @ \$7.15 Day
- Porro, Mary Lou - Temp. Appt. 9/1/46 Junior Clerk @ \$157 Month

Water Department

- Hegg, Conrad - Temp. Appt. 8/16/46 Skilled Laborer @ \$178 Month
- Lomba, Manuel - Temp. Appt. 8/16/46 Skilled Laborer @ \$178 Month
- McArthur, John L. - Temp. Appt. 8/12/46 Laborer @ \$160 Month
- Paiva, Frank C. - Temp. Appt. 8/26/46 Coagulant Plant Opr. @ \$220 Month
- Turco, Joseph - Temp. Appt. 8/15/46 Laborer @ \$160 Month

There being no further business, the Board adjourned to meet again at the
Call of the Chair.

S e c r e t a r y

APPROVED:

P r e s i d e n t

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

October 3, 1946

The Civil Service Board met in special session in its office at 7:30 P.M.

PRESENT: Commissioners Deise and Marty
ABSENT : Commissioner Root

Minutes of the previous meeting were ordered approved as read.

SURVEY
Street Maintenance Div.

Hearing having been set for this date ,
result of survey of positions in the
Street Maintenance Division as re-

quested by the City Council was considered and the following employees personally
appeared for interview:

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F. L. ALLEN, Semi-skilled Laborer Operator, stated that job description report should be corrected to include Truck Driving 90% and general street work 10%.

JOHN GHILARDUCCI, Semi-skilled Laborer Operator, stated that a prevailing scale should be established for Asphalt Mixerman and Asphalt Raker.

JOHN KNEZEVICH, Laborer, stated that 75% of present work consisted of Asphalt Raking and requested the establishment of a prevailing scale for that classification.

LARRY LUSICH, Skilled Laborer, stated that a large percentage of his work consisted of spreading rock and in his opinion classification should be Semi-skilled Laborer Operator.

C. A. MORRISON, Truck Driver, stated that 35% of present work was Asphalt Raking and that he should be assigned more truck driver duties.

JEROME PEIXOTO, Truck Driver, stated that job description report should be corrected by specifying truck driving 60% of time and general street work 20% - protesting against use of Laborers for truck driving duties when permanent Truck Drivers are available.

EUGENE WILLIAMSON, Truck Driver, stated that job description report was correct.

J. R. HARRIS, E. NICHOLS and JAMES E. STEVENS, Foremen, addressed the Board with reference to permanent Civil Service classification for Foreman.

After general discussion by members of the Board, further action on foregoing matter was postponed one week.

VACATION AMENDMENT

The following amendment to Section 2 of Rule 2 of Rules and Regulations for vacations for employees in the

City of Sacramento adopted by the Civil Service Board January 31, 1946 as amended February 19, 1946, was considered:

ACCUMULATION OF VACATIONS: In the event any employee is prevented from taking the vacation or portion of vacation to which he is entitled in any calendar year because of the urgent need of his active services, such employee, with approval of the head of his department, may be allowed such vacation or portion of vacation during the next succeeding calendar year, but in no event shall any vacation with pay exceed thirty (30) working days in any one calendar year, nor shall any vacation or portion of vacation not taken in the year when due be accumulated beyond the next succeeding calendar year.

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Upon the taking effect of this rule, all employees in City service who have accumulated unused vacation time prior to January 1, 1946, shall be allowed to retain an accumulated total not to exceed 2 weeks, provided however, such accumulated vacation from service prior to January 1, 1946 shall not be further accumulated beyond the next succeeding calendar year from the adoption of this rule.

Hearing on the foregoing amendment was set for October 10, 1946 at 7:30 P.M. and the Secretary was instructed to post a copy of said amendment on the Civil Service Bulletin Board for at least five consecutive days.

JOANNE PLATO
Extension of Leave
of Absence

Letter from Joanne Plato dated
September 26, 1946, requesting
extension of leave of absence

for two months, from October 1, 1946 to December 1, 1946. After review and discussion, it was the order of the Board that Miss Plato be granted an extension of two months on her leave of absence.

REORGANIZATION
Health Department

Communication from Dr. Albert F.
Zipf, City Health Officer, with
reference to the organization of

the Division of Administration and Vital Statistics, including the reassignment of the duties of present employees in said department, and requesting the creation of one position of Senior Clerk, the reclassification of Stenographer to Medical Secretary, and the reassignment of the present duties of the Junior Clerk to the position of Intermediate Clerk, was ordered filed and action postponed one week.

DELTON B. PARKTON
Salary

Request previously filed with the
Board by Delton B. Parkton, Semi-
skilled Laborer Operator in the

Street Maintenance Division, protesting against the salary of \$185 per month established for said position upon reinstatement from employment as a Uniform Fireman from April 1, 1943 to February 14, 1946 was further considered. After general discussion, it was the opinion of the Board that the reinstatement salary of Delton B. Parkton as Semi-skilled Laborer Operator should be \$185 per month, plus \$10 blanket increase granted all employees on July 1, 1945.

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DEPARTMENTAL REPORTS
APPROVAL OF

After review and agreement, it was the order of the Board that the following Departmental Reports be approved:

Assessor-Collector

- Grandfield, Betty - Temp. Appt. 9/3/46 Billing Machine Operator @ \$160 Month
Willett, Carmen - Temp. Appt. 9/19/46 Billing Machine Operator @ \$160 Month

City Library

- Andersen, Jeanette M. - Temp. Appt. 9/26/46 Library Page @ 55¢ Hour
Vincent, Gloria - Temp. Appt. 9/17/46 Library Page @ 55¢ Hour

Department of Accounts

- Zito, Victor G. - Perm. Appt. 9/19/46 Account Clerk @ \$190 Month

Engineering Department

- Coleman, Herbert M. - Temp. Appt. 9/3/46 Engineering Aide @ \$175 Month
Messina, S. J. - Temp. Appt. 9/17/46 Junior Clerk @ \$145 Month
O'Toole, John M. - Temp. Appt. 9/3/36 Engineering Aide @ \$175 Month
Warner, Leonard - Temp. Appt. 9/23/46 Painter @ \$267.73 Month
Sievèrs, Henry P. - Temp. Appt. 9/9/46 Car Dispatcher @ \$179 Month

Fire Department

- Tucker, E. A. - Prob. Appt. 9/17/46 Uniform Fireman @ \$205 Mo. from List

Municipal Court

- Hicks, William A. Jr. - Temp. Appt. 9/1/46 Deputy Marshal @ \$210 Month

Park Department

- Detwiler, Donald - Temp. Appt. 9/16/46 Skilled Laborer @ \$166 Month

Police Department

- Bjor, John - Temp. Appt. 9/10/46 School Crossing Guard @ \$5.00 Day
Capps, W. A. - Temp. Appt. 9/23/46 School Crossing Guard @ \$5.00 Day
Dunnigan, James - Temp. Appt. 9/10/46 School Crossing Guard @ \$5.00 Day
Fisher, George - Temp. Appt. 9/10/46 School Crossing Guard @ \$5.00 Day
Kaeser, R. G. - Temp. Appt. 9/10/46 School Crossing Guard @ \$5.00 Day
Kunz, Ray - Appt. 9/1/46 Sergeant @ \$255 Month from List
Lane, John - Temp. Appt. 9/10/46 School Crossing Guard @ \$5.00 Day
Lewis, W. M. - Temp. Appt. 9/10/46 School Crossing Guard @ \$5.00 Day
Mack, John - Temp. Appt. 9/10/46 School Crossing Guard @ \$5.00 Day
Maynard, Carroll B. - Prob. Appt. 10/1/46 Patrolman @ \$205 Month from List
McGee, Ferne - Temp. Appt. 10/1/46 Junior Clerk @ \$145 Month
McWilliams, George - Temp. Appt. 9/10/46 School Crossing Guard @ \$5.00 Day
Niles, A. L. - Temp. Appt. 9/19/46 School Crossing Guard @ \$5.00 Day
Norman, D. - Temp. Appt. 9/10/46 School Crossing Guard @ \$5.00 Day

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Police Department (Continued)

- Soski, Walter - Prob. Appt. 10/1/46 Patrolman @ \$205 Month from List
- Vesey, Florence - Perm. Appt. 9/19/46 Intermediate Clerk @ \$185 Month
- West, Edward - Temp. Appt. 9/10/46 School Crossing Guard @ \$5.00 Day
- Wilson, Silas - Temp. Appt. 9/10/46 School Crossing Guard @ \$5.00 Day

Recreation Department

- Bertacchi, Otto - Reinst. 9/12/46 Laborer @ \$172 Month from Layoff List
- Campbell, Wm. - Reinst. 9/12/46 Truck Driver @ \$185 Mo. from Layoff List
- Cox, Gloria - Temp. Appt. 9/24/46 Accompanist @ 75¢ Hour
- Firenza, John - Temp. Appt. 9/16/46 Laborer @ \$160 Month
- Hollis, Glenn - Temp. Appt. 9/5/46 Greenskeeper @ \$211 Month
- McDonnell, James - Temp. Appt. 9/11/46 Recreation Leader @ 75¢ Hour
- Oldham, Claire - Perm. Appt. 9/19/46 Stenographer @ \$185 Month
- Stassi, Nina - Temp. Appt. 9/24/46 Recreation Leader @ 75¢ Hour
- Testeman, Jack - Temp. Appt. 9/24/46 Laborer @ \$160 Month
- Tietgein, Joseph - Temp. Appt. 9/26/46 Laborer @ \$160 Month

Health Department

- Dragone, Peter J. - Perm. Appt. 9/19/46 Intermediate Clerk @ \$190 Month
- Hendry, Edwin A. - Temp. Appt. 10/1/46 Asst. Emergency Surgeon & Physician @ \$350 Month
- Hyde, Allene - Temp. Appt. 9/27/46 Clinic Assistant @ \$163 Month
- Ludvik, Joseph - Temp. Appt. 9/16/46 Janitor Custodian @ \$160 Month
- Pellicano, Rosemarie - Temp. Appt. 9/10/46 Laboratory Helper @ \$78.90 Month
- Rhoden, Jackson A. - Temp. Appt. 9/3/46 Director Clinic @ \$280.89 Month

Street Cleaning Division

- Crowley, Harold B. - Temp. Appt. 9/11/46 Truck Driver @ \$185 Month
- Hopper, C. H. - Temp. Appt. 9/25/46 Truck Driver @ \$185 Month
- Kelly, Leroy - Temp. Appt. 9/12/46 Truck Driver @ \$185 Month
- Mayberry, Clarence - Temp. Appt. 9/12/46 Truck Driver @ \$185 Month
- Owens, H. J. - Reinst. 9/16/46 Laborer @ \$172 Month from Layoff List
- Phillips, Alvin J. - Temp. Appt. 9/12/46 Truck Driver @ \$185 Month

Street Maintenance Division

- Brandon, L. D. - Temp. Appt. 9/16/46 Power Driven Equip. Opr. @ Hourly Rate

Water Department

- Ikes, David J. - Temp. Appt. 9/1/46 Sub-Foreman @ \$206 Month
- Lane, Arden - Temp. Appt. 9/1/46 Sub-Foreman @ \$206 Month

Transfer

- Rossi, Leonard - Transfer 9/25/46 Janitor from Crocker Art Gallery to Hall of Justice @ \$155 Month