

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
Regular Meeting

October 1, 1958

No meeting was held on this date because of lack of quorum.

PRESENT: Commissioner Wright

ABSENT : Commissioners Alexander and Deise

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
Regular Meeting

October 15, 1958

The Civil Service Board met in regular session at 5:30 P.M.

PRESENT: Commissioners Alexander, Deise and Wright

ABSENT : None

Minutes of the previous meeting were approved as read.

NEW EXAMINATIONS SCHEDULED

Announcement Notices for the
following examinations were
approved:

#555	Deputy City Clerk (Promotional)	-
#556	Apprentice Electrician (Promotional)	-
#557	Junior Draftsman	-
#558	Senior Draftsman (Open and Promotional)	-
#559	Stenographer-Clerk I	-
#560	Stenographer-Clerk II (Open and Promotional)	-
#562	Account Clerk I (open and Promotional)	-
#561	Recreation Director	-

CLERK I EX. #551

Scores of the written test held
August 21, 1958, for Clerk I,
were reviewed.

Minimum qualifying score of 40 of a possible 80 was approved and the following eligible register established to become effective September 2, 1958.

CLERK I ELIGIBLE REGISTER NO. 551.

1.	Barbara J. Wehe	88.00%
2.	Jean N. Mihalakos	88.00
3.	Nancy H. Brown	86.50
4.	Kathryn A. Rodda	84.25
5.	Esther V. Broadbeck	82.00
6.	Sharon L. Black	82.00
7.	Jacqueline M. Miranda	81.25
8.	Leslie M. Foster	81.25
9.	Frances M. Dixon	80.50
10.	Linda M. Hoyt	79.00
11.	Sara J. Puisis	79.00
12.	Marjorie L. Marvich	79.00
13.	Rose M. Price	77.50
14.	Frances M. Lincoln	76.75
15.	Helen B. Dunn	75.25
16.	Regina A. Reshke	75.25
17.	Patricia A. Hall	75.25
18.	Mary L. Rolason	74.50
19.	Edna Mae Taylor	74.50
20.	Debbie Mello	73.75
21.	Carnation Allen	73.00
22.	Nell M. Asmus	73.00
23.	Carmen Saenz	73.00
24.	Dortha O. Wilson	71.50
25.	Stella L. DeBonis	70.75
26.	June T. Neves	70.75
27.	Leona L. Lawrence	70.00

ELECTRICIAN HELPER EX. #552
Eligible Register

Written test scores of Electrician
Helper Examination No. 552 held
August 29, 1958, were reviewed.

Minimum qualifying score of 35 of a possible 60 was approved and the
following eligible register established, to become effective September 15,
1958:

ELECTRICIAN HELPER ELIGIBLE REGISTER NO. 552

#1.	Grant J. Shope	90.00%
#2.	James E. Bosley	82.50
#3.	Arthur L. Drummond	82.50
#4.	Martin F. Greaves	82.50
5.	Robert W. Coy	80.00
6.	Van C. Gillean	77.50
7.	Leroy P. Lenhart	76.25
8.	Gordon M. Jacquot	72.50
9.	George D. Fator	70.00

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

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TELEPHONE OPERATOR EX. #553
Eligible Register

Written test scores of Telephone
Operator Examination No. 553 held
August 28, 1958, were reviewed.

Minimum qualifying score of 54 of a possible 95 in the written test was approved and personal interviews were held September 17, 1958 with Qualifications Appraisal Board consisting of Leroy Deise, Board Member, and Rodney McWilliam, Assistant Personnel Officer.

The following eligible register was established, to become effective September 27, 1958:

TELEPHONE OPERATOR ELIGIBLE REGISTER NO. 553

1.	Dorothy E. Turco	79.80%
2.	Lola L. Tomlinson	78.44
3.	Thelma M. Starnes	78.43
4.	Betty J. Wilson	77.71
5.	Irene J. Koplin	77.47
6.	Ruth T. Vahle	76.96
7.	Frances E. Jones	76.56
8.	Marian A. Ruppert	76.36
9.	Alice R. Bristo	76.04
10.	Bess J. Lambert	75.25
11.	Rae P. McBride	73.32
12.	Dortha M. Rogers	73.20
13.	June Greer	72.60

OFFICE SUPERVISOR EX. #554 (Prom.)

Written test scores of Office
Supervisor Examination No. 554
(Promotional) held August 21, 1958,

were reviewed.

Minimum qualifying score of 126 of a possible 180 was approved; personal interviews eliminated and the following eligible register established to become effective September 4, 1958:

OFFICE SUPERVISOR ELIGIBLE REGISTER NO. 554 (Prom.)

1.	Elmer C. Cleveland	83.08%
2.	Roger K. Dickie	79.79
3.	Reginald H. Boggs	79.53
4.	Jack M. Turley	79.32
5.	Robert E. Carroll	76.71
6.	Laurel D. Paulson	72.60

DEPUTY CITY CLERK EX. #555 (Prom.)
Eligible Register

Written test scores of Deputy
City Clerk Examination No. 555
(Promotional) held September 26,

1958, were reviewed.

Minimum qualifying score of 107 of a possible 165 in the written test was approved. Personal Interviews were held October 8, 1958 with Qualifications Appraisal Board consisting of Milton F. Faig, Assistant City Manager and Kenneth Wright, Board Member. The following eligible register was established to become effective October 14, 1958:

DEPUTY CITY CLERK ELIGIBLE REGISTER NO. 555 (Prom.)

1. J. Lyle Lack	82.98%
2. Robert E. Carroll	80.79
3. Clemmie Cooper	78.44
4. Kenneth Shafer	74.56
5. Roger Dickie	74.52

APPRENTICE ELECTRICIAN EX. #556 (Prom.)

Personal Interview Ratings of
Apprentice Electrician Examin-
ation No. 556 (Promotional) held

October 1, 1958 were reviewed. Qualifications Appraisal Board was composed of Kenneth Wright, Board Member, Rodney McWilliam, Assistant Personnel Officer. The following eligible register was established, to become effective October 16, 1958:

APPRENTICE ELECTRICIAN ELIGIBLE REGISTER NO. 556 (Prom.)

1. Fred Morales	82.85%
2. Harry McDowell	75.05

REQUEST FOR LEAVE OF ABSENCE
Jan Aitken

Communication from Jan Aitken,
Truck Driver in the Street
Cleaning Department and dated

September 16, 1958, requesting a leave of absence for a period of one year for the purpose of continuing his education, was considered.

Recommendation was made by C. G. Haenggi, Superintendent of the Street Maintenance that the request be granted. Motion made by Mr. Alexander that this request for a one year leave of absence for Mr. Aitken be approved. Seconded by Mr. Wright and unanimously carried.

PLUMBERS' UNION LOCAL #447
Request Salary Adjustment
Water Department Serviceman

Messrs. Wm. Francis and Jimmy
Rotz, Officials of Plumbers'
Union Local #447; Mr. Joe

Grodin, Attorney representing Plumbers' Union Local No. 447, and Messrs. J. F. Howard and John Funk, Servicemen in the Water Department, appeared before the Board requesting salary adjustments for the classes of Serviceman and Serviceman Helper. The specific request was for an adjustment in salary rates for Serviceman equivalent to 50% of Construction Laborer scale and 50% of Journeyman Plumber scale; and a salary rate for Serviceman Helper equivalent to 25% of Journeyman Plumber scale and 75% of Construction Laborer scale.

The technical skills involved in the two classes were compared with skills required for positions in the Street Maintenance Department where employees are paid on a prevailing rate basis.

After general discussion, the representatives were advised that the request would be taken under consideration and a decision given at a later date.

RULING OF CITY ATTORNEY

Re: Powers and Duties of
Civil Service Board

The following opinion relating
to;

"What are the powers, duties and responsibilities
(1) under the City Charter and (2) implied, by
case law or otherwise, of the Civil Service Board
of the City of Sacramento?"

was submitted by the City Attorney:

"ARTICLE VIII (Pages 17-19) of the Charter provides for the creation of the Board. Sec. 42 provides that the City Manager shall appoint a Personnel Officer who shall serve as Secretary to the Board. He shall act as Chief Examiner and supervise all examinations, subject to the direction of the Board. The Charter states:

"He (Personnel Officer) shall also perform such other duties as are prescribed by this Charter, by the City Manager, by the Civil Service Board or by ordinance or resolution of the City Council."

From the foregoing it appears that the Charter has given the Board, and also reserved to the City Manager and City Council, power to prescribe duties which the Personnel Officer shall perform.

Sec. 43 of the Charter provides:

"The Civil Service Board shall formulate rules and regulations covering the selection and promotion of municipal employees."

In this section certain employees are exempt from the rules of Civil Service.

Sec. 44 of the Charter provides that the Board shall hold examinations and test the fitness of applicants desiring positions in the Classified Service.

Sec. 50 provides that an employee who has served the probationary period of six months, if discharged, may demand a trial, as provided in Section 179, 180 and 181 of the Charter. The City Council acts as the Trial Board. Its decision is final.

Matters of discipline, suspension, and removal of employees rests with heads of departments and the City Manager, subject, in certain instances, to consent to the City Council.

Secs. 51, 178, 179, 180 and 181.

It is thus apparent that the primary function of the Board is to supply the City with competent employees, Functioning of employees and administration of employees rests primarily within control of department heads and the City Manager.

- (1) The Board is given the duty of holding examinations and administering suitable tests for applicants for positions and for applicants for promotion or those recommended for promotion and from the results prepare lists of eligibles for all positions in Classified Service. Secs. 44, 45, 46, Charter.
- (2) The Board shall formulate rules and regulations covering the selection and promotion of employees. Sec. 43. Legislative powers have not been delegated to the Board.
- (3) It is the duty of the Board under Sec. 52 of the Charter to familiarize itself with the scale of wages paid for the classes or work performed by employees of the City, and for that purpose to hold investigations to ascertain the prevailing scale of wages paid for similar employment, when

it is deemed necessary to do so. When a divergence between the wages paid to city employees and the prevailing wages paid to other workmen in similar occupations is found to exist, it is the duty of the Board to inform the City Council of that fact. Sec. 52 Charter.

CONCLUSION

The Charter defines the duties of the Board and these duties define, of course, the powers of the Board. The power to make rules and regulations is not co-extensive with the power to legislate, such as the Council possesses.

In addition to the Charter-given powers and duties the Board may exercise such powers as the Council may determine.

The Board cannot promulgate and issue orders, or enforce orders.

The Board cannot hold hearings concerning alleged grievances, other than in the course of preparing and holding examinations and giving tests, and in relation to salary and wage scales.

The Board has no power to discipline employees or officers of the City.

The effectiveness of the Board lies largely in the hands of the City Council. This is exemplified in the salary ordinance No. 2054, Fourth Series, passed May 8, 1958, wherein it is provided by Sec. 23 that the Board has power and authority to administer the provisions of the salary ordinance. The Board can make administrative findings and their determinations are final upon all questions arising out of the salary ordinance. This, with the Charter, defines and names the duties and powers of the Board, whose powers must not be confused with the broader powers given the State Personnel Board by the Constitution of California and the State Legislature.

RULE VI "EXAMINATIONS" Revisions

Upon motion by Mr. Wright, seconded

by Mr. Alexander and unanimously

adopted, the following revision

of Rule VI - "Examinations" - was ordered to become effective immediately:

Section I. NOTICE OF EXAMINATIONS: Examinations, for the purpose of establishing eligible lists, shall be given at such times and places as shall be designated by the Board. Notice of the time, place, salary range, duties, requisite qualifications and scope of each open competitive examination shall be given by the Board at least fourteen (14) calendar days in advance of the last date for the filing of application by means of announcements posted on the Civil Service bulletin board and such other bulletin boards as are available. A notice of such examinations shall be mailed to each person whose application to take such examination is on file.

Section 2. POSTPONEMENT OF EXAMINATIONS: Examinations may be postponed by order of the Board and due notice by mail shall be given to each person whose application to take such examination is on file.

Section 3. METHOD OF TESTING: The qualification and fitness of applicants shall be determined either individually or in a group or groups by one or more of the following methods:

- (a) Written tests;
- (b) Oral tests of knowledge or ability;
- (c) Interviews covering general qualifications, education, training or experience;
- (d) Performance tests;
- (e) Physical tests of strength, stamina or dexterity;
- (f) Evaluation of education, training, experience, or other qualifications as shown by the application, or by other information submitted, or by the record;
- (g) Any other appropriate measure of fitness.

All examinations shall be in charge of the Secretary, but the Board may call on other persons to assist the Secretary in drawing up, conducting or rating examinations. No examinations shall be given until the Civil Service Board has approved the general scope and content of the examination.

Section 4. MEDICAL EXAMINATION: The Board may determine by medical and physical tests whether applicants for any position possess the prescribed standards of health and physical qualifications. All applicants in original examination must, before appointment, qualify by passing a test of physical soundness; provided, however, in cases where candidates have taken previous medical examinations within a period of six months or in cases of candidates who are already employed by the city and whose records are clear of any prolonged or frequent absences, in the discretion of the Secretary such medical examinations may be waived. Medical reports shall not be used as a factor in determining general averages in examinations. Medical reports shall be standard and uniform and shall be made by regularly licensed physicians who have been designated by the Board for such service. Candidates shall fill out such forms and answer such questions as may be required for the information of the examining physician. Candidates may be accepted conditionally when in the opinion of the examining physician a physical disqualification may be temporary or when a surgical operation might provide satisfactory correction. Candidates accepted conditionally shall be permitted to participate in an examination, but final qualification shall depend upon medical re-examination.

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Section 5. PHYSICAL TESTS: Physical tests shall be designated to determine whether candidates possess necessary standards of agility, strength, endurance, stamina or dexterity. Candidates may be examined singly or in groups, provided the conditions under which each candidate is examined are reasonable identical. Upon failure of a candidate to satisfactorily pass a physical test, his examination shall terminate and he shall be so notified. In case of injury or accident to a candidate, of irregularity in a physical test, the examiner in charge shall immediately make a written report to the Secretary containing all the details thereof with the names of all witnesses, and after proper hearing, the Board shall make proper disposition of the matter.

Section 6. PHYSICAL AND MEDICAL STANDARDS FOR PATROLMAN AND FIREMAN:
All applicants for Patrolman and Fireman, successful in the various parts of the written, oral and physical tests, must satisfactorily pass a medical examination by the City Physician on standards established as follows:

General: The causes of rejection are not limited by the enumeration set forth below. The medical examiner may put any question, make any examination, and reject any candidate for any cause or defect that in his opinion would impair health or usefulness, as long as such is not unreasonable, capricious or arbitrary.

Height and Weight: Candidates must conform to the following schedule:

<u>PATROLMAN</u>			<u>FIREMAN</u>	
<u>Min. Wt.</u>	<u>Max. Wt.</u>	<u>Height</u>	<u>Min. Wt.</u>	<u>Max. Wt.</u>
		5 ft. 7 in.	140	180
		5 ft. 8 in.	145	185
145	180	5 ft. 9 in.	150	190
145	185	5 ft. 10 in.	155	195
150	190	5 ft. 11 in.	160	205
155	195	6 ft. 0 in.	165	210
160	200	6 ft. 1 in.	170	215
165	205	6 ft. 2 in.	175	225
170	210	6 ft. 3 in.	180	230
175	215	6 ft. 4 in.	185	235

Candidates for the Fireman Examination who are less than 5 feet, 7 inches in height, or candidates for the Patrolman Examination who are less than 5 feet, 9 inches in height will be rejected.

General Appearance: The applicant must be free from any marked deformity, from all parasitic or systemic skin disease, and from evidence of intemperance in the use of stimulants or drugs. The body must be well proportioned, of good muscular development, and show careful attention to personal cleanliness. Obesity, muscular weakness, or poor physique must reject. Girth of abdomen may not be more than the measurement of chest at rest. Chest measurements must be approved by the examining physician.

Nose, Mouth and Teeth: Obstruction to free breathing in either nostril, chronic catarrh, or very offensive breath must reject. The mouth must be free from deformities or conditions that interfere with distinct speech or that predispose to disease or hypertrophy of tonsil or thyroid enlargement. Teeth must be clean, well cared for, and free from multiple cavities. Missing teeth may be supplied by crown or bridge work; where site of teeth makes this possible, dentures will be accepted. Pyorrhea will reject.

Hernia: Actual or potential hernia in any form must reject.

Genitals: Must be free from deformities and from marked varicocele, Hydrocele, enlargement of the testicle, stricture or incontinence of urine. Retained testicles or atrophy rejects. Any acute and all venereal diseases of these organs must reject.

Varicose Veins: A marked tendency to their formation must reject.

Arms and Legs, Hands and Feet: Must be free from affections of the joints, sprains, stiffness, or other conditions, such as flat feet, ingrowing nails or hammertoes, which would prevent the proper and easy performance of duty. First (index), second (middle), and third (ring) fingers and thumbs must be present in their entirety. Great toe must be present in its entirety.

Eyes: Color blindness, loss of either eye, chronic inflammation of the lide, strabismus, or permanent abnormalities of either eye must reject. Ability to read without glasses with each eye separately standard test types at twenty feet. Less than 20/30 in best eye or 20/40 in worst eye without glasses will reject. (Note: Wearing of contact lenses of an approved type to correct vision deficiency, where applicant does not meet the previous requirement may be approved by the City Physician for Patrolman applicants only.)

Ears: Normal hearing with each ear is required. Chronic recurrent running ear will reject.

Respiration: Must be full, easy and regular; the respiratory murmur must be clear and distinct over both lungs, and no disease of the respiratory organ be present. Lungs will be X-rayed.

Circulation: The action of the heart must be uniform, free and steady, its rhythm regular and the heart free from organic changes. Blood and pulse pressures must be approved by examining physician. Brain and nervous system must be free from defects. The history of mental illness or of epilepsy reject.

Kidneys: Must be healthy and the urine normal

Wasserman: Positive reaction will reject.

Section 7. REGULATIONS FOR CONDUCT OF WRITTEN EXAMINATIONS:

- (a) Examinations shall be held in the presence of one or more examiners or assistants.

- (b) Time limits for tests, complete examinations or sessions thereof, shall be fixed by the Secretary. Candidates shall be advised of the time limits at the time of assembling.
- (c) Writing paper furnished by the Board shall be used exclusively by the candidates. Unless otherwise specified in the announcement, pens, pencils, machines, or instruments must be furnished by candidates.
- (d) Books of reference, or data of any kind shall not be used during any examinations, unless otherwise provided for in the announcement of examination.
- (e) Written tests shall be done with pen or pencil as required. Insofar as is possible, all written tests shall be of the objective type.
- (f) All papers pertaining to a given test shall be distributed at the same time.
- (g) Individual explanations to candidates shall be prohibited.
- (h) Communication between candidates shall be prohibited.
- (i) Candidates shall not leave the examination room without permission from an examiner or an assistant.
- (j) All examination papers shall be taken up upon the expiration of the time limit set.
- (k) Should a candidate withdraw from an examination, he shall turn in all papers which he has received.
- (l) In case of irregularity in an examination, the examiner in charge shall make a written report thereof, which report shall be filed with the working papers of the examination.

Section 8. IDENTITY OF CANDIDATES CONCEALED: The identity of each candidate shall be concealed in all written examinations. A numbered identification slip shall be furnished, upon which the candidate shall place his name and any other required information. All identification slips shall be sealed in an envelope and the identity of candidates shall remain concealed until all written tests pertaining to any examination have been scored. The candidate shall place his identification number upon all test booklets, answer sheets, or other papers which are to be submitted for scoring. No marks shall be placed upon any examination papers or answer sheets which may reveal the identity of the candidate.

Section 9. SUBJECTS, WEIGHTS AND GENERAL AVERAGE:

- (a) All written tests shall embrace certain subjects to which weights shall be assigned, the weight given to each subject to represent its relative value in ascertaining the fitness of the applicant. Weights may be assigned by (1) the relative number of items pertaining to a particular subject included in the total test, or (2) by assigning a numerical factor to each subject. In the first case, the total number of right answers shall determine the score

on the written test; in the latter case the grade received on each subject shall be multiplied by the weight assigned to each subject with the sum of the resulting products divided by the total weights determining the score on the written test.

- (b) Where personal interviews, practical demonstration, physical, or other tests are held in addition to or in place of written tests, each part shall be assigned a weight, and after each part has been rated, independently, this grade shall be multiplied by the weight, with the sum of the resulting products being divided by the total weights of all the various parts of the examination, and the resulting quotient shall be the general average which shall be used in determining the order in which the names of the candidates shall appear on the eligible register, except where additional credit is allowed veterans as provided by Section 45 of the City Charter, or where additional credit is allowed for seniority in promotional examinations as provided by Rule VII, Section 6.
- (c) Passing Grades: Candidates must attain a minimum rating of 70% on each part of any examination in order to qualify for a position on the eligible list. The Board may, at their discretion, regulate the number of successful applicants on any written or performance test, by adjusting the qualifying raw score to above or below the actual 70%, in which case the adjusted raw score will then become the qualifying 70% score.
- (d) Ties: When two or more applicants have the same average rating, preference on the eligible list shall be determined by the order in which their applications were filed.

Section 10. VETERANS' PREFERENCE: In all tests and examinations held by the Civil Service Board pursuant to the provisions of the Charter, any person who at the time of taking such test or examination has served in the army, navy, marine corps or revenue marine service of the United States in time of war and received an honorable discharge therefrom, or who, after such service of the United States in time of war, has continued in such service, or who has been released from active duty because of disability resulting from service in time of peace, or under other honorable conditions, as such persons are defined by Article XIII, Section 1 $\frac{1}{4}$ of the Constitution and by the General Laws of the State of California in effect at that time and who has attained a percentage qualifying him for any position under Civil Service regulations, shall be allowed an increase of ten points above the credit he has attained in such examination. Preference under this section does not apply to promotions, nor to promotion examinations. (Article VIII, Section 45 of the City Charter.)

For the purpose of this section "Veteran" shall apply to any person who has served full time in the Army, Navy, Marine Corps or Revenue Marine Service during the period of September 16, 1940 to December 31, 1946, inclusive, or from June 27, 1950 to January 31, 1955, inclusive, or from April 16, 1917 to November 11, 1918, inclusive, and received an honorable discharge therefrom, or was discharged under other conditions as specified in this section of the Civil Service Rules and Regulations.

Section 11. NOTICE OF RESULT: As soon as the ratings of an examination have been completed, each competitor shall be notified by mail of the result of his examination, and if successful, of his average percentage, and of his relative position upon the eligible list.

Section 12. REVIEW OF EXAMINATIONS:

- (a) Key Copy Inspection: The Board shall require a key copy inspection period of five (5) business days from the date of the written test, during which time any applicant may inspect a copy of the questions and the key answers and other factors to be considered in scoring the test. During such inspection applicants shall not be allowed to copy any of the test questions or answers, except to the extent necessary to file a protest. Copies of printed standardized tests which may subsequently be used in other examinations, may not be inspected by any candidate.
- (b) Protest against Key Answers: During the key copy inspection period, the applicant may file in writing a protest against any part of the written test, citing the question or questions against which the protest is directed and his reasons for protesting. Upon receipt of such protests a review of each protested question shall be made by the Secretary, and upon approval by the Board, any errors, improprieties, or ambiguities disclosed shall be corrected. In case of an ambiguity in a question, the question may be eliminated entirely, or more than one answer may be considered as correct. After the necessary and proper corrections have been made, the answer key, as corrected, shall become the basis for a scoring key upon which all the applicants' papers are finally scored. An applicant who has not filed a protest during the key copy inspection period shall not be entitled to protest against the written test except on the grounds of fraud or of specific error in the application of the scoring key to the scoring of his paper.
- (c) Notification of Rating Inspection: After all the parts of an examination have been completed and scored, an applicant shall be notified of his total score and ranking, including efficiency, seniority or veterans' credit where applicable, and the days during which he may inspect his papers. The eligible register shall become effective and be posted the same date that notices of ratings are mailed to applicants. The applicants shall be allowed a period of five (5) business days in which each may inspect his scored answer sheets and any rating standards by which he has been rated during any part of the examination. During such inspection the applicant shall not be allowed to copy any of the test questions or answers, except to the extent necessary to file a protest or appeal as outlined in (d) below.
- (d) Protests against Ratings to the Board: If the applicant believes error has been made in the application of the written test scoring key, or in the rating given him on any part of the examination or that any other error has been

has been made, except such as could have been objected to during the key copy inspection period, he may, during the final five day period referred to in (c) above, make a protest in writing, stating specifically where he believes error has been made; provided, however, that if there has been a key copy inspection period no protest may be made against the written questions and key answers which could have been made during the key copy inspection period. No protest may be made after the five day period. Upon receipt of a written protest or request for re-scoring or re-rating, a review of the protest shall be made by the Secretary, and the Board shall pass on all such protests or requests and make any necessary corrections in grades and ratings.

- (e) Correction of Clerical Errors: Any clerical error may be corrected by the Secretary upon discovery at any time during the life of an eligible list, but no such correction shall affect an appointment made from a certification made prior to the correction.

Section 13. DISQUALIFICATION: Persons may be disqualified at any time for any infraction of the regulations as laid down herein for the conduct of examinations, or upon the presentation of evidence proving that information improperly obtained relating to an examination was used, or for any cause as set forth in Section 7 of Rule VI.

Section 14: PERMANENT RECORD: The Secretary shall preserve the following as a permanent record of each examination:

- (a) the names and addresses of all applicants, whether accepted or rejected, and if rejected the reason therefor;
- (b) a key copy of the written test if held and if prepared by the Personnel Department staff; a description of each performance test together with the standards used in rating such test; and appraisal record sheets used by oral examiners in the personal interview;
- (c) a summary or narrative statement showing the method of testing used or the general nature of the examination, the weights of the various parts, the time and place each part was given, the minimum scores required, if any, and the names of the examiners;
- (d) the scores of all applicants on each part of the examination, and in the total examination.

Section 15. TESTS FOR APPLICANTS IN THE LABOR CLASS: Applications for positions in the following classes - Laborer, Street Construction Laborer, Building Construction Laborer, Watchman, and Groundman - shall be taken on an open continuous basis, and shall be placed on the eligible register, after review of employment record, and police record, if any, without examination and without being placed according to any grade or rating. The "rule of three" (see Rule X, Section 3) shall not apply in certifying eligibles to vacant positions. Applicants may be rejected where, in the judgment of the Secretary, the physical condition of the applicant would obviously prevent his being capable of performing the work, or where the candidate has an extensive record of arrests, subject to confirmation by the Board.

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WORK PERMITS FILED

The following work permits approved

by department heads in accordance

with Civil Service policy were filed:

<u>Name</u>	<u>Class</u>	<u>Type Work</u>	<u>Approved by</u>
Farmer, Robert R.	Real Property Appraiser	State Fair	G. McKinley
Lopez, Alex	Truck Driver	State Fair	C. H ₂ enggi
Martin, Edwin	Auto Serviceman	State Fair	L. Campbell
Kern, Andrew	Stage Electrician	State Fair	B. Geisreiter
Warner, Harry	Clerk III	State Fair	Ray Jones

(Above for work at State Fair while on vacation.)

Chorley, William	Superintendent	Flower Judge	R. Renfree
Fassett, Keith	Auto Serviceman	Casual Musician	A.O. Hoover
Martin, Edwin	Auto Serviceman	Stage Work	L. Campbell
Lazzari, Frank	Laborer	Ticket Taker	C. Chorley

(All of above in accordance with Civil Service Board Policy, not to exceed eight hours per week.)

REMOVAL OF NAMES FROM ELIGIBLE REGISTERS

The following names of eligibles

were ordered removed from the Eligible

Registers below outlined for reasons

stated:

Traffic Linesman #446	James L. Nichols	No reply
	Dante Giori	No reply
Machinist Helper #453	James Cochran	No reply
Parking Meter Collector #481	Victor Long	No reply
	Howard Dade	No reply
	Jan Aiken	No reply
	Frank Carli	No reply
	Herschell Moore	No reply
	Roger Avena	No reply
	Elmer Cardoza	No reply
	Archie Smith	No reply
	Henderson Ford	No reply
Clerk II #526	Sandra Hopson	No reply
Zoo Attendant #463	Harold Scroggy	No reply

DEPARTMENTAL REPORTS
APPROVAL OF

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

be approved:

Temporary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Anderson, Joseph	Tree Trimmer	Park
Atkins, Marvin L.	Recreation Leader	Recreation
Bamberry, Virginia L.	Library Page	City Library
Bates, Beatrice	Stenographer-Clerk I	City Engineer
Bertero, Albert	Parking Lot Attendant	Traffic
Broadbeck, Esther V.	Library Clerk	City Library
Brownfield, Marilyn	Music Leader	Recreation
Byng, Margaret	Clerk I	Emergency
Carlson, Albert E.	Custodian I	Hall of Justice
Carlson, Albert E.	Custodian I	Hall of Justice
Cassady, Charles J.	Custodian I	City Library
Feenstra, Lucina	Recreation Leader	Recreation
Ferrara, Nicholas	Recreation Leader	Recreation
Fischer, Robert B.	Recreation Leader	Recreation
Foss, Judith Dean	Dance Leader	Recreation
Frieseke, Jon	Parking Lot Attendant	Traffic
Gale, Alonzo B.	Car Dispatcher	Transportation
Gillis, John M.	Parking Lot Attendant	Traffic
Jackson, John	Refuse Collector	Waste Removal
Johnson, Fred	Refuse Collector	Waste Removal
Knox, Roosevelt	Refuse Collector	Waste Removal
Kovacevich, Rudolph R.	Laborer	Park
Lumsden, Kathleen R.	Recreation Leader	Recreation
McKnight, Paul D, Sr.	Refuse Collector	Waste Removal
Means, Joan S.	Library Page	City Library
Mello, Deborah	Cashier	Recreation
Mello, Deborah J.	Library Page	City Library
Meyer, Dorothy R.	Library Page	City Library
Morgensen, Chris	Parking Lot Attendant	Traffic
Peaslee, Lois	Library Page	City Library
Peyton, Gary	Electrician Helper	Corporation Yd.
Pitts, Walter T. Sr.	Refuse Collector	Waste Removal
Ramos, David B.	Lifeguard	Recreation
Ramos, Donald	Recreation Leader	Recreation
Ruppin, Milton J.	Clerk II	Police
Saenz, Manuel	Laborer	Park
Scott, Sue Ann	Recreation Leader	Recreation
Torres, John W.	Recreation Leader	Recreation
Uzelac, Ronald G.	Recreation Leader	Recreation
Verdina, Joseph Jr.	Locker Attendant	Recreation
Welsh, William	Recreation Leader	Recreation
Wharton, Sandra	Recreation Leader	Recreation
Wolfe, Stanley	Parking Lot Attendant	Traffic
Zalkind, Stephen R.	Locker Attendant	Recreation

Exempt Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Birrell, Alexander T.	Junior Librarian	City Library
Cunningham, Edna L.	Junior Librarian	City Library
Dinsmoor, Margaret	Asst. City Librarian	City Library
Drake, Dorothy	City Librarian	City Library
Jarvis, Dorothy Jane	Senior Librarian	City Library
Masuda, Tokuo	Planning Assistant	City Planning
Metcalf, James M.	Junior Librarian	City Library
Riolo, George	Carpenter Foreman	Corp. Yd.

Probationary Appointments

Adams, Edgar A.	Laborer	Park
Akers, Sharon Lee	Music Director	Recreation
Andrade, Oliver	Laborer	Park
Andreas, Harry K.	Painter	Water
Asbury, Charles M.	Patrolman	Police
Bakarich, Nick	Zoo Attendant	Recreation
Beall, William	Custodian III	Hall of Justice
Beivelman, John J.	Laborer	Park
Boggs, Reginald H.	Office Supervisor	Water
Bosley, James	Laborer	Water
Bosley, James E.	Electrician Helper	Corp. Yd.
Callahan, Harry	Traffic Linesman	Traffic
Carey, James E.	Groundman	Park
Carlos, Antonio	Laborer	Park
Chynoweth, Elmer B.	Laborer	Park
Coffield, Carol Ann	Clerk II	Police
Dugan, Gerald	Painter	Corp. Yd.
Dutra, John J.	Custodian I	Airport
Eustis, John	Laborer	Water
Eversult, Ted	Electrician Helper	Corp. Yd.
Fabricus, Herbert	Parking Meter Collector	Traffic
Gaddi, Albert	Laborer	Park
Howard, Ellis L.	Parking Lot Attendant	Traffic
Jenkins, Robert	Plant Operator II	Water
Kenks, Donald	Stores Clerk	Purchasing
Lennox, Leonard	Refuse Collector	Waste Removal
Lyons, James L. Jr.	Patrolman	Police
Marvich, Marjorie L.	Library Clerk	City Library
McDowell, L. V.	Refuse Collector	Waste Removal
Morris, Clark	Parking Meter Collector	Traffic
Nieto, Solomon	Laborer	Park
Paul, John	Machinist Helper	Water
Perrone, Joe M.	Laborer	Park
Porter, Robert B.	Laborer	Water
Quinn, Frank	Custodian I	Hall of Justice
Reshke, Thomas A.	Custodian I	Hall of Justice
Richardson, Gary F.	Airport Attendant	Airport
Ridgeway, William R.	Patrolman	Police
Rodriquez, Richard	Custodian I	Hall of Justice
Sardelich, Peter J.	Custodian II	Park

Probationary Appointments (Cont'd.)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Seutz, Don W.	Patrolman	Police
Shope!, Grant J.	Airport Attendant	Airport
Shope!, Grant	Electrician Helper	Corporation Yard
Simoes, Daniel	Laborer	Park
Sims, F. Martin	Police Sergeant	Police
Swesey, Carroll	St. Const. Inspector	Engineering
Urioste, Jose	Custodian I	Hall of Justice
Waddell, George	Groundman	Park
Waters, James R.	Patrolman	Police
Wehe, Barbara	Clerk I	Controller
Wymore, William F.	Airport Attendant	Airport

Limited Term Appointments

Acimovic, Ned M.	Laborer	Park
Binion, William	Laborer	Park
Brown, Ted L.	Clerk I	Controller
Carey, James E.	St. Const. Worker	St. Maintenance
Castle, Lucille	Clerk I	Assessor
Cervantes, Ernie	Laborer	Park
Dady, Alfred	Carpenter	Corp. Yd.
Delvaux, Joseph C.	Electrician	Corp. Yd.
Esparza, Steve S.	Truck Driver	St. Cleaning
Ferreira, Alfred	Truck Driver	St. Cleaning
Fisher, Gordon	St. Const. Worker	St. Maintenance
Gale, Alonzo B.	St. Const. Worker	St. Maintenance
Gomes, Amos J.	Laborer	Corp. Yd.
Grupe, Robert	Laborer	Water
Haley, Ann	Clerk I	Pros. Attorney
Haydon, James	Laborer	St. Cleaning
Hellinge, R. L.	St. Const. Worker	St. Maintenance
Johnson, Fred	Laborer	St. Cleaning
Ienhart, Leroy P.	Carpenter	Corp. Yd.
Lidster, James H.	St. Const. Worker	St. Maintenance
Mauck, Robert	Laborer	Corp. Yd.
Randolph, Willard S.	Engineering Aide	Engineering
Rasmussen, Ray G.	Laborer	Park
Reshke, Regina A.	Clerk I	Pros. Attorney
Rice, Donald R.	Laborer	Park
Rodriguez, Richard S.	Electrician Helper	Corp. Yd.
Stefanini, Augusto	Laborer	Park
Stonebraker, William J.	Truck Driver	St. Cleaning

Reclassification

Law, Richard - Reclassified from Assistant Engineer to Associate Engineer

Military Service Replacement

Burns, Milton - Military Service Replacement 9/16/58, Refuse Collector @ \$315 per month, Waste Removal

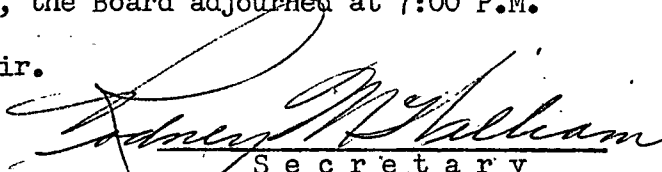
Military Reserve Training

Haley, Ralph J. - Military Reserve Training 9/17 to 9/19/58 Supt.
Bureau of Records
Hicks, James V. - Military Reserve Training 8/27 to 8/29/58 Chief
of Police
Kelley, Edward G. - Military Reserve Training 8/16 to 8/31/58 Patrolman
Stevens, Dudley F. - Military Reserve Training 9/15 to 9/29/58
Traffic Engineer
West, Charles - Military Reserve Training 8/4 to 8/18/58 Automotive
Serviceman II

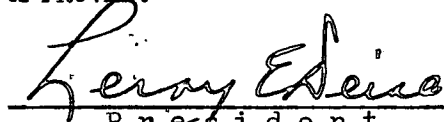
Reinstatement

Duke, Jack Recreation Director Recreation

There being no further business, the Board adjourned at 7:00 P.M.
to meet again at the Call of the Chair.


Secretary

APPROVED:


President

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
Regular Meeting

November 5, 1958

The Civil Service Board met in regular session at 5:30 P.M.

PRESENT: Commissioners Alexander, Deise and Wright

ABSENT : None

Minutes of the previous meeting were approved as read.

APPRENTICE ELECTRICIAN EX. #556
(Promotional)

Eligible Register

Personal Interview ratings
of Apprentice Electrician
Examination No. 556 (Pro-

motional) held October 1, 1958, were reviewed. Qualifications Appraisal Board was composed of Kenneth Wright, Board Member, and Rodney McWilliam, Assistant Personnel Officer, and the following eligible register was estab-

lished to become effective October 16, 1958:

Apprentice Electrician Eligible Register No. 556 (Prom.)

- | | |
|-------------------|--------|
| 1. Fred Morales | 82.85% |
| 2. Harry McDowell | 75.05 |

STENOGRAPHER-CLERK I EX. #559
Eligible Register

Written Test scores of Stenographer-Clerk I Examination No. 559 held October 16, 1958,

were reviewed.

Minimum qualifying score of 87.5 of a possible 125 in the written test was approved. Personal Interviews were held November 25, 1958 with Qualifications Appraisal Board consisting of Kenneth Wright, Board Member, and Earl Simons, Personnel Technician II. The following eligible register was established to become effective October 27, 1958:

STENOGRAPHER-CLERK I ELIGIBLE REGISTER NO. 559

- | | |
|-----------------------|--------|
| 1. Beatrice O. Bates | 90.30% |
| 2. Caryol A. Renner | 88.40 |
| 3. Carmen F. Burelle | 87.35 |
| 4. Jeannie L. Sheehy | 87.19 |
| 5. Harriet Martin | 85.71 |
| 6. Janet G. Whalen | 85.63 |
| 7. Myrtle M. Manley | 85.32 |
| 8. Jessie M. Murray | 84.94 |
| 9. Irene K. Sable | 83.89 |
| 10. Donna M. Radcliff | 80.51 |

STENOGRAPHER-CLERK II EX. #560
Eligible Register

Written Test scores of Stenographer-Clerk II Examination No. 560 held October 17, 1958, were reviewed.

Minimum qualifying score of 105 of a possible 150 in the written test was approved. Personal Interviews were held October 25, 1958, with Qualifications Appraisal Board consisting of Kenneth Wright, Board Member, and Earl Simons, Personnel Technician II.

The following eligible register was established to become effective October 27, 1958:

STENOGRAPHER-CLERK II ELIGIBLE REGISTER NO. 560Promotional List

1. Alma M. Pritchard 80.75%

Open List

1. Beatrice O. Bates 88.00%
 2. Cecelia McKie 87.95
 3. Jean L. DeWells 83.39
 4. Harriet Martin 83.10
 5. Carmen G. Burelle 82.78

ACCOUNT CLERK I EX. #562
 Written Test Scores

Written Test scores of Account
 Clerk I Examination No. 562 held
 October 28, 1958, were reviewed.

It was the order of the Board that the minimum qualifying score be set at 125 of a possible 179, qualifying 13 candidates in the written test.

JUNIOR DRAFTSMAN EX. #557
 Written Test Scores

Written Test scores of Examination
 No. 557 held October 25, 1958, were
 reviewed.

It was the order of the Board that the minimum qualifying score be set at 70 of a possible 120, qualifying 8 candidates in the written test.

SENIOR DRAFTSMAN EX. #558
 Eligible Register

Written Test scores of Senior
 Draftsman Examination No. 558 held
 November 1, 1958, were reviewed.

Minimum qualifying score of 110 of a possible 170 in the written test was approved; personal interviews were eliminated and the following eligible register established to become effective November 6, 1958:

SENIOR DRAFTSMAN ELIGIBLE REGISTER NO. 558

#1. Irvin E. Moraes 92.70%
 #2. Robert L. Bondi 83.05
 #3. Donald L. Sall 81.02
 4. Willard Zersen 70.00

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

REQUEST - RUTH V. SALDIVAR
Steno-Clerk I Ex. #559

Request of Ruth V. Saldivar, candidate in the Stenographer-Clerk I Examination No. 559, who did not appear for Personal Interview because of having been out of the city, to be allowed to complete the examination, was considered.

The Secretary was instructed to notify the candidate that she would be permitted to complete the examination and to appear for Personal Interview at the time interviews are held for Account Clerk I.

REQUEST - SALARY ADJUSTMENT
Water Dept. Servicemen
and Servicemen Helpers

A request of representatives of Plumbers' Union Local 447 for adjustments in salaries of Utility Serviceman and Servicemen Helpers, which was taken under consideration at the meeting held October 15, 1958, was further discussed. Data on hourly prevailing rates and monthly equivalent salaries of all prevailing rate classes in the City of Sacramento, along with an outline of other adjustments which would have to be considered for related classes, and estimated cost of such adjustments, was presented to the Board by the Secretary.

After discussion, the Secretary was instructed to request that Mr. Ray Jones, Superintendent of the Water Department, and Mr. Norman Squires, Water and Sewer Distribution Supervisor, be requested to appear at the next regular meeting for further discussion of this request.

SICK LEAVE REPORTS
August and September 1958

Sick Leave Reports for the months of August and September 1958, showing the number of days used on sick leave and number of days on special leave, was read and ordered filed.

The Secretary advised that on December 1, 1958, a memorandum is to be sent to all department and division heads pertaining to sick leave usage

of employees to make certain that there are no "loopholes" in our system of sick leave administration which may be contributing to the increase in sick leave costs; this to be done by preparation of a visual calendar chart of sick leave usage of employees whose record is such that there may be reason to believe that sick leave is not being properly used.

WORK PERMITS FILED

The following work permits, approved by department heads in accordance with Civil Service

Board policy were filed:

<u>Name</u>	<u>Class</u>	<u>Type Work</u>	<u>Approved by</u>
Elaine Crowley	Recreation Director	Casual Music	R. Renfree
Ray Blackshire	Refuse Truck Driver	Custodial Work	J. Cronan
Andrew Kern	Stage Electrician	Casual Stage	B. Geisreiter
Earl Simons	Personnel Technician II	Casual Music	R. McWilliam
Don Sandman	Personnel Technician I	Casual Music	R. McWilliam

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

DEPARTMENTAL REPORTS APPROVAL OF

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

be approved:

Temporary Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Alexson, Virginia L.	Recreation Leader (P/T)	Recreation
Austin, Jo Anne	Recreation Leader (P/T)	Recreation
Feenstra, Lucina	Recreation Director	Recreation
Gorman, Marian E.	Library Page (P/T)	Library
Howard, Kathleen	Library Page (P/T)	Library
Hutchinson, Fred B. M.	Recreation Leader (P/T)	Recreation
Jenks, Donald A.	Account Clerk I	Controller
Lloyd, Robert	Recreation Leader (P/T)	Recreation
Martinelli, Irene	Library Page (P/T)	Library
McKinmon, Caroline	Recreation Leader (P/T)	Recreation
Nestell, Renee	Library Page (P/T)	Library
Plasterer, Jack D.	Recreation Leader (P/T)	Recreation
Wight, Walter M.	Recreation Leader (P/T)	Recreation

Exempt Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Haley, Ralph	Supvr. Tab. & Billing	Controller
Ottley, Ruth	Junior Librarian	Library
Sappenfield, Lucile M.	Supervising Librarian	Library

Probationary Appointments

Ashby, Kenneth	Senior Parking Lot Attendant	Traffic
Brandell, Douglas D.	Groundman	Park - Tree
Eres, Jacob P.	St. Const. Inspector	City Engineer
Kotler, Blake	Patrolman	Police
Turco, Dorothy	Telephone Operator	City Hall

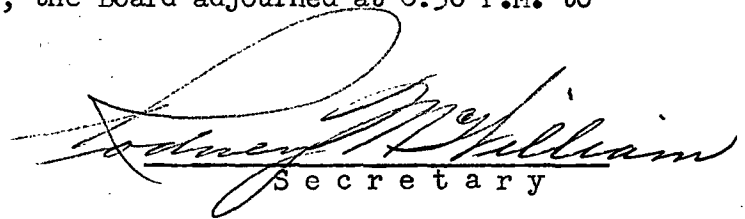
Limited Term Appointments

Agosta, Thomas S. Jr.	Engineering Aide	City Engineer
Carras, Eugene	Laborer	Water
Cornell, Luther	Truck Driver	Street Cleaning
Dunlop, Harry	Engineering Aide	City Engineer
Haas, Arthur F.	School Crossing Guard	Police
MacNamara, John	Traffic Linesman	Traffic

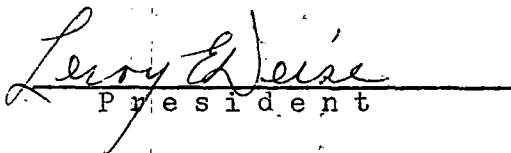
Reinstatements

Boggs, Reginald H.	Deputy City Clerk	City Clerk
Crowe, Virgil	Laborer	Recreation

There being no further business, the Board adjourned at 6:30 P.M. to meet again at the Call of the Chair.


Secretary

APPROVED:


President