

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
SPECIAL MEETING

July 26, 1939

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

PRESENT: Commissioner Deise and President Stacy.  
ABSENT : Commissioner Cavanaugh.

STATISTICIAN EXAMINATION #131

Examination Held

The Secretary reported that the written portion of this examination, composed of practical statistical problems, was held July 25, 1939, as requested by the Board from 7:30 P.M. to 9:40 P.M. in the office of the Board.

At this time candidates who took the written portion of the examination July 25, 1939, and who were notified to appear at this meeting were present and were given the remaining portions of the examination. Mr. Victor Killick and Mr. W. W. Wallace assisted the Board with this work.

MANSUR, BENJAMIN B.

Employment

At this time the Board considered a letter from the California State Personnel Board dated July 20, 1939, stating that Mrs. Mabel Mansur had been continuously employed in the Board of Equalization since April 1, 1939. The Board also reviewed previous letters dated June 19, 1939, and June 24, 1939, relating to Mrs. Mansur's employment. After reviewing Sec. 165 of the City Charter, it was agreed by the Board and the order of the Board that the Secretary inform Charles R. Blood, Assistant City Engineer, that it was the Board's opinion that it would be illegal for Mr. Mansur to continue employment with the City while Mrs. Mansur was employed by the State, and the Secretary was instructed to provide the City Manager with a copy of this information.

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SILVA, GEORGE

After reviewing the report of transfer of Mr. Silva, dated April 27, 1939, which matter had been continued from past meet-

ings, and after reviewing the case following the appearance of Mr. Earl Desmond, and a letter from City Attorney H. B. Bradford Attorney, dated May 25, 1939, reading in part as follows:

"If the discharge, suspension or transfer of George Silva has been properly made, George Silva has lost his status of Auto Mechanic and has become a Laborer and Handyman and should not be placed upon any layoff list for auto mechanic, and the status of Mr. Cummings is not affected."

it was agreed to be the order of the Board that the transfer of George Silva from the classification of Auto Mechanic to the classification of Laborer-Handyman be approved as submitted by the Corporation Yard and the Water Dept., effective April 27, 1939.

FAIG, MILTON

## Classification

After reviewing the duties listed by City Clerk Harry G. Denton, performed by Mr. Faig, and also after reviewing the past

service record with the City, it was agreed upon by both Board members and became the order of the Board that Mr. Faig be classified as a Senior Clerk.

DEPARTMENTAL REPORTS,  
APPROVAL OF

The following reports received from departments were reviewed and ordered approved by the Board.

City Library

Fong, Ruby B. - Prob. Appt. 7/1/39 Library Clerk @ \$95. Month from list.  
McLaughlin, Barbara C. - Prob. Appt. 7/17/39 Library Clerk @ \$95. Mo. from list.

Crocker Art Gallery

Sullivan, Frank - Temp. Appt. 7/16 to 9/15/39 Relief Guard @ \$125. Mo. Exempt.

Engineering Department

Barney, J. L. - Reinst. 7/5/39 Janitor @ \$125 Month from layoff.  
Dean, Don - Temp. Appt. 7/5/39 Rodman @ \$6.00 Day.  
Robinson, Joseph - Temp. Appt. 7/5/39 Rodman @ \$6.00 Day.

Fire Department

- Hanretty, P. T. - Prob. Appt. 7/1/39 Uniform Fireman @ \$170 Mo. from list.  
 Hultado, F. M. - Prob. Appt. 7/1/39 Captain @ \$225 Month from list.  
 Merritt, W. E. - Prob. Appt. 7/4/39 Junior Clerk @ \$125 Month from list.  
 Morgan, George - Prob. Appt. 7/24/39 Engineer @ \$215 Month from list.  
 Simms, E. W. - Prob. Appt. 6/1/39 Uniform Fireman @ \$170 Mo. from list.

Health Department

- Bovey, George - Temp. Appt. 7/13/39 Meat Inspector @ \$170 Month from list.  
 Conley, Ralph E. - Full-Time Appt. 7/1/39 Meat Inspector from  $\frac{1}{2}$  time @ \$170 month from list.  
 Eiler, Henry C. - Full-Time Appt. 7/16/39 Meat Inspector from  $\frac{3}{4}$  time @ \$175 Month from list.  
 Fuiks, Dellivan - Temp. Appt. Relief Surgeon @ \$135 Month, Exempt.  
 Sharber, Trimble - Temp. Appt. Relief Surgeon @ \$135 Month, Exempt.

Park Department

- Asta, Jasper G. - Temp. Appt. 6/9/39 Laborer @ \$120 Month from list.  
 McCarthy, C. W. - Temp. Appt. 6/8/39 Laborer @ \$120 Month from list.  
 Van Riper, Donald - Appt. 7/1/39 Draftsman & Field Assistant @ \$175 Month. Exempt.

Police Department

- Alexander, Floyd - Temp. Appt. 7/9/39 City Jail Porter @ \$125 Month from Janitor list.  
 Morebeck, Elsie - Reinst. 7/5/39 Stenographer @ \$135 Month from layoff.  
 Pearson, Charles - Prob. Appt. 7/1/39 Radio Operator @ \$165 Month from list.  
 Perkins, Mary Jane - Reinst. 7/1/39 Junior Clerk @ \$100 Month from layoff.  
 Soulies, Albert J. - Prob. Appt. 8/1/39 Patrolman @ \$170 Month from list.

Police Court

- Orr, Silas - Temp. Appt. 7/17/39 Acting Police Judge @ \$375 Month Exempt.

Recreation Department

- Allen, Bruce - Temp. Appt. 7/9/39 Diningroom Boy @ \$15. Month.  
 Lynn, Joseph H. - Temp. Appt. 8/1/39 Diningroom Boy @ \$15. Month.  
 McDonald, Majel - Temp. Appt. 7/1/39 Recreation Leader @ \$80 Month from list.  
 Monroe, Dorothy - Temp. Appt. 7/1/39 Recreation Leader @ \$80 Month from list.  
 Rivett, Dexter - Temp. Appt. 8/1/39 Diningroom Boy @ \$25. Month.  
 Wallis, Bob - Temp. Appt. 7/9/39 Kitchen Helper @ \$40. Month.

Waste Removal Department

- Bolden, R. - Temp. Appt. 6/23/39 Garbageman, Ex. Bd. @ \$5.05 Day.  
 Brandon, R. - Temp. Appt. 6/26/39 Garbageman, Ex. Bd. @ \$5.05 Day.  
 Bush, Edward - Reinst. 7/3/39 Truck Driver @ \$5.98 Day from list.  
 Crowley, J. N. - Temp. Appt. 6/26/39 Garbageman, Ex. Bd. @ \$5.05 Day.  
 Gomes, J. - Temp. Appt. 6/23/39 Garbageman, Ex. Bd. @ \$5.05 Day.  
 Lish, J. V. - Reinst. 5/29/39 Truck Driver @ \$5.98 Day from layoff.

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Waste Removal Department (Con't.)

- McKisson, Dalzell - Temp. Appt. 7/3/39 Laborer @ \$5.52 Day from list.  
 Morrison, C. A. - Temp. Appt. 7/7/39 Truck Driver @ \$5.98 Day from list.  
 Pullim, C. J. - Temp. Appt. 6/23/39 Garbageman, Ex. Bd. @ \$5.05 Day.  
 Turner, Bob - Temp. Appt. 7/15/39 Garbageman, Ex. Bd. @ \$5.05 Day.  
 Washington, F. - Temp. Appt. 6/17/39 Garbageman, Ex. Bd. @ \$5.05 Day.

Transfers

- Arnold, Ernest C. - Transfer 7/1/39 as Laborer @ \$120 Month from Health to Park Department.  
 Beard, Robert - Transfer 7/1/39 Supt. of City Cemetery @ \$200 from Health to Park Department.  
 Becker, Daniel - Transfer 7/10/39 as Laborer @ \$5.52 Day from Weed Burning Crew to Street Cleaning, Waste Removal Dept.  
 Biondo, Frank - Transfer 7/10/39 as Laborer @ \$5.52 Day from Weed Burning Crew to Street Cleaning, Waste Removal Dept.  
 Fuller, J. B. - Transfer 7/1/39 as Sexton, City Cemetery @ \$135 Month from Health to Park Department.  
 Gregory, Frank - Transfer 7/1/39 as Laborer, City Cemetery @ \$120 Month from Health to Park Department.  
 Lavine, Emil A. - Transfer 7/1/39 as Laborer, City Cemetery @ \$120 Month from Health to Park Department.  
 Madeiros, Joe A. - Transfer 7/1/39 as Laborer, City Cemetery @ \$120 Month from Health to Park Department.  
 Parker, Harold - Transfer 7/13/39 Street Inspector @ \$7.00 from Docket 1981-F, Sewer System Extension to Suspense Revolving Fund, Corporation Yard.  
 Silva, George - Transfer 4/27/39 from Auto Mechanic, Corp. Yard, to Laborer-Handyman, Water Department @ \$140 Month.  
 Winslow, George F. - Transfer 7/16/39 Junior Engineer @ \$150 Month from Police and Fire Alarm to City Engineer.

There being no further business, the Board recessed at 11:00 P.M. to meet again at 7:30 P.M., July 27, 1939.

R E C E S S

July 27, 1939

The Civil Service Board reconvened after recess in the office of the Board at 7:30 P.M.

PRESENT: Commissioner Deise and President Stacy.  
 ABSENT: Commissioner Cavanaugh.

LEONARD, MAURICE W.

Status of  
 Employment

The following employees of the Park Department, Messrs. L. V. Cavin, M. J. Contents, E. E. Eaton, J. F. Fenton,

L. E. Hill, J. T. Hallanan, F. M. Howard, A. C. Kowalik, J. M. Oakley, Lee Palmer and C. Scarrone, accompanied Mr. Leonard to discuss Mr. Leonard's status particularly, and also duties being performed by Tree Trimmers and Groundmen in the Park Department.

The discussion centered about the employment by some employees as part time truck driving as well as tree trimming or groundman work. It was pointed out that Mr. Frank J. Deutsch was supposed to have been certified from the truck driver list, groundman list, and gardeners list and it was reported that Mr. Deutsch's classification was changed to that of Groundman. Mr. Leonard contended that he was laid off because Mr. Deutsch's employment continued. Mr. Leonard reported that Mr. Deutsch had worked on the spray rig, hauling work, etc., and that Mr. Deutsch performed some truck driving duties. Mr. Leonard asked the question as to why he was laid off after being employed for a period of eight months in 1938. Mr. Leonard also contended that Mr. Thomas Byrne was still operating the truck part-time in the Park Department. Mr. Hill requested information as to why men were taken from the Park Dept. Division and placed in the Tree Division, and reported that Mr. Deutsch was performing the same work as was Mr. Byrne. Mr. Hill requested information as to whether or not tree trimmers could be assigned to other miscellaneous work in the department. Mr. Oakley contended that the duties of Mr. Byrne were not as stated in previous Civil Service meetings and that the Park Department was employing two truck drivers at this time. Mr. Kowalik explained that he had been certified with Mr. Deutsch for truck driving employment but that due to an injured back he was unable to accept and Mr. Kowalik wondered why he did not receive the same amount of pay as Mr. Byrne. Mr. Howard and other employees present discussed the matter generally, after which the Board members informed the group that department heads had the right to assign duties to employees in their department but that if employees were working out of their classification, then the Civil Service Board would attempt to correct the employment.

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The Civil Service Board advised the group that they would take the matter up for consideration. At 9:15 P.M. the group left, after which the Secretary was instructed to prepare the history and present duties of Mr. Bryne and Mr. Deutsch for further consideration.

STATISTICIAN EXAM. #131

At this time the Board, assisted by Messrs. Victor Killick and W. W.

Wallace, continued with this examination. At the conclusion of the examination grades were computed and Mr. Deise moved that the tentative eligible register be established; seconded by Dr. Stacy thereupon becoming the order of the Board.

BRADLEY, L. W.

Probationary Period

Upon the request of Mr. Bradley, his period of employment as Engineer in the Fire Department was reviewed.

After a check of the days worked as made by the Captain in his fire house and days reported by the Fire Department, Mr. Deise moved that after reviewing the payroll and departmental records of Mr. L. W. Bradley, Engineer in the Fire Department, it be the opinion of the Civil Service Board that Mr. Bradley had served the required number of probationary hours during his employment year to qualify for having completed the probationary period and he was therefore eligible for permanent appointment; seconded by Dr. Stacy, thereupon becoming the order of the Board.

MEAT INSPECTOR EXAM. #132

Date of Exam.  
Scope of Exam.

After review of the existing Meat Inspector eligible register and a review of appointments made for this

position and agreement by Board members present, it was the order of the Board that the Announcement Notice dated July 28, 1939, and the date of August 24, 25, 1939, for holding the examination, together with the following scope, be approved:

July 27, 1939.

SCOPE OF EXAMINATION  
Meat Inspector Exam. #132

<u>Subject</u>	<u>Relative Weight</u>	<u>Minimum Rating</u>
Knowledge of duties and possession of minimum qualifications as determined by investigation and interview.	7	70 %
Personal fitness for the position.	3	70 %

In the event a sufficient number of applications is received, a written test will be held having a relative weight of 3 and the oral examination of knowledge of duties a weight of 4.

CUSTODIAN EXAM. #133

After a review of the existing eligible register for Custodian, it was the order of the Board that the Announcement Notice dated July 29, 1939, and the date of August 30, 1939 for holding the examination, together with the following scope, be approved:

SCOPE OF EXAMINATION  
Custodian Examination #133

<u>Subject</u>	<u>Relative Weight</u>	<u>Minimum Rating</u>
Written examination to test applicants' knowledge of duties.	7	70 %
Personal qualifications as determined by personal interview.	3	70 %

There being no further business, the Board adjourned at 12:30 A. M. to meet again at the Call of the Chair.

APPROVED:

*Joseph V. Stacy*  
PRESIDENT

*H. H. J. J. J.*  
SECRETARY