

There being no further business, the meeting adjourned at 3:30 p.m. to meet again at the call of the Chair.

*Robert McWilliam*  
SECRETARY

*Harold D. Street*  
PRESIDENT

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING      DECEMBER 8, 1965

The Civil Service Board met in regular session in the Conference Room, 819-10th Street at 2:00 p.m.

PRESENT: Members Street, Erickson, Genshlea, Alexander.

ABSENT: Member Diepenbrock.

Minutes of the last Special Meeting held November 29, 1965, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have

been scheduled:

- #890 Planning Associate
- #891 Plant Operator I
- #892 Cashier

CUSTODIAN I EXAMINATION NO. 879:  
Eligible Register

Written test scores and Personal Interview ratings in Custodian I

Examination No. 879, written test for which was held September 22, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 49 of a possible 75 items, qualifying 36 of 116 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Frank Cotta, Civil Defense Executive; Don Sandman, Personnel Technician; and Larry Brown, Clerk III.

CUSTODIAN I EXAMINATION NO. 879: (CONT'D)

The following eligible register was made effective November 25, 1965:

CUSTODIAN I EXAMINATION NO. 879

#1.	Jack R. Redman	91.56%
#2.	William T. Cippa	90.72
3.	Albert E. Henderson	84.18
#4.	Fred L. Atwater	84.00
5.	Thomas M. Regan	83.46
6.	Joe S. Gutierrez	80.10
7.	Robert K. Martin	79.59
8.	John W. Sullivan	79.41
9.	Kenneth L. Brown	78.72
10.	William N. Webb	78.13
11.	Jake J. Mumm	76.88
12.	John E. Dean	76.79
13.	Robert L. Mercer	76.67
14.	Nicholas Nixon	76.23
15.	Samuel J. Nichelson	75.33
16.	Harold G. Adams	74.15
17.	Ellsworth S. Turner	73.41
18.	Lawrence D. Johnson	71.36
19.	Lee C. Ford	71.33
20.	John L. Sullivan	70.69
21.	Donald E. Smith	70.67

(# Indicates applicant received 10 points veterans credit.)

UTILITIES SERVICEMAN I EXAMINATION NO. 884:  
Eligible Register

Written test scores and Personal  
Interview ratings in Utilities

Serviceman I Examination No. 884, written test for which was held October 19, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 112 of a possible 168 items, qualifying 26 of 283 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Conrad Hegg, Water and Sewer Foreman II; Phil Macdonald, Personnel Technician; Norman Squires, Water Distribution Supervisor and Don Sandman, Personnel Technician.

UTILITIES SERVICEMAN I EXAMINATION NO. 884: (CONT'D)

The following eligible register was made effective November 17, 1965:

UTILITIES SERVICEMAN I EXAMINATION NO. 884

#1.	Jack R. Redman	97.36%
#2.	John L. Killam	92.22
#3.	Joe E. Korteum	90.60
#4.	Clarence L. Henry Jr.	89.64
#5.	Jack W. Lowder	85.22
#6.	Everett K. Coburn Jr.	84.28
#7.	Robert R. Lincoln	83.86
#8.	Donald P. Moon	83.00
#9.	Charles S. Riffle	82.93
10.	Lester T. Pryor	81.24
11.	John A. Santos	79.28
12.	James M. Currie Jr.	78.64
13.	David L. Henry	78.28
14.	Allan N. Fraser	78.00
15.	Lonnee R. Schanrock	78.00
16.	Benjamin A. Balch	77.00
17.	Robert E. Cadjew	76.64
18.	Barry D. Lavine	76.00
19.	Richard C. Dodds	75.93
20.	Randall E. Payne	75.00
21.	Alan P. Ireland	73.93
22.	Dennis E. Moriarty	72.64
23.	Robert C. MacFarland	72.57
24.	David M. Christensen	71.28

(# Indicates applicant received 10 points veteran's credit.)

BUILDING ATTENDANT EXAMINATION NO. 886:  
Eligible Register

Written test scores and

Personal Interview ratings in

Building Attendant Examination No. 886, written test for which was held November 9, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 41 of a possible 65 items, qualifying 7 of 12 candidates appearing for the written test.

Qualifications Appraisal Board consisted of Joe Genshlea, Civil Service Board member; Phil Macdonald, Personnel Technician; and Ed Scollan, Building Maintenance Superintendent.

The following eligible register was made effective November 18, 1965:

BUILDING ATTENDANT EXAMINATION NO. 886

- |    |                     |        |
|----|---------------------|--------|
| 1. | Louis L. Montet     | 86.55% |
| 2. | Thomas A. O'Brien   | 81.94  |
| 3. | James J. Fowler     | 81.45  |
| 4. | Bentura M. Telles   | 80.77  |
| 5. | Russell LaRose      | 80.02  |
| 6. | Matthew M. Shortino | 78.28  |

REQUEST FOR VOLUNTARY DEMOTION:  
Ralph Jenkins

Communication from Ralph Jenkins,  
Refuse Collector, dated December 6,

1965, requesting permission to take a voluntary demotion to the class of Watchman, because of physical disability, was considered.

Secretary advised that an opening for Watchman existed in the Recreation Department and the Director of Recreation & Parks Department was willing to accept Mr. Jenkins for this position.

Motion was made by Mr. Genshlea that the request by Mr. Jenkins for voluntary demotion to the class of Watchman be approved. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Alexander.

NOES: None.

REQUEST FOR LEAVE OF ABSENCE EXTENSION:  
Frank Whiteside

Communication from Frank Whiteside,  
Refuse Collector (Truck Driver)

in the Waste Removal Department, for a 90 day extension of his leave of absence until February 22, 1966, because of illness, was considered.

Motion was made by Mr. Alexander that the request be approved. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Alexander.

NOES: None.

12-8-65

AMENDMENT OF CLASSIFICATION PLAN:  
Assistant to the City Manager

Secretary advised that as a  
result of a decision by the

City Manager's office to create a new position in the City Manager's office of Assistant to the City Manager (exempt), proposed specifications for this new class were being submitted to the Board for their consideration with recommendation for adoption at the next regular meeting of the Board as required by Section 4.5 of the Rules and Regulations.

AMENDMENT OF CLASSIFICATION PLAN:  
Maintenanceman I  
Maintenanceman II  
Nurseryman  
Junior Accountant

Secretary advised that as a  
result of classification studies  
recently made, recommendation was

being made to amend the classification plan by establishing new classes of Maintenanceman I, Maintenanceman II, Nurseryman, and Junior Accountant.

After discussion and consideration of the fact that the Board has made recommendations to the council to employ an outside consulting agency to conduct an overall classification pay survey during 1966, motion was made by Mr. Erickson that action on the recommendation to establish these new classes be tabled pending a decision by the Council on the Board's recommendations, and with further instructions that the proposed new classes be referred to the consulting agency in the event the Council should approve the Board's recommendations for a classification survey. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Alexander.

NOES: None.

CERTIFICATION IN ABSENCE OF ELIGIBLE LIST:  
Stores Clerk

Upon recommendation by the  
Personnel Officer, motion was

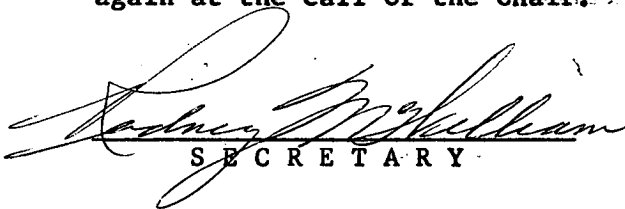
made by Mr. Alexander that certification be made from Field Collector Eligible Register No. 880 to fill a vacancy in the class of Stores Clerk, in accordance with provisions of Section 11.6 of the rules and regulations.

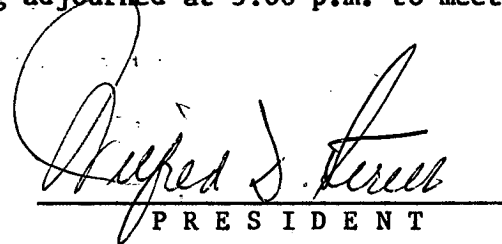
Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Alexander.

NOES: None.

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

  
S E C R E T A R Y

  
P R E S I D E N T

MINUTES OF CIVIL SERVICE BOARD  
CITY OF SACRAMENTO  
REGULAR MEETING                      DECEMBER 22, 1965

The Civil Service Board met in regular session in the Conference Room, 819-10th Street at 2:00 p.m.

PRESENT: Members Street, Erickson, Genshlea, Diepenbrock,

ABSENT: Member James Alexander.

Minutes of the last meeting held December 8, 1965, were read and approved.

NEW EXAMINATIONS SCHEDULED:

been scheduled:

#891 Plant Operator (Open & Promotional)  
#892 Cashier

Secretary advised that the following examinations have

STENO-CLERK I EXAMINATION #887:  
Eligible Register

Written test scores and Personal Interview ratings in Steno-Clerk

I Examination No. 887, written test for which was held November 30, 1965, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 98 of a possible 140 items, qualifying 8 of 17 candidates appearing for the written test.

STENO-CLERK I EXAMINATION NO. 887: (CONT'D)

Qualifications Appraisal Board consisted of Don Sandman, Personnel Technician and Forrest Long, Buyer.

The following eligible register was made effective December 9, 1965:

STENO-CLERK I EXAMINATION NO. 887

1. Rena Mossman	89.94%
2. Marilyn J. Holland	89.63
3. Shirley A. Sheehan	86.22
4. Janet Conway	80.52
5. Connie M. Matranga	78.73
6. Carol A. Geiser	78.10
7. Laura Duran	76.36

MOTOR SWEEPER OPERATOR  
EXAMINATION NO. 889:  
(Promotional)  
Eligible Register

Written and performance test  
scores in Motor Sweeper Operator  
Examination No. 889, held Decem-

ber 14, 1965, were reviewed.

Secretary advised that the performance test consisted of operating and adjusting a Motor Sweeper Operator and was conducted by Mr. Jack White, Foreman in the Sacramento County Maintenance Department, assisted by Phil Macdonald, Personnel Technician.

The following eligible register was made effective December 16, 1965:

MOTOR SWEEPER OPERATOR EXAMINATION NO. 889

1. Steve Esparza	93.19%
2. Roy S. Villalovos	88.21
3. Edward Kelly Jr.	87.59
4. Alfred Valenzuela	84.49
5. Gilbert Luna	83.47
6. Jess P. Monarrez	79.66
7. Colon Ward	78.49

REQUEST - WAIVER OF RESIDENCE  
REQUIREMENT:  
Civil Engineer I

Communication from Ronald Parker,  
Assistant City Engineer, dated

December 20, 1965, requesting that the residence requirement be waived in the forthcoming examination for Civil Engineer I, was considered.

REQUEST-WAIVER OF RESIDENCE  
REQUIREMENT: (CONT'D)  
 Civil Engineer I

Motion was made by Mr. Diepenbrock that the residence requirement be waived as requested. Motion was seconded by Mr. Erickson and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Diepenbrock.

NOES: None.

REQUEST FOR EXTENSION OF TIME  
TO MEET RESIDENCE REQUIREMENTS:  
 Thomas L. Elhard - Patrolman  
 Roland W. Baldwin - Patrolman

Communication from Thomas L.  
 Elhard and Roland W. Baldwin,  
 dated December 21, 1965, re-

questing 6 month extensions of time to move their residences within the city limits because of difficulties encountered in selling their homes, were considered.

Secretary advised that both patrolmen were appointed to city service on January 11, 1965, from an eligible list where the residence had been waived and that their residence problem had been discussed with the Assistant City Manager.

Motion was made by Mr. Erickson that an extension of time to June 30, 1966 be granted to move their residence within the city limits. Motion seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Diepenbrock.

NOES: None.

REQUEST FOR EXTENSION OF TIME  
TO MEET RESIDENCE REQUIREMENTS:  
 John Lopus - Clerk II

Communication from John Lopus,  
 Clerk II in the Water Depart-

ment, dated December 10, 1965, requesting an extension of time to move his residence within the city limits, was considered.

Secretary advised that Mr. Lopus was one of the employees taken into city service as a result of the North Sacramento merger and who had been notified that

REQUEST FOR EXTENSION OF TIME  
TO MEET RESIDENCE REQUIREMENTS: (CONT'D)  
 John Lopus - Clerk II

December 31, 1965, was the deadline for meeting the residence requirement.

Motion was made by Mr. Street that an extension of time to June 30, 1966 be granted to move his residence within the city limits. Motion was seconded by Mr. Diepenbrock and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Diepenbrock.

NOES: None.

GENERAL UTILITY WORKER  
EXAMINATION NO. 885:  
 Irregularity in Written Test

Report from Phil Macdonald,  
 Personnel Technician, relating

to an irregularity in the written test for General Utility Worker Examination No. 885, was read and explained.

The irregularity involved Ronald Stone and Tom Royce, the latter candidate having taken the written test for Mr. Stone.

Full report of how the irregularity was discovered and the "interview" in which Mr. Stone admitted having had Mr. Royce take the examination for him, was outlined.

Motion was made by Mr. Erickson that Mr. Stone and Mr. Royce be notified that they will henceforth be ineligible to take any examination for City of Sacramento without the express approval of the Civil Service Board. Motion was seconded by Mr. Diepenbrock and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Diepenbrock.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:  
 Assistant to the City Manager

Secretary advised that the date  
 of December 22, 1965, had been

set by the Board for public hearing on adoption of specifications for a new class of Assistant to the City Manager.

AMENDMENT OF CLASSIFICATION PLAN: (CONT'D)

After review of the specifications and there being no objections, motion was made by Mr. Diepenbrock that the specification for this exempt class as prepared by the Personnel Officer and made a part of these minutes be approved. Motion was seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Diepenbrock.

NOES: None.

REQUEST FOR INTER-CLASS TRANSFER:

William E. Carter

Communications Operator I

Communication from William E.

Carter, Communications Operator I,

in the Fire Department, dated

December 7, 1965, requesting a transfer to the class of Clerk II in conformity with the provisions of Section 13.3 of the Rules and Regulations, was considered.

Secretary advised that an opening in the class of Clerk II existed in the Water Department and that Mr. Carter was acceptable to Ray Jones, Water Division Superintendent.

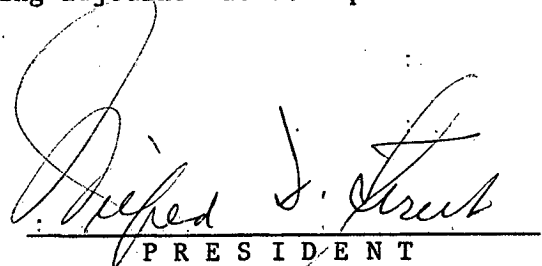
Motion was made by Mr. Erickson that the request for this inter-class transfer be approved. Motion seconded by Mr. Diepenbrock and carried by the following vote:

AYES: Members Street, Erickson, Genshlea, Diepenbrock.

NOES: None.

There being no further business, the meeting adjourned at 3:30 p.m. to meet again at the call of the Chair.

  
SECRETARY

  
PRESIDENT

ASSISTANT TO THE CITY MANAGER

Nature of Work:

Under direction, in the City Manager's office, to perform research and investigative work on a wide variety of city problems, and to perform other administrative duties of a high degree of responsibility as required.

Examples of Work:

Conducts investigations and administrative research studies of municipal problems and writes reports and recommendations.

Confers with department and division heads on personnel and administrative problems and participates in the development of long range plans, programs and policies.

Serves in a liaison capacity in relationship with various boards, commissions, committees, and civic groups.

Analyzes operating reports and statistics; guides and assists in the installation of new procedures and systems; assists in preparation of the annual budget.

Talks with citizens, investigates complaints, and reports on or arranges for their disposition.

Prepares memoranda to city departments regarding implementation of policies and directives established by the council or manager.

Furnishes assistance to the City Manager or Assistant City Manager in resolving difficult administrative problems.

Prepares procedural manuals and designs forms; prepares graphs and charts; assists in the drafting of proposed ordinances or regulations.

Performs other related work as required.

Knowledges, Abilities and Skills:

Considerable knowledge of municipal government operations, practices, and problems.

Considerable knowledge of the theory and practice or organization, administration and management.

Considerable knowledge of the Charter, general laws, ordinances and regulations underlying the municipal corporation.

Ability to express ideas clearly and concisely, orally and in writing, and to speak effectively in public.

Ability to analyze difficult administrative problems and to develop appropriate recommendations.

Ability to establish and maintain effective working relationships with the public, department heads, and other public officials.

Ability to work independently in identifying the need for and developing proposed changes in operating practices, programs and policies.

Desirable Experience and Training:

Any combination of training and experience equivalent to graduation from college with specialization in public or business administration, and at least three years of increasingly responsible administrative or managerial experience.