

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING

June 9, 1956

The Civil Service Board met in special session at 9:00 A.M.

PRESENT: Commissioners Deise, Finks and Wright

ABSENT : None

Minutes of the previous meeting were approved as read.

CHANGE OF PREVAILING RATES

In accordance with agreement between the Construction Industries consisting of J. R. Reeves Co. and A.

Teichert & Son, Inc. and the International Association of Machinist, Local Union No. 33, the hourly rates for the following classes were adopted, to become effective July 1, 1956:

<u>Class</u>	<u>Rate</u>
Blacksmith-Welder	\$2.60 Hr. ✓
Machinist Helper	2.13 Hr.
Machinist	2.60 Hr.
Machinist Foreman	2.86 Hr.

CHANGE OF PREVAILING RATES

In accordance with agreement between Operating Engineers Local Union #3 and Northern and Central California

Contractors Association, hourly rates for the following classes were adopted, to become effective June 11, 1956:

<u>Class</u>	<u>Rate</u>
Asphalt Plant Engineer	\$3.095 Hr. ✓
Asphalt Mixerman	2.765 Hr.
Fireman in Hot Plant	2.705 Hr.
Heavy Duty Repairman	3.095 Hr.
Dragline Operator	3.255 Hr.
Maintainer Operator	3.255 Hr.
Pavement Roller Operator	3.095 Hr.
Power Shovel Operator	3.255 Hr.
Screed Man on Barber Green	2.705 Hr.
Tractor Operator	3.095 Hr.
Le Tourneau Pull Operator	3.255 Hr.

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CHANGE OF PREVAILING RATES

In accordance with agreement between Construction and General Laborers Union Local #185 and the Associated General Contractors, the hourly rates for the following classes were adopted, to become effective June 11, 1956:

<u>Class</u>	<u>Rate</u>
Street Construction Laborer	\$2.325 Hr. ✓
Cement Worker	2.32 $\frac{1}{2}$ Hr.
Asphalt Raker	2.57 $\frac{1}{2}$ Hr.
Asphalt Shoveler	2.42 $\frac{1}{2}$ Hr.
Buckeye Spreader Operator	2.57 $\frac{1}{2}$ Hr.
Jackhammer or Pneumatic Tool Op.	2.57 $\frac{1}{2}$ Hr.

JOB SURVEY REQUESTS

The following requests for job surveys to determine proper allocation, were submitted:

<u>Position</u>	<u>Department</u>	<u>Requested by</u>
Watchman	Corporation Yard	E. J. Scollan
Laborer	Corporation	E. J. Scollan
Intermediate Clerk	Art Gallery	E. Van Harlingen
Jr. Planning Analyst	City Planning	R. Rathfon
Jr. Draftsman	Electrical	L. E. Woldit

It was the order of the Board that the Secretary prepare a job survey report for each of the above, with recommendations as to proper allocation to be submitted as soon as completed.

REINSTATEMENT REQUEST

Wm. J. Woska

Communication from Wm. J. Woska dated May 24, 1956, requesting reinstatement to his former posi-

tion as Uniform Fireman in the Fire Department, was considered.

Since it was determined that Mr. Woska had resigned from city service on August 25, 1953 and had been absent for more than the maximum period of one year during which reinstatements can be considered, according to Civil Service Rule No. XIII, it was the order of the Board that the request be denied.

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RECOMMENDATIONS FOR CHANGES
IN CLASS TITLES

Recommendation submitted by the Secretary to change class titles in the Custodial series, was sub-

mitted. Recommendations for changes were as follows:

<u>Present Class Title</u>	<u>Salary Range No.</u>	<u>Proposed Class Title</u>	<u>Salary Range No.</u>
Janitor	20	Custodian I	20
Janitor-Custodian	22	Custodian II	22
Custodian	26	Custodian III	26

It was further recommended that the present class of Elevator Operator be eliminated, duties of Elevator Operator to be included in the class specification of Custodian I. No additional salary cost would be involved, as the same salary ranges would be assigned for the new classes.

Upon motion properly made and passed, it was the order of the Board that recommendation be made to the City Council to amend Salary Ordinance No. 1961, Fourth Series, to establish the new class titles and to eliminate class of Elevator Operator, as per recommendation of the report.

PLANT OPERATOR II EX. #443

Communication from Ray Jones, Superintendent of the Water Department, requesting cancellation of the

Plant Operator II Examination No. 443, was considered.

It was the order of the Board that this examination be cancelled and rescheduled in November 1956, since an anticipated opening did not materialize and the later date would permit all present Grade I Operators to qualify for this promotional examination.

PROBATIONARY APPOINTMENT
PARKING METER SERVICEMAN I
Irvin G. Stranahan

The Secretary reported that after certifying the entire eligible list No. 438 for Parking Meter

Serviceman I, the required three eligibles interested in the position were not available. The Secretary was instructed to certify eligibles on the Parking Meter Serviceman II Eligible Register to fill the position, with the

understanding that such person would receive a probationary appointment as Parking Meter Serviceman I and still be retained on the Parking Meter Serviceman II Eligible Register No. 438.

RADIO TECHNICIANS

Report relative to the prevailing wage rate which should apply to Radio Technicians and Chief Radio Technician employed by the city, was considered. Summary of the report stated that the request to pay City Radio Technicians on the basis of prevailing scales for Radio Technicians at Station KFBK was not justified and that the present practice for establishing rates in conformity with rates paid at Radio Stations KGMS, KXOA and KROY should be continued.

After discussion, motion was properly made and passed to hold the matter over until the next meeting of the Board, at which time the Secretary was instructed to have Mr. Gilbert de la Laing of the Radio and Television Engineers Local No. 202 and Mr. Earl Simons, who prepared the survey report, present.

JOB SURVEY REPORT

Stenographer-Clerk I
Controller's Office

Job survey report prepared by
Earl Simons, Personnel Technician
II as per request of A. O. Hoover,

City Controller, was considered.

Recommendation in the report as follows:

"In reviewing the work of the other Stenographer-Clerk I positions, it was determined that there are those that also involve a great deal of tabular form of typing along with difficult commensurate duties, but it must be admitted that this is one of the more difficult ones. However, to base reclassification on this factor would not seem to be the basis for which the Grade II classification was established.

"The information contained in this report shows that a good amount of typical Account Clerk's duties has become involved in the work performed by this employee. If these duties were removed then the remaining duties would confirm the present classification. If the present job requirements are to be continued, there is no present existing class to which the position could be allocated, consequently it would be necessary to establish a corresponding classification. Until such decision is made, the position must necessarily remain as classified."

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It was the decision of the Board that the establishment of any special classification for this one position would be improper and the recommendation of the report to maintain the position in its present class of Stenographer-Clerk I, was approved.

JOB SURVEY REPORT
Storekeeper
Controller's Office

Job survey report prepared by
Earl Simons, Personnel Technician
II as per request of A. O. Hoover,

City Controller, was considered.

Recommendation in the report as follows:

"The present duties of the Storekeeper are such that the position could properly be re-allocated to accounting classification and comparison of the work performed with the specifications for our accounting classes would bring it correctly under the classification of Account Clerk II which carries the same salary range as that of Storekeeper.

"While this action would appear to be good classification procedure, it is recommended that in this case, in order not to completely defeat the purpose for which the Storekeeper position was established, that it be retained under its present classification which still has a semblance of its original function.

"Thought should be given to an organizational change and a re-allocation of work among this section so that the Office Supervisor could physically assume some of the auditing and accounting duties presently performed by the Storekeeper. The Storekeeper should assume the complete supervision of the employees concerned with and the responsibility of the Storeroom under general supervision of the Purchasing Agent. This would bring the position back into the proper work scope for which it was originally intended."

Upon motion properly made and passed, the recommendation of the report to maintain the position in its present class was approved, and the Secretary was instructed to notify the department head that consideration should be given to the reassignment of duties in order that the Storekeeper should perform more of the normal duties regularly assigned to this class.

NEW EXAMINATIONS SCHEDULED

Announcement notices for the following examinations were approved:

- No. 444 Library Clerk (women only)
- No. 445 Junior Clerk (women only)
- No. 446 Traffic Linesman
- No. 447 Police Patrolman
- No. 448 Custodian I
- No. 449 Personal Property Auditor

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SENIOR CLERK EX. #444 (Male)
Eligible Register

Written test scores of the Senior Clerk Examination No. 444 (Male) held May 21, 1956, were reviewed.

It was the order of the Board that the qualifying score be set at 112 of a possible 160; that the Personal Interviews be eliminated and the following Eligible Register become effective June 2, 1956:

SENIOR CLERK (Men) ELIGIBLE REGISTER NO. 440

#1.	Walter J. Paschke	93.12%
2.	Boruff Smith	88.75
3.	William L. McIntyre	86.25
#4.	Stanley W. Wolfe	85.63
5.	Bruce B. Noad	84.38
#6.	Walter R. Wheatley	83.75
#7.	Yoshinori K. Tanaka	81.88
8.	Elmer C. Cleveland	80.00
9.	Robert M. Farncomb	72.50

(# Indicates 10 points Veteran's Preference.)

GARDENER EXAMINATION #441
Promotional

Written test scores of the Gardener Examination No. 441 held May 17, 1956, were reviewed. It was the

order of the Board that the qualifying score be set at 65 of a possible 110; that the Personal Interviews be eliminated and the following Eligible Register become effective June 1, 1956:

GARDENER ELIGIBLE REGISTER NO. 441
(Promotional from Laborer)

1.	Camillo Rodoni	85.63%
2.	Richard E. Horn	84.97
3.	L. Braswell	82.30
4.	Floyd S. Chinn	78.30
5.	Jack E. Testerman	78.30
6.	Jesse Webster	74.90
7.	Gust Engqicht	72.30
8.	Frank Vero	70.97
9.	Frank Marino	70.30
10.	Martin Thiessen	70.30

(Above scores include Seniority Credit.)

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POLICE SERGEANT EX. #442
Promotional

The Secretary reported that the written test for Police Sergeant was held June 1, 1956, with candidates having until June 15, 1956 to review the key copy and make any protests.

It was the order of the Board that the Secretary be authorized to act upon any protests filed and to set the qualifying score at a point which will permit 15 candidates to qualify. It was the further order of the Board that Personal Interviews be scheduled as soon as practicable after answer sheets are scored and that the Chief of Police, Assistant Chief, Chief of Detectives and Superintendent of Traffic be invited to sit with the Board on the Personal Interviews.

OUTSIDE EMPLOYMENT
Request to amend policies

Request from the City Manager that the present policies applying to outside employment be amended to

include a provision whereby work permits should not be approved by department heads where the outside work is to be performed on or in the same premises where the employee normally works, was considered.

After considerable discussion, the Secretary was advised to notify the City Manager that in their opinion sufficient power exists in the hands of the City Manager at the present time to take care of such situations by administrative action through the department heads and that therefore such an amendment to the present policy was unnecessary.

SUSPENSION AND DISMISSAL
OF STAGE ELECTRICIAN
Francis Cox

Copies of communications from the City Manager ordering suspension and subsequent dismissal of

Francis Cos, Stage Electrician, from city service were read and ordered filed. In accordance with Section 183(b) of the City Charter, it was the order of the Board that Mr. Cox should be entitled to lump sum payment for all accumulated overtime and for 2 weeks of his accumulated vacation time.

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SICK LEAVE REPORT

Analysis of sick leave for the month of April 1956 showing the number of days used for regular sick leave and number of days for special leave, was read and ordered filed.

EXTENSION OF ELIGIBLE REGISTERS

It was the order of the Board that the following eligible registers be extended for a period of one year:

Eligible RegistersExpiration Date

Janitor-Custodian #370 (Custodian II)	April 16, 1957
Painter #372	May 17, 1957
Machinist Helper #373	June 7, 1957

WORK PERMITS

The following work permits approved by department heads in conformity with civil service policy, were filed:

<u>Name</u>	<u>Classification</u>	<u>Type of Work</u>	<u>Approved by</u>
George Hoffman	Forman Electrician	Stage Hand	L. E. Woldit
Edwin Martin	Automotive Serv. II	Stage Hand	E. A. Fairbairn
Harvey Flewellyn	Senior Clerk	Estimating and Rod Making (Scofield Furn.)	R. Rathfon
Nick Negas	Senior Clerk	Umpiring Little League	Orren Turner
Paul Frame, M.D.	Asst. Health Officer	Medical Dir. Boys State*	I. O. Church
James Kelly	Senior Clerk	Game Officiating	O. Steinbrenner
Kenneth Shafer	Account Clerk I	Casual Musician	G. C. McKinley
Rod McWilliams	Asst. Per. Officer	Music Contractor*	M. F. Faig
Forrest Long	Buyer	Casual Musician	Wm. Robbins
V. Ghilarducci	Gardener	Janitor Work	R. Renfree
Wm. Orr	Truck Driver	Misc. Catering	J. Cronan
David Whitt	Laborer	Labor Work - Perkins Golf Center	R. Renfree
H. Morrison	Greenskeeper	Golf Course Work	R. Renfree
Joe Minna	Greenskeeper	Golf Course Work	R. Renfree
Carl Strauch	Greenskeeper	Golf Course Work	R. Renfree
Clarence Strauch	Utilityman I	Golf Course Work	R. Renfree
B. H. Brinson	Foreman	Misc. Catering	J. Cronan

(* While on vacation 1 week from City employment.)

REMOVAL OF NAMES FROM ELIGIBLE LISTS

The following names were ordered removed from the eligible registers below listed, for reasons as outlined:

<u>Name</u>	<u>Eligible Register</u>	<u>Reason</u>
Edgar Rich	Painter #372	Certification returned
Eddie Bottallo	Uniform Fireman #363	Name removed by request
Wm. F. Barklage	Serviceman Helper #384	No reply
Richard Powers	Serviceman Helper #384	Letter returned
Paul Herrera	Serviceman Helper #384	No reply
Billie J. Phillips	Jr. Recreation Director #394	No reply
J. M. Glass	Power Mower Operator #383	By request
Raymond Pearce	Power Mower Operator #383	No reply
Neil R. Haislet	Power Mower Operator #383	No reply
Clifton Beauchamp	Account Clerk #392	No reply
Jeffrey Lee	Account Clerk #392	No reply
Frank Mayer	Account Clerk #392	No reply
Harold Freese	Account Clerk #392	No reply
Jimmy Ong	Account Clerk #392	By request
Elce Baker	Garbageman #431	By request
Jasper Thompson	Garbageman #431	Failed physical exam.
Robert Lambert	Garbageman #431	No reply
Edward Ness	Janitor #416	Reported drunk
Robert Turner	Janitor #416	No reply
Angel Enriquez	Janitor #416	No reply
Chas. Lawrence	Janitor #416	No reply
Louis Nichols	Janitor #416	No reply
Earl C. Ryan	Janitor #416	No reply
Martin Nelson	Janitor #416	No reply
Emil Fancolli	Patrolman #344	By request
Herbert Anderson	Patrolman #344	No reply
Marcus Partlow	Patrolman #344	Letter returned
Ernest Brinkerhoff	Engineering Aide #402	By request
Charles Luethy	Engineering Aide #402	By request
Frank Bauhofer	Plant Operator I #403	No reply
Clifford McKissick	Plant Operator I #403	No reply
Oscar B. McCormick	Automotive Serviceman #426	By request
Alfred Lazzari	Machinist Helper #373	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>
Baker, Charles	School Crossing Guard	Police
Baker, Joshua	Truck Driver	Waste Removal
Bassy, C.	Laborer	Water
Boyd, Bobbie June	Recreation Leader	Recreation
Brust, Joanne	Library Page P.T.	City Library
Calder, Frank	Lifeguard	Recreation
Carroll, Iilene	Lifeguard	Recreation
Calloway, Patricia	Library Page P.T.	City Library
Chambers, Calvin L.	Garbageman	Waste Removal
Chaquico, Manuel	Tree Trimmer	Park
Doub, Virgie	Seamstress	Recreation

Temporary Appointments (Continued)

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Enright, Beverly	Locker Attendant	Recreation
Feenstra, Henry	Locker Attendant	Recreation
Flynn, Richard	Locker Attendant	Recreation
Fowlkes, Harold	Garbageman	Waste Removal
Elliott, Joy	Library Page P.T.	City Library
Freeman, Dale W.	Recreation Leader	Recreation
Gillespie, Daune	Lifeguard	Recreation
Gillons, Judith A.	Library Page P.T.	City Library
Greer, James L.	Garbageman	Waste Removal
Hanson, Jacqueline	Intermediate Clerk	Health
Harr, Robert	Lifeguard	Recreation
Hayes, James E.	Garbageman	Waste Removal
Hutson, Heather	Recreation Leader	Recreation
Jackson, Thomas	Laborer	St. Cleaning
Jones, Clyde	Elevator Operator	City Hall
Kaiser, Jane	Lifeguard	Recreation
Mayfield, McKinley	Garbageman	Waste Removal
McMillan, Michael	Locker Attendant	Recreation
Mendoza, Herbert	Janitor	Hall of Justice
Monteiro, Peter	Laborer	Park
Moore, Ledell E.	Garbageman	Waste Removal
Renfree, Janice	Cashier	Recreation
Riboni, Jerone Louis	Lifeguard	Recreation
Rodriquez, Martin	Locker Attendant	Recreation
Sinclair, Earl T.	Garbageman	Waste Removal
Smith, Jeannette L.	Library Page P.T.	City Library
Spencer, Edward	Locker Attendant	Recreation
Szabo, Francis B.	Janitor	City Library
Todd, Mary	Cashier	Recreation
Williams, James	Lifeguard	Recreation
Wright, Sandra Jane	Cashier	Recreation

Exempt Appointments

Adams, Thomas	Asst. Physician & Surgeon	Health
Shane, Edith	Chief Accountant	Controller
Webster, Charles	Health Clinician	Health

Probationary Appointments

Byersdorfer, Luvern C.	Patrolman	Police
Carroll, Robert	Account Clerk II	Controller
Chinn, Russell	Account Clerk I	Controller
Conley, Ed	Supervising Account Clerk	Water
D'Alessandro, Sam R.	Groundman	Park
Hargis, J. L.	Groundman	Park
Hedric, Oleta	Library Clerk	City Library
McGee, Robert E.	Garbageman	Waste Removal
Murray, Gerald	Uniform Fireman	Fire
Paul, William	Parking Meter Serviceman II	Parking Meters
Shierts, Donald O.	Patrolman	Police
Sullivan, Louis	Garbageman	Waste Removal
VanHook, Nathaniel	Garbageman	Waste Removal
Williams, Calvin	Janitor	Airport

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Limited Term Appointments

<u>Name</u>	<u>Classification</u>	<u>Department</u>
Begil, Salvador	Truck Driver	St. Cleaning
Bowa, Paul	Laborer	Park
D'Alessandro, Sam	Laborer	Park
Coad, James D. Jr.	Laborer	Park
Dibler, John	Truck Driver	St. Cleaning
DiPinto, George	Laborer	Park
Hall, Eddie	Laborer	Park
Jones, Tommy	Truck Driver	St. Cleaning
Kern, Andrew	Stage Electrician	Auditorium
Koozin, Leland	Laborer	Park
Morrison, Leslie	Laborer	Park
Olsen, Richard	Painter	Water
Perez, Anastacio	Laborer	St. Cleaning
Ray, Dennis	Laborer	Park
Rohrer, Nick	Laborer	Park
Russell, L. B.	Laborer	Park
Silva, Roy	Laborer	Park
Struck, Wm. J.	Laborer	Recreation
Valenzuela, Guadalupe	Laborer	St. Cleaning

Emergency Duration Appointment

Marty, James M.	Patrolman	Police
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Voluntary Demotion

Carlson, Alfred	- Voluntary Demotion 5/16/56 noon from Tree Trimmer to Laborer
Lombard, Lou	- Voluntary Demotion 5/21/56 from Account Clerk II to Account Clerk I

Leave of Absence

Burelle, Carmen	- Leave of Absence 5/12/56 to 8/11/56 Supervising Account Clerk
Turner, Orren H.	- Leave of Absence 5/13/56 to 5/26/56 Administrative Assistant Military Service

Transfer

Cayocca, Mary Lou	- Transfer 5/1/56 Stenographer-Clerk, Grade I from City Planning to Airport
Paige, Marcia	- Transfer 5/1/56 Stenographer-Clerk, Grade I from Purchasing to City Planning

There being no further business, the Board adjourned at 11 A.M. to meet again at the Call of the Chair.


Secretary

APPROVED:

President