

1

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      APRIL 20, 1960

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

PRESENT: Commissioners Leroy Deise, James Alexander, Joseph Genshlea, Clarence Alexander, and Edwin Grebitus

ABSENT: None

The meeting was called to order by the Chairman, Leroy Deise, who stated that the purpose of the meeting was to discuss longevity pay and Charter Amendment proposals, submitted by the City Employees' Association, with the City Council Civil Service and Retirement Committee, representatives of Firefighters' Union, Employees' Association, and city administrative officials.

Present at the meeting were Councilmen W. A. Hicks, John Bronson, and Richard Marriott, of the City Council Civil Service Committee; John Steeley, Carl Fisher, and Arch Cassidy, representing the Firefighters' Union; Ken Wright, William Payton, and Walt Taylor, representing the City Employees' Association; William Francis representing city employees associated with the Plumbers' Union; City Manager Bartley Cavanaugh, Assistant City Manager Milton Faig; City Attorney Everett Glenn, and Assistant City Attorney, Everal Vaughn.

Longevity pay proposals submitted by the City Employees' Association were discussed at length by Board members, Councilmen, representatives, and administrative officials. An opinion of the City Attorney dated March 3, 1960, with reference to Section 71 of the City Charter which provides for longevity increases at the end of five, ten, and fifteen years of continuous service was read and discussed. In the opinion of the City Attorney, the provisions of Section 71 are vague and unclear, and that this section would require an amendment in order to put a longevity plan into effect.

4-20-60

Councilman Hicks, Chairman of the Council Civil Service and Retirement Committee, advised that time did not permit discussion of Charter Amendment proposals at this meeting, and that further meetings would be scheduled in the near future for their study and consideration.

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

*Leroy Deise*  
Secretary

APPROVED:

President

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING      MAY 4, 1960

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

PRESENT: Members Deise, Genshlea, Grebitus, J. Alexander, and C. Alexander

ABSENT: None

The meeting was called to order by the Chairman, Leroy Deise. Minutes of the meeting held April 20, 1960, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Announcement notices for the following examinations were approved:

- #627      Firefighter
- #628      General Utility Worker

The Secretary was authorized by the Board to establish minimum qualifying scores on the written test for the above two examinations.

5-4-60

CHIEF CASHIER EXAMINATION #617  
Eligible Register

Written test scores and personal interview ratings for the Chief Cashier Examination #617 held March 28, 1960, were reviewed. Secretary advised that minimum qualifying score in the written test was set at 182 of a possible 260 items; and that personal interviews were held April 12, 1960, with Qualifications Appraisal Board consisting of Earl Wilson, Personnel Technician, James Alexander, Civil Service Board Member, and C. A. Rhodes, Jr., Assistant City Controller.

The following eligible register was established and effective April 15, 1960:

CHIEF CASHIER ELIGIBLE REGISTER NO. 617

#1.	Robert Quinlan	89.02%
#2.	William E. Dorsey	87.82
#3.	Donald J. Jenks	86.96
4.	Harold L. Croter	84.16
5.	Doyle H. Curry	81.58

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

PLANT OPERATOR I EXAMINATION #619  
Eligible Register

Written test scores and personal interview ratings for the Plant Operator I Examination #619 held April 4, 1960, were reviewed. Secretary advised that the minimum qualifying score in the written test was set at 91 of a possible 130 items; and personal interviews were held April 14, 1960, with Qualifications Appraisal Board consisting of Earl Wilson, Personnel Technician, Leroy Deise, Civil Service Board Member, and Harrold Jeffrey, Plant Operations Supervisor.

The following eligible register was established and effective April 15, 1960:

PLANT OPERATOR I EXAMINATION NO. 619

#1.	Richard A. Eskildsen	90.21%
#2.	Harold H. Rowell Jr.	88.30
#3.	Dominick T. Del Gatto	87.11
#4.	Kenneth A. Haworth	83.86
5.	Hezekiah Hand	78.53
6.	Thomas S. Dewell	78.43

5-4-60

PLANT OPERATOR I ELIGIBLE REGISTER NO. 619 (Cont'd)

- |     |                     |       |
|-----|---------------------|-------|
| 7.  | Herberts A. Gegeris | 77.81 |
| 8.  | George D. Fator     | 75.45 |
| 9.  | Donald W. Powell    | 75.17 |
| 10. | Earl J. Fain        | 73.79 |

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

GOLF COURSE MARSHAL EXAMINATION #621  
Eligible Register

Written test scores and personal inter-

view ratings for the Golf Course Marshal

Examination #621 held April 11, 1960, were reviewed. Secretary advised that the minimum qualifying score was set at 73 of a possible 155 items in the written test; personal interviews were held April 26, 1960, with Qualifications Appraisal Board consisting of Phil Macdonald, Personnel Technician, James Alexander, Civil Service Board Member, and Reg Renfree, Superintendent of Recreation and Parks.

The following eligible register was established and effective April 27, 1960:

GOLF COURSE MARSHAL ELIGIBLE REGISTER NO. 621

- |     |                      |        |
|-----|----------------------|--------|
| #1. | Albin M. Martinson   | 98.15% |
| #2. | Thomas J. Harris Jr. | 96.35  |
| #3. | Frank J. Shamrock    | 91.04  |
| #4. | Harvey E. Moran      | 86.93  |
| 5.  | Edward J. Green      | 84.86  |
| 6.  | Earl V. Wenner       | 82.14  |
| 7.  | Jerald J. Nevis      | 79.08  |

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

POLICE MATRON EXAMINATION #622  
Eligible Register

Written test scores in the Police

Matron Examination #622 were reviewed.

Secretary advised that minimum qualifying score in the written test was set at 85 of a possible 160 items; and that personal interviews were not included for this examination.

The following eligible register was established and effective April 15, 1960:

5-4-60

POLICE MATRON ELIGIBLE REGISTER NO. 622

.1.	Marion L. Godfrey	.86.80%
.2.	Faith Strong	.86.00
.3.	Frances V. Millar	.77.20
.4.	Leona B. Beall	.74.00
.5.	Wilma C. Biles	.71.20

ART GALLERY ASSISTANT EXAMINATION #623 Personal interview ratings for the Eligible Register

Art Gallery Assistant Examination #623

held April 28, 1960, were reviewed. Secretary advised that a written test had not been included for this examination and that Qualifications Appraisal Board consisted of Earl Wilson, Personnel Technician, Edwin Grebitus, Civil Service Board Member, and Robert J. Else, of the Sacramento State College Art Department.

The following eligible register was established and effective April 29, 1960:

ART GALLERY ASSISTANT ELIGIBLE REGISTER NO. 623

#1.	Darrell E. Forney	99.33%
#2.	Jere L. Clark	95.67

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

PARKING METER COIN COLLECTOR EXAMINATION #624  
Eligible Register

Written test scores for the Parking Meter

Coin Collector Examination #624 held

April 25, 1960, were reviewed. Secretary advised that minimum qualifying score in the written test was set at 119 of a possible 170 items; and that personal interviews were not included as a part of the examination.

The following eligible register was established and effective May 2, 1960:

PARKING METER COIN COLLECTOR ELIGIBLE REGISTER NO. 624

1.	Harold V. Dames	85.88%
#2.	Earl R. Bothne	83.53
3.	Robert M. Born	81.18
#4.	John H. Sanchez	80.59
#5.	Ruben Salandez	80.00
6.	Earl J. Fain	78.24
7.	Herberts A. Gegeris	78.24
8.	Cecil E. Card	77.06
9.	John E. Dets	75.88
10.	Edwin B. Eastman	74.12
11.	Raymond H. Achenbach	74.12

5-4-60

PARKING METER COIN COLLECTOR NO. 624 (Cont'd)

.12.	Robert G. Bottino	73.53
.13.	Earl E. Wickham	72.94
.14.	Dennis Wells	71.18
.15.	George K. Lechleiter	70.00
.16.	Harvey L. Peterson	70.00

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

CLERK III EXAMINATION #626  
Eligible Register

Written test scores and personal interview ratings for the Clerk III (Promotional) Exam-

ination #626 held April 8, 1960, were reviewed. Secretary advised that the minimum qualifying score had been set at 98 of a possible 150 items; personal interviews held April 19, 1960, with Qualifications Appraisal Board consisting of C. A. Rhodes Jr., Assistant City Controller, Clarence Alexander, Civil Service Board Member, and Richard Halterman, Associated Personnel Analyst with the State of California.

The following eligible register was established and effective April 19, 1960:

CLERK III ELIGIBLE REGISTER NO. 626

1.	J. Lyle Lack	82.26%
2.	Lewis W. Hood	81.73
3.	David H. Pinsler	80.34
4.	Alma M. Pritchard	79.17
5.	Beatrice O. Bates	78.00
6.	Lucille S. Holland	76.86
7.	Robert E. Carroll	76.58
8.	William K. Etzold	76.20
9.	Donald A. Jenks	72.25

REAL PROPERTY APPRAISER EXAMINATION #616  
Eligible Register

Written test scores and personal interview ratings for the Real

Property Appraiser Examination #616 held April 16, 1960, were reviewed.

Secretary advised that the minimum qualifying score in the written test had been set at 82 of a possible 155 items; personal interviews held May 3, 1960, with Qualifications Appraisal Board consisting of Earl Wilson, Personnel Technician, Joseph Genshlea, Civil Service Board Member, and R. A. Blechschmidt, Real Property Appraiser for Sacramento County.

7  
5-4-60

The following eligible register was established and effective May 5, 1960:

REAL PROPERTY APPRAISER ELIGIBLE REGISTER NO. 616

#1.	James C. Grubbs	88.96
#2.	James L. Sutton	86.00
3.	James A. Haynes	80.29

CLERK III ELIGIBLE REGISTER #626

Secretary advised that after certifying the names of all six male eligibles from the Clerk III #626 eligible register for a position in the Recreation and Parks Department to be filled by a male, only two eligibles were interested in appointment, neither of whom were acceptable to the appointing power, and therefore in accordance with Rule X, Section 3, the appointing power could not be required to appoint one of the two eligibles interested.

It was therefore the recommendation of the Secretary that (1) Eligible Register #626 for Clerk III be separated into a men's promotional list and a women's promotional list, and (2) the men's promotional list be abolished and a new promotional examination scheduled for Clerk III (men only). Secretary advised that a temporary appointment would then be made to this position pending the establishing of a new eligible register.

Motion made by Mr. Grebitus that the recommendation of the Secretary be adopted. Motion seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Deise, Genshlea, Grebitus, J. Alexander, and C. Alexander

NOES: None

SALARY SURVEY

Secretary advised that salary survey data would be available for the Board members not later than the date set for the next regular meeting of the Board, May 18, 1960, for their study and review, in order that salary recommendations for the coming fiscal year may be made to the City Council.

5-4-60

WORK PERMITS FILED: The following work permits approved by department heads in accordance with Civil Service Board were filed:

<u>Name</u>	<u>Class</u>	<u>Duties</u>	<u>Approved by</u>
William Coleman	Automotive Serviceman	Service Station Work	Charles Inderbitzen
Edwin F. Martin	Automotive Serviceman	Stage Work	Charles Inderbitzen
John Tiffany Jr.	Laborer	Tree Work	Reg Renfree

There being no further business, the Board adjourned at 3:00 p.m. to meet again at the call of the Chair.

  
SECRETARY

APPROVED:

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P R E S I D E N T

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING            MAY 18, 1960

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

PRESENT: Commissioners Deise, J. Alexander, C. Alexander, Grebitus, and Genshlea.

ABSENT: None

The meeting was called to order by the Chairman, Leroy Deise. Minutes of the last regular meeting held May 4, 1960, were read and approved. Chairman Leroy Deise advised that the agenda for this meeting would be confined to the presentation and consideration of salary survey data prepared by the Personnel Department staff.

Salary survey data was presented by the Secretary, which included information on prevailing salary rates in other California cities, local governmental agencies, and private industry, using forty-nine city classes for

5-18-60

comparison; information on anticipated salary increases and/or adjustments in other city or public agencies on or after July 1, 1960; information on salary and wage trends in private industry and guaranteed future increases under union contracts; comparisons of percentage of increases for certain clerical classes in private industry, State of California, and the City of Sacramento; increases in the average hourly rate and weekly earnings of employees in total manufacturing in the Sacramento Metropolitan Area; outline of relative position of the City of Sacramento in comparison with other agencies of maximum salaries for classes of Patrolman and Firefighter since March, 1953; outline of salary increases granted city employees since 1943, and fringe benefits costs; and a schematic outline of all city classes paid on a monthly salary basis showing current salary ranges in effect.

Secretary advised that no recommendations of any kind for salary increases or adjustments were included in the report but that the Personnel Department is considering the establishment of two lower level clerical classes--Typist Clerk I and Stenographer Clerk I--for entrance level positions.

Various items relating to the survey data were discussed by the Board members and questions by various employee representatives present were answered.

After general discussion, motion was made by Mr. Alexander that the date for filing of formal protests on the survey data be set for May 31, and that the date of June 8 be set for the next meeting at which salary recommendations to the City Council for the fiscal year 1960-61 should be adopted. Motion seconded by Mr. Grebitus and carried by the following vote:

AYES: Commissioners Deise, J. Alexander, C. Alexander, Grebitus, and Genshlea.

NOES: None

There being no further business, the meeting adjourned at 4:00 p.m. to