MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING OCTOBER 25, 1961

The Civil Service Board met in regular session at the City Library at 10:00 A.M.

PRESENT: Members Grebitus, Genshlea, and Street.

ABSENT: Members C. Alexander and J. Alexander.

Chairman Ed Grebitus advised that this meeting was called for the purpose of touring the City Library. Explanations and descriptions of the functions of the City Library were explained to the board members by Miss Dorothy Drake, City Librarian, and Mrs. Margaret Dinsmoor, Assistant City Librarian.

There being no further business, the meeting adjourned at 12:00 noon to meet again at the call of the Chair.

SECRETARY PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING NOVEMBER 1, 1961

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

PRESENT: Members Grebitus, Genshlea, J. Alexander, and Street.

ABSENT: Member C. Alexander.

Minutes of the last regular meetings held October 18 and 25, 1961, were read and approved.

11-1-61

NEW EXAMINATION SCHEDULED:

Secretary advised that the following examination has been scheduled:

#704 Carpenter Foreman (Open and Promotional)

CHIEF SWITCHBOARD OPERATOR
EXAMINATION NO. 696
Eligible Register

Written test scores in Chief Switchboard Operator examination no. 696 (Promotional) held September 19, 1961, were reviewed.

Minimum qualifying score in the written test was set at 67 of a possible 145 items by action of the Civil Service Board on September 20, 1961, and Personal Interviews were eliminated as a part of the examination.

The following eligible register was made effective September 21, 1961:

CHIEF SWITCHBOARD OPERATOR EXAMINATION NO. 696

(Promotional)

1.	Dorothy L. Turco	77.04%
2.	Elizabeth G. Green	71.00
3.	June Greer	70.00

AUTOMOTIVE SERVICEMAN II
EXAMINATION NO. 697
Eligible Register

Written test scores and Personal Interviews ratings in Automotive Serviceman II Examination no. 697, held October 14, 1961, were reviewed.

Secretary advised that minimum qualifying score in the written test was set at 94 of a possible 150 items and Qualifications Appraisal Board consisted of Wilfred Street, Civil Service Board member; Charles Inderbitzen, Automotive Maintenance Superintendent; and Don Sandman, Personnel Technician.

AUTOMOTIVE SERVICEMAN II
EXAMINATION NO. 697 (Cont'd)

The following eligible register was made effective October 25, 1961:

AUTOMOTIVE SERVICEMAN II EXAMINATION NO. 697

#1.	Edward A. Conner	96.53%
#2.	Raymond H. Pfeifer	90.94
3.	Paul E. Lawrence	86.01
#4.	Ralph C. Norling	85.66
5.	Donald R. Parker	84.28
6.	Ronald R. Haase	84.02
#7.	Alvin L. Ellison	81.63
8.	John M. Osborne	80.21
9.	Fred Leong	77.73
10.	Edward Lindegren	75.91
11.	Russell K. Bradley	75.22
12.	Terry W. Fleck	73.33

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

REQUEST VOLUNTARY DEMOTION
George Riolo

Communication from George Riolo, Carpenter Foreman, dated October 19, 1961, requesting permission to take a voluntary demotion to the class of Building Inspector I, was considered.

This request for voluntary demotion having been approved by Otto Steinbrenner, Chief Building Inspector, and Ed Scollan, Building Maintenance Superintendent, motion was made by Mr. Street that the request be approved effective November 16, 1961, the date on which a vacancy will occur in the class of Building Inspector I. Motion seconded by Mr. Alexander and carried by the following vote:

AYES: Members Grebitus, Genshlea, C. Alexander, and Street.

NOES: None.

REQUEST FOR REPLACEMENT
ON ELIGIBLE REGISTER
Joseph K. Barnes

Communication from Joseph K. Barnes, dated October 20, 1961, requesting to have his name replaced on the Patrolman eligible register no. 661, was considered.

REQUEST FOR REPLACEMENT
ON ELIGIBLE REGISTER (Cont'd)

Secretary advised that Mr. Barnes was given a probationary appointment as Patrolman on September 18, 1961, and resigned October 20, 1961. Communication from James V. Hicks, Chief of Police, recommending that Mr. Barnes be replaced on the eligible register, was read and ordered filed.

A motion to deny the request by Mr. Street failed for a lack of a second. A motion to restore Mr. Barnes' name to the bottom of the eligible register by Mr. Genshlea failed for a lack of a second. Motion was made by Mr. Alexander that Mr. Barnes be requested to appear at the next meeting of the Board to be held November 15, 1961, in order to more fully explain his request. Motion seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Grebitus, Genshlea, and Street.

NOES: None.

NEW CLASS SPECIFICATIONS

Secretary advised that the date November 1 had been set for a hearing on adoption of specifications for new classes to be established January 1, 1962, and revised specifications for certain present classes.

There being no objections presented, motion was made by Mr. Street that the various specifications prepared by the Personnel Officer, copies of which are made a part of these minutes, be adopted for the following classes:

Recreation General Supervisor
Auditorium Maintenanceman I
Auditorium Maintenanceman II
Auditorium Maintenance Supervisor
Car Pool Supervisor
Traffic Linesman II
Assistant Traffic Engineer
Junior Civil Engineer

NEW CLASS SPECIFICATIONS (Cont'd)

Revised specifications were also prepared for the following existing classes:

Librarian I	Physician
Librarian II	Emergency Hospital Director
Civil Engineer I	Typist-Clerk I & II
Civil Engineer II	Steno-Clerk I & II
Traffic Linesman I	Identification Technician I & II
Communications Operator	Street Construction Laborer
Parking Lot Operations Supervisor	Parking Lot Attendant II

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

AYES: Members Grebitus, Genshlea, C. Alexander, and Street.

NOES: None.

REQUEST FOR SALARY INCREASE JANUARY 1, 1962
Fire Alarm Operators

Communication from four Fire Alarm Operators, M. R. Mortimore, Thomas Beltinck, J. Frieseke, and Percy Cain, dated October 22, 1961, requesting to be included in the general salary increase to become effective January 1, 1962, was considered.

Secretary advised that these four employees currently paid on "y-rates" as a result of action taken July 1, 1959, are not eligible to receive any salary increase on January 1, 1962, in accordance with the provisions of Section 22 of Ordinance 2211, Fourth Series.

Secretary was instructed to advise these four employees accordingly and to suggest that their request for salary adjustment be again submitted at such time as salary increases may be again considered after January 1, 1962.

RECOMMENDATION FOR AMENDMENT TO RULES AND REGULATIONS
Section 22.11

A recommendation was submitted by the Personnel Officer to amend Section 22.11 of the rules - "Optional Payment "in Lieu of Vacation" - in

RECOMMENDATION FOR AMENDMENT
TO RULES AND REGULATIONS (Cont'd)

order to permit an eligible employee to receive "in lieu" pay without taking a portion of vacation allowance at the same time "in lieu" pay is requested. The recommended revision to read as follows:

"22.11 Optional Payment in Lieu of Vacation. Any employee eligible to take twenty (20) working days of vacation shall have the option, to be exercised not later than the first day of December in each year, to receive pro-rata payment for five (5) days of such vacation in lieu of using such five (5) days for vacation purposes. The following rules shall govern this optional payment:

(a) Any employee exercising such option shall be required to sign an appropriate form requesting payment in lieu of the one week of vacation, which shall be submitted to the Personnel Department not later than December 1 of each year.

(b) Payment for one week in lieu of vacation may be made only once in any calendar year, regardless of vacation accumulation, and the one week payment shall be charged against the current year of vacation allowance.

(c) Payment for such one week shall be computed by dividing the employee's annual salary rate on the date the payment is to be made by 50.20 (which is the equivalent of 2008 hours divided by 40 hours per week).

(d) Any employee failing to exercise this option for additional payment by December 1 of each year shall be deemed to have lost his right to such pay in lieu of one week of vacation.

(e) If, during the fifteenth or any succeeding calendar year of employment, an employee should be on leave of absence without pay exceeding ten (10) days, the amount of vacation allowance to be taken in the next succeeding year shall be reduced in accordance with the provisions of 22.7 of this rule; provided, however, such reduction shall not affect the employee's right to elect to receive one week of additional pay in lieu of one week of vacation, as long as the employee shall have at least two (2) weeks of vacation to his credit which was earned in the previous year."

Reasons for the recommendation were outlined and it was the order of the Board that action on the proposed amendment be considered at the next meeting to be held November 15, 1961.

REQUEST FOR AMENDMENT
TO SICK LEAVE POLICIES

Communication dated October 17, 1961, from Sacramento Firefighters Local #522, requesting an amendment to the policies relating to sick leave

REQUEST FOR AMENDMENT TO
SICK LEAVE POLICIES (Cont'd)

administration, was read and considered.

The specific request is to amend paragraph (d) of the general policies and standards for the use of sick leave and special leave to read as follows:

> "(d) Sick Leave While on Vacation. Sick leave while on vacation is authorized only if the employee is confined to a hospital or is physically incapacitated and unable to continue his vacation activity. A certificate from a physician must be filed."

It was the order of the Board that action on the requested amendment be considered at the meeting to be held November 15, 1961.

CLASSIFICATION APPEAL
Elmer Wirts

Communication from William Robbins, Purchasing Agent, dated October 31, 1961, outlining information relating to dollar quantity of parts and materials obtained by Mr. Wirts during fiscal year 1960-61, as requested by the Board at the meeting held October 18, 1961, was read and ordered filed.

Motion was made by Mr. Street that the class of Automotive Stores Clerk be re-established in the classification plan and that the position held by Mr. Wirts be allocated to this class effective January 1, 1962; further, that recommendation be made to the City Council that this class be included in the compensation plan (salary ordinance) at Range #27, one step above the range effective January 1, 1962 for the class of Stores Clerk. Motion seconded by Mr. Genshlea and carried by the following vote:

AYES: Members Grebitus, Genshlea, C. Alexander, and Street.

NOES: None.

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

Rodney M. Welliam
SECRETARY

PRESIDENT

TYPIST CLERK I
TYPIST CLERK II

Nature of Work:

This is varied typing and clerical work performed under general supervision and following established procedures. Typing may vary in amount and the material typed may be varied with respect to both subject matter and format. Employees in either of these classes are responsible for the performance, according to established procedures, of clerical tasks which can be learned by training on the job and require limited judgment in their execution. Work involving varied typing and clerical tasks is normally given closer supervision that that which is repetitive in nature. Employee may work independently on the more routine aspects of this work, and perform more difficult tasks as they become familiar with the operational procedures. Supervision is not normally exercised over other employees; however, assistance and instruction may be given to new employees.

Illustrative Examples of Work:

Types from rough drafts, dictating machine cylinder, or other sources; fills in forms, index cards, or other typed material and cuts stencils.

Maintains files of correspondence, forms, reports or other material.

Does simple posting to vouchers, forms, or accounts.

Compiles information from records and prepares reports of a standardized nature.

Makes arithmetic calculations manually or by the use of a calculating machine.

Operates typewriter, calculating, and duplicating machines, postage meters, and other office appliances.

Meets the public; gives and receives routine information; acts as a receptionist; answers telephones; makes appointments.

Checks typing or arithmetic computations done by others for accuracy.

Cuts stencils; files material by predetermined classification; and other related work as required.

Knowledge, Abilities and Skills:

Knowledge of business English, spelling, and commercial arithmetic.

Some knowledge of office procedures, practices and equipment.

Ability to understand and follow oral and written instructions.

Ability to write legibly.

Ability to make arithmetic computations with speed and accuracy.

Ability to meet the public courteously to obtain information or give understandable explanations of regulations.

Clerical aptitude and good general intelligence.

Skill in the operation and care of a standard typewriter.

Desirable Experience and Training:

Graduation from a standard high school or the equivalent, and ability to type at least 35 words per minute.

Note: Positions in the class of Typist-Clerk II are filled only by re-allocation from the entrance class of Typist-Clerk I, upon incumbent completing one year in Step E of the salary range for Typist-Clerk I.

STENOGRAPHER-CLERK I
STENOGRAPHER - CLERK II

Nature of Work:

This is varied stenographic and clerical work. Employees of these classes are required to take and transcribe oral dictation at a working rate of speed using shorthand and also to perform a variety of clerical tasks. Clerical assignments generally are performed in accordance with established procedures, and which can be learned by training on the job and requiring limited judgment in their execution. After employees become familiar with routines they are expected to work with considerable independence and perform more difficult work; however, work frequently involves contact with the public. Completed work is subject to review by superiors and in some instances by employees of other departments engaged in reviewing personnel and accounting records. The work does not normally entail supervision but employees may assist and instruct new employees.

Illustrative Examples of Work:

Takes and transcribes oral dictation using shorthand; types notes, stencils, correspondence, contracts, leases, requisitions, personnel forms, equipment forms, accounting reports, and a wide variety of operating records.

Operates office business machines and appliances not requiring previous training or machine experience.

Acts as a receptionist for a department or the mayor; answers oral requests for information and interprets departmental policies; receives and routes telephone calls; arranges for appointments and meetings for superiors.

Sorts and files correspondence, reports, records, and other materials according to pre-determined classifications.

Collects small amounts of money for licenses, sale of publications, tickets, and other goods or services.

Prepares and maintains office records, reports, and forms containing statistical information, personnel histories, financial information, and other data related to departmental operations.

Performs other related work as required.

Knowledge, Abilities and Skills:

Knowledge of business English, spelling, and commercial arithmetic.

Some knowledge of modern office procedures, practices, and equipment.

Ability to take oral dictation in shorthand and to transcribe notes.

Ability to make arithmetical computations with speed and accuracy.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to understand and follow oral and written instructions on moderately complex matters.

Desirable Experience and Training:

Graduation from a standard high school or the equivalent; ability to take shorthand dictation at a speed of at least 80 words per minute; and ability to type at least 45 words per minute.

Note: Positions in the class of Stenographer-Clerk II are filled only by reallocation from the entrance classof Stenographer-Clerk I, upon incumbent completing one year in Step E of the salary range for Stenographer-Clerk I.

City of Sacramento
(New Class Established
1/1/62.)

JUNIOR CIVIL ENGINEER

Nature of Work:

This is beginning level professional engineering work in the field or office. Employees in this class work under supervision in a learner capacity doing the less complex professional office and field work in civil engineering; however, employees exercise more independence in the performance of field and office engin eering tasks as they gain knowledge and experience on the job to which assigned. Supervision and direction may occasionally be exercised over subordinate field or office employees. Note: Junior Civil Engineer is the trainee level in the professional engineering series. Persons in this class normally have professiona training but no experience. They work under close supervision, in order to gain sufficient professional experience and competence to advance to the next higher level of Civil Engineer I. A Civil Engineer I performs more difficult profession civil engineering work, with more responsibility for independent judgment and action.

Illustrative Examples of Work:

Computes and plots information obtained in field surveys; completes preliminary studies and compiles data for minor construction projects; prepares maps and plans; assists in preparing technical reports.

Inspects construction projects; reviews work for compliance with specification requirements; investigates complaints and requests; checks commercial construction in progress for compliance with city ordinances and codes.

Assists an engineer of higher grade on major construction projects; conducts studies and prepares reports on projects involving traffic, street improvements, water and sewer design and maintenance, and other projects.

Participates in and directs the preparation of models, charts, and other plotting and drafting work performed by subordinate clerical and sub-professional personnel.

Makes field inspections of existing structures to determine extent of damage, deterioration, or defects; samples construction materials and makes minor tests.

Assists in the preparation of progress and construction reports; prepares estimates and computes costs on minor and certain phases of major projects.

Performs other related work as required.

Knowledges, Abilities and Skills:

Knowledge of the principles and practices of civil engineering, including co siderable knowledge of the basic principles of physics, chemistry, and mathematic

Some knowledge of engineering methods used in collecting data, field inspection procedures, and ability to apply this knowledge to situations and problems in the work to which assigned.

Ability to prepare maps, plans, profiles and simple engineering designs.

Ability to make engineering computations, estimates, and to compile and prepare clear and concise reports.

Ability to interpret and carry out written and oral technical instructions, including the reading and interpreting of plans and specifications.

Ability to learn the laws and ordinances applicable to the field of assignment.

Ability to establish and maintain effective working relationships with employees, contractors and the general public.

Skill in the use of drafting and surveying instruments.

(over)

Desirable Experience and Training:

Graduation from a four-year college or university with major course work in civil engineering, or an equivalent combination of education and experience.
Note: Upon completion of one year in Step C of the salary range, and upon approval of the department head, an employee in this class will be re-allocated to the class of Civil Engineer I.

CIVIL ENGINEER I

Nature of Work:

This is professional civil engineering work of average difficulty, performed in the field or office, involved in planning, designing, computing, inspecting an making technical decisions on various engineering projects. Employees receive work assignments from a professional superior who defines the scope of the work to be performed and reviews the work in progress or upon completion. Unusual or complex technical proglems are reviewed by a professional superior, however, employees exercise considerable independent judgment and initiative in performing daily work activities. An employee of this class supervises and directs beginnin engineers and subordinate sub-professional employees in field or cffice work.

Illustrative Examples of Work:

Reviews and develops plans, specifications, cost estimates, and engineering calculations for compliance with the Uniform Building Code, State Housing Act, local zoning ordinances, and various national engineering design standards and methods; inspects commercial establishments under construction or undergoing alteration to assure compliance with codes.

Advises architects and engineers on engineering standards and specific building code requirements.

Supervises and directs a small group of subordinates in erecting traffic signs and signals and traffic control painting throughout the city.

Designs and lays out traffic channelizations.

Lays out and traces plans and profile sheets for street improvements; designs storm and sanitary sewers for subdivisions.

Calculates traverse and writes description of property to be purchased by the city.

Conducts studies and prepares reports on traffic channelization, signal timing, and the justification for the installation of signs, signals, and parking meters.

Makes special origin and destination, parking, speed, speed and delays, and similar surveys and studies.

Prepares estimates of signing and painting costs.

Prepares specifications and estimates for various types of construction projects, including buildings, streets, sidewalks, sanitary and storm sewers, water transmission lmains and other public works construction projects.

Performs other related work as required.

Knowledges, Abilities and Skills:

Considerable knowledge of the basic principles, practices and methods of civil engineering work.

Knowledge of the laws and ordinances applicable to field of assignment.

Knowledge of structural or traffic engineering, depending on field of assignment, including knowledge of stress analysis and mechanics and properties of materials.

Knowledge of municipal engineering objectives, purposes, methods and practices.

Knowledge of the common descriptions of real property.

Ability to organize engineering data and to give advice on difficult engineer ing problems.

Ability to determine compliance with building codes and ordinances through review of plans and specifications and personal inspections.

(over)

Ability to direct and instruct subordinate personnel in proper work methods and procedures.

Ability to apply approved engineering methods and standards to the design of sanitary and storm sewers.

Ability to make complex engineering computations quickly and accurately, and to prepare technical reports.

Skill in the use of drafting and surveying instruments.

Desirable Experience and Training:

Experience in public works engineering; and graduation from a four year college or university with major course work in civil engineering, or an equivalent combination of education and experience. Note: Positions in this class are normally filled by reallocation from the class of Junior Civil Engineer upon an incumbent completing one year in Step C of the salary range. Reallocation to the class of Civil Engineer II will be made upon an incumbent receiving a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers.

CIVIL ENGINEER II

Nature of Work:

This is supervisory and advanced professional engineering work. The work involves responsibility for supervising and participating in the conduct of engineering activities which include the design of projects, the direction of field surveys, and the inspection of construction projects. Assignments are usually broad in scope, requiring the use of considerable judgment in independently making technical decisions. Major technical problems are discussed with a superior before final action is taken. The work is reviewed through discussions and inspection.

Illustrative Examples of Work:

Supervises and participates in preparing designs, specifications, cost and estimates for streets, sidewalks, sanitary and storm sewers, water transmission mains and other public works construction projects.

Supervises and participates in conducting professional engineering studies; collects field data related to the preparation of cost and construction estimates, legal descriptions and engineering maps.

Designs and draws plans for sanitary and storm pumping station; writes specifications; and makes cost estimates.

Makes special hydraulic studies, water and sewage treatment facilities and equipment and performance studies, and growth studies to determine the future water and sewerage requirements.

Confers with superiors on problems of design, construction or maintenance of public works facilities; prepares reports and makes recommendations relating to the conduct of engineering activities.

Supervises a group of subordinates engaged in preparing engineering drawings of various construction projects.

Performs related work as required.

Knowledges, Abilities, and Skills:

Considerable knowledge of the principles and practices of engineering, particularly as applied to the design, construction and maintenance of public works or to traffic engineering.

Knowledge of municipal engineering objectives, purposes, methods and practices

Ability to perform technical research and to give reliable advice on difficult engineering problems.

Ability to organize engineering data and to present findings and recommendatic clearly.

Ability to prepare and interpret engineering plans and specifications and to calculate stresses and deflections in structures.

Ability to lay out and supervise important civil and traffic engineering projects.

Ability to establish and maintain effective working relationships with other city officials and employees, contractors and the public.

(over)

Desirable Experience and Training:

(1) Registration as a professional engineer in the State of California, or
(2) Considerable experience in the practice of civil engineering and graduation from an accredited four-year college or university with major course work in civil engineering, or an equivalent combination of education and experience.

City of Sacramento
(New Class Established
7/13/61.)

ASSISTANT TRAFFIC ENGINEER

Nature of Work:

This is administrative and professional engineering work assisting the City Traffic Engineer. This employee is responsible for assisting the Traffic Engineer with the performance of technical and administrative duties requiring considerable skill in research, analysis, and presentation of data, and, in the application of professional techniques to traffic engineering problems. Technical supervision is exercised over engineers of lower grade and field and clerical personnel. Major technical problems are discussed with the Traffic Engineer, however, the work involves wide latitude for exercising professional and administrative judgment and most work is reviewed through conferences, inspections and the evaluation of reports submitted.

Illustrative Examples of Work:

Assists the Traffic Engineer in planning and coordinating traffic engineering activities; prepares standards or improved methods and techniques in traffic engineering; supervises and participates in conducting professional engineering studies.

Prepares plans and sketches for the installation of new traffic signals and traffic control devices; supervises the collection and evaluation of traffic data and presents recommendations for solutions of traffic problems to the Traffic Engineer.

Collects field data related to the preparation of cost and construction estimates, legal descriptions, and prepares or directs the preparation of maps and layouts of proposed traffic structures.

Coordinates division activities with other departments and agencies; receive written and oral complaints and attempts to resolve problems by conducting specia traffic studies as required; compiles factual data and disseminates to appropriat personnel and agencies.

Confers with city, public and other officials on local traffic problems and makes recommendations on possible changes or solutions.

Supervises field, shop and office personnel in the preparation, layout, maintenance and construction of a variety of signs, markings and traffic control devices.

Performs related work as required.

Knowledges, Abilities and Skills:

Considerable knowledge of the principles and practices of civil engineering, particularly as they apply to traffic engineering.

knowledge of statistical survey methods in the research and analyses of traffic engineering studies.

Some knowledge of electrical circuits, and some knowledge of transportation or highway engineering.

Ability to organize engineering data and to present findings and recommendations clearly and concisely, orally and in writing.

Ability to plan, organize, supervise, and review the work of professional, technical, skilled and semi-skilled employees.

Ability to establish and maintain effective working relationships with employees, city officials and the general public.

(over)

Desirable Experience and Training:

Experience in professional traffic engineering work, preferably including experience in a supervisory or administrative capacity; and graduation from an accredited four-year college or university with specialization in civil engineering, including or supplemented by courses in traffic engineering.

LIBRARIAN I

Nature of Work:

Under close supervision, as a trainee, to do the less difficult professional work in connection with the selecting, cataloging, loaning, or reference use of books and other library materials; and to do other related work as required. Note: Librarian I is the trainee level in the professional Librarian series. Persons in this class normally have professional training but not experience. They work under close supervision, in order to gain sufficient professional experience and competency to advance to the next higher level of Librarian II. A Librarian II performs more difficult professional library work in any phase of library activities, without close supervision, and is considered the "journeyman" level of Librarian.

Illustrative Examples of Work:

Assists readers in the use of library facilities, and in the selection of books; answers reference questions; performs basic cataloging and classification techniques.

Compiles book lists and bibliographies; maintains files of subject bibliographies and of pamphlet materials; assigns subject headings.

Makes recommendations for the purchase of library materials; prepares data for book orders; gives book talks to community groups; conducts story hours.

Assists children and adults in the effective use of library collections and services for children; may supervise the work of clerical employees.

Performs related work as required.

Knowledges, Abilities and Skills:

Knowledge of modern library principles, methods and practices.

Knowledge of reader interest levels and of books and authors.

Knowledge of library reference materials, aids, and procedures.

Ability to supervise the work of a small group of clerical employees.

Ability to establish and maintain effective working relationships with library patrons and with other employees.

Desirable Experience and Training:

Graduation from an accredited college or university and possession of a degree or a certificate showing completion of one additional year of graduate study in an accredited library school. Note: Upon completion of one year in Step C of the salary range for Librarian I, and with approval of the City Librarian, employees in this class are to be allocated to the class of Librarian II.

LIBRARIAN II

Nature of Work:

Under direction, to do the more difficult and varied professional work in connection with the selecting, cataloging, loaning, or reference use of books and other library materials; and to do other related work as required. Note: Positions in this class differ from those in the class of Librarian I, the trainee level in the professional Librarian series, in the degree of supervision received and the scope and variety of assignments. Persons in the class of Librarian II perform the more difficult professional librarian work in any phase of library activity. Supervisory responsibility (except of non-professional personnel) is normally not included. Responsibility for the most complex or highly specialized and technical library assignments, for supervision, and for management of branch libraries is found in the next higher levels of Librarian III and IV.

Illustrative Examples of Work:

Gives information on the resources, services, and physical arrangement of the library; assists readers in making effective use of library facilities, and advises them in the selection of books.

Performs difficult and/or specialized reference service; evaluates books and prepares book lists and bibliographies.

Makes recommendations for the purchase of library materials; classifies and catalogs books, periodicals, and other library materials; assists in the selection of books and related materials for acquisition.

Assists with in-service training programs; gives book talks to community groups; instructing children in the use of library facilities, and assists children, parents and teachers in selecting books for children.

May review and revise the work of a Librarian I and supervises clerical employees; performs related work as required.

Knowledges, Abilities, and Skills:

Considerable knowledge of modern library purposes, professional policies, methods, and techniques.

Knowledge of reference procedures, materials, aids and skill in their application.

Knowledge of reader interest levels.

Ability to perform research on historical, technical, or other questions.

Ability to established and maintain good working relationships with the public and with other employees.

Ability to analyze professional and administrative problems and assist in their solution.

Desirable Experience and Training:

Positions in this class are filled only by reallocation of positions in the class of Librarian I, upon the completion by the employee of one year in Step C of the salary range for Librarian I and with the approval of the City Librarian.

City of Sacramento
(New Class Established
1/1/62.)

RECREATION GENERAL SUPERVISOR

Nature of Work:

This is responsible administrative and supervisory work in the organization and direction of a major phase or function of the municipal recreation program. An employee of this class is responsible for planning, organizing, coordinating, and directing or supervising the city-wide adult or youth recreational programs and activities. Employees in this class act as assistant to the Superintendent in planning and developing city-wide recreation facilities. Instructions in the nature of departmental policy directives are received from the Superintendent, however, employees exercise considerable independent judgment in initiating and revising programs which conform with community needs and departmental resources. The work is reviewed by the Superintendent through conferences, staff meetings, field inspections, analyses of operating records and by evaluation of the recreation opportunities and facilities provided.

Illustrative Examples of Work:

Plans in detail within budget and facility limitations and coordinates and directs the adult or youth activity phase of the city-wide recreation program.

Studies equipment, material, building and facility needs and makes recommendations to the Superintendent; confers with dealers of recreational equipment; prepares specifications and requisitions for equipment and materials.

Plans and conducts in-service training programs, particularly for the numerous part-time recreation leaders.

Plans, organizes and directs city-wide adult or youth activities involving; sports leagues and tournaments; golf programs and tournaments; operation of swimming pools and teen centers; senior citizens program; operation of Fairytale Town and Camp Sacramento; arts and crafts classes; dancing classes; operation of rifle and pistol range; and directs the use, care and maintenance of facilities required for these activities.

Confers with various concessionaires to discuss operation and maintenance problems and gives advice on prices and service.

Provides general administrative direction and receives and reviews records and reports submitted by subordinates on attendance activities, programs, and related matters.

Makes frequent inspections of all recreation buildings and facilities; inspect: conditions at recreation areas for safety hazards as well as usability.

Represents the division in city-wide meetings and does public realtions work for the recreation program; prepares feature stories and press and radio releases on city recreational programs and special events; prepares brochures, literature, program schedules and correspondence.

Prepares quarterly and annual reports; prepares budgets for Fairytale Town, Camp Sacramento, Swimming Pools and assists in the preparation of the city recreation budget.

Performs related work as required.

Knowledges, Abilities, and Skills:

Thorough knowledge of the principles and techniques employed in a public recreation program.

Thorough knowledge of the principles and objectives of public recreation administration, including considerable understanding of the purpose of clubs, cente or other units established to meet the leisure time and recreational needs of community groups including children and adults.

Thorough knowledge of the facilities and equipment needed in a broad recreational program and of the most effective arrangement of recreational areas.

Thorough knowledge of the methods involved in planning, organizing, conducting and supervising a program of varied city-wide recreational activities.

Considerable knowledge of first aid methods and safety precautions used in recreation work.

Ability to train and supervise the personnel required to execute the authorize recreational program.

Ability to plan, organize, coordinate, and direct the activities and personnel involved in a well-rounded recreational program.

Ability to establish and maintain effective working relationships with employee city officials, civic organizations, and the public.

Ability to interpret the policies of the Recreation Division to employees and the public.

Ability to express oneself clearly and concisely, orally and in writing; and to speak effectively in public on recreation subjects.

Ability to establish and maintain effective operating records and reports.

Desirable Experience and Training:

Considerable experience of a progressively responsible nature in organized recreational activities, including supervisory experience; and graduation from an accredited college or university with specialization in recreation, physical education, or related subjects, and preferably supplemented by courses in public administration.

PHYSICIAN

Nature of Work:

This is professional medical work in the treatment of all types of emergency cases and conducting physical examinations of applicants for city employment at the City Emergency Hospital. The work is performed with complete independence and administrative supervision is received from the Emergency Hospital Director.

Illustrative Examples of Work:

Supervises the operation of the City Emergency Hospital while on assigned tour of duty.

Makes routine checks of City Jail inmates as required to determine condition of health.

Examines, diagnoses and treats a variety of injuries and illnesses requiring emergency treatment.

Examines applicants for city employment; makes detailed physical examinations of Police and Fire Department applicants.

Examines and treats city employees for injuries received while on duty.

Performs related work as required.

Knowledge, Abilities, and Skills:

Considerable knowledge of the principles and techniques of modern medical practice with particular emphasis on examination, diagnosis, and emergency treatment procedures.

Considerable knowledge of the diagnosis, examination, treatment, and prevention of communicable diseases.

Considerable knowledge of public health laboratory methods and procedures.

Ability to direct, and coordinate the work of nurses and clerical employees in the City Emergency Hospital.

Ability to outline procedures and direct the keeping of uniform records and reports.

Ability to establish and maintain effective working relationships with other employees, city officials and the general public.

Desirable Experience and Training:

At least one year of successful clinical experience in a hospital of acceptable standards, and graduation from an accredited medical college or university.

Necessary Special Qualifications:

Possession of a valid license to practice as an M.D. in the State of California.

EMERGENCY HOSPITAL DIRECTOR

Nature of Work:

This is professional work involving the supervision and administration of the City Emergency Hospital. An employee of this class works on a part-time daily schedule, but responsibility for the operation and administration of the hospital is on a full-time basis. The work is performed with complete independence and is reviewed by records, reports and results obtained.

Illustrative Examples of Work:

Supervises the administration and operation of the City Emergency Hospital; supervises, directs, assigns, and assists physicians, nurses and clerical employees engaged in daily hospital activities.

Examines, makes diagnoses, and treats patients requiring emergency treatment.

Obtains information for case histories; keeps medical records and prepares reports.

Examines and treats city employees for injuries received while on duty; may examine candidates for city employment to determine proper physical fitness.

Performs related work as required.

Knowledge, Abilities, and Skills:

Thorough knowledge of the principles and techniques of modern medical practices.

Thorough knowledge of the diagnosis, examination, treatment and prevention of communicable diseases.

Considerable knowledge of public health laboratory methods and procedures.

Ability to plan, direct, inspect, and coordinate the work of physicians, nurses, attendants, and assistants engaged in the Emergency Hospital daily activities.

Ability to establish and maintain effective working relationships with assistants, city officials, and the general public.

Desirable Experience and Training:

At least two years of successful clinical experience in a hospital of acceptable standards; and graduation from an accredited medical college or university.

Necessary Special Qualifications:

Possession of a valid license to practice as an M.D. in the State of California.

COMMUNICATIONS OPERATOR

Nature of Work:

This is moderately difficult and responsible work in receiving and transmitting signal, telephone, and radio fire alarms. Employees in this class are responsible on an assigned shift at the Central Fire Alarm Station, for receiving fire alarms over a standard signal system and by telephone or radio, dispatching proper equipment, and maintaining accurate records of all alarms and official business. In addition to alarm operations, employees operate a telephone switchboard and a vocal inter-communication system relaying calls to fire department officers and stations. Employees work under general supervision, and specific instructions and assistance are seldom received.

Illustrative Examples of Work:

Receives fire alarm signals from alarm boxes and dispatches alarms to all stations to indicate number of box from which alarm was sent.

Receives fireand other emergency alarms over telephone; obtains address and nature of emergency and dispatches proper fire companies on basis of established street index assignment and on basis of nature of emergency.

Tests and inspects fire alarm equipment in office; tests outside lines to see that they are in working order; sees that constant current is maintained on circuits.

Records alarms and all movements of apparatus; maintains street index cards showing the companies that should respond to alarms received by telephone.

Keeps logs; makes reports and keeps single records pertaining to the operation of the alarm station.

Performs related work as required.

Knowledges, Abilities and Skills:

Considerable knowledge of the geography of the city, location of streets, fire hydrants, and alarm boxes and principal fire hazards in the city.

Knowledge of the types and use of firefighting equipment.

Some knowledge of practical electricity.

Ability to obtain essential information from sometimes excited persons.

Ability to think clearly and act quickly in emergency situations.

Ability to keep simple clerical records and prepare elementary reports.

Good diction and a clear speaking voice.

Desirable Experience and Training:

Graduation from a standard high school, and some experience of a general nature, preferably involving the operation and/or maintenance of various types of communications equipment.

IDENTIFICATION TECHNICIAN I

Nature of Work:

This position provides the training phase in the performance of criminal identification duties. Employees work with more independence and assume more duties and responsibilities as they gain knowledge and experience. Employees of this class participate in various phases of the work, such as crime scene investigatio searching files, classifying fingerprints, and the use of identification technique and equipment for processing prisoners and other personnel. All work is performe in accordance with standardized procedures and is subject to check and review by a Technician III or the Identification Superintendent.

Illustrative Examples of Work:

Fingerprints and photographs suspects, prisoners, and other personnel, and takes a physical description for records.

Investigates crime scenes for latent fingerprints and other evidence; photographs and develops prints, photographs and lifts fingerprints, and makes enlargements.

Classifies fingerprints, searches fingerprint files, teletype file, and index file.

Operates cameras, photocopy machines, and typewriter; develops and processes film; prepares evidence and may appear in court.

Performs related work as required.

Knowledges, Abilities, and Skills:

Some knowledge of law enforcement objectives and procedures and related identification and investigation methods.

Some knowledge of general clerical work and records maintaining procedures.

Ability to learn fingerprinting techniques, classifying and identification of fingerprints.

Ability to learn crime scene investigation methods.

Ability to establish and maintain effective working relationships with other employees and the general public.

Good eyesight and color perception.

Desirable Experience and Training:

Some experience in investigational or identification work; and education equivalent to that of graduation from a standard high school. Note: Upon completion of one year in Step E of salary range, an incumbent will be allocated to the class of Identification Technician II, with approval of the department head.

IDENTIFICATION TECHNICIAN II

Nature of Work:

This is technical work in the performance of criminal identification duties of the journeyman level, and in the maintenance of related records. Employees normally perform specialized duties with considerable independence in methods utilized. Employees of this class may direct, train, and assist subordinates in the proper use of chemicals, equipment, machines, and in crime scene investigation techniques and methods. All work performed and results obtained are subject to review by a Technician III and/or an administrative supervisor.

Illustrative Examples of Work:

Fingerprints and photographs suspects, prisoners, and other personnel, and takes a physical description for records.

Investigates crime scenes and directs subordinates in procedures and techniques of obtaining latent fingerprints and other traces and evidence.

Photographs and develops prints with powder and chemicals, photographs and lifts fingerprints, makes enlargements, and prepares fingerprints for presentation in court; searches for, collects, preserves, and identifies other evidence discovered.

Fingerprints and photographs dead bodies when requested.

Performs and assists subordinates in the more difficult duties related to crime scene investigations, photography, and in the developing and processing of film.

Takes chest x-rays all prisoners booked, and performs other related work as required.

Knowledge, Abilities and Skills:

Knowledge of law enforcement objectives and procedures and related identification and investigational techniques and procedures.

Knowledge of standard fingerprint classification methods, practices, records, and equipment used in identifying persons.

Ability to secure and prepare evidence.

Ability to maintain clerical records and to prepare reports.

Ability to establish and maintain effective working relationships with other employees and the general public.

Good eyesight and color perception.

Desirable Experience and Training:

Experience in the technical and investigative duties related to criminal identification activities; and education equivalent to that of graduation from a standard high school.

Note: Positions in the class of Identification Technician II are filled only by reallocation from the entrance class of Identification Technician I, upon incumbent completing one year in Step E of the salary range for Identification Technician I.

TRAFFIC LINESMAN I

Nature of Work:

This is maintenance and construction work in the traffic signs and marking unit of the Traffic Engineering Division. Employees of this class perform the required work necessary for traffic lining, curb painting, stenciling on curbs and pavements and also assemble, erect, maintain and repair street-name signs, traffic signs and other warning devices. Employees perform more difficult and specialized work as they gain knowledge and experience on the job. Employees may direct and assist new employees in performing assigned duties, but all work is subject to check and review by a supervisory employee.

Illustrative Examples of Work:

Paints and erects traffic signs and markers; paints curbs and stencils legends on same; operates striping machine, paint buggy or uses brush for painting lines on streets, partking stalls, crosswalks, and other street legends.

Installs parking meter stanchions; threads and straightens pipe; washes signs; installs and places barricades and traffic cones; operates grinder in removing street marking stripes; repairs or replaces damaged or broken stanchions, posts, and signs.

Uses spray painting equipment and other apparatus or tools for maintenance and construction related to traffic marking and sign work; keeps record of time and materials used for each job.

Operates pneumatic tools, compressors, power saws, jackhammers, welding and cutting torches, grinders, power drills, pipe cutting and threading tools, and metal shearing and punching equipment.

Installs and removes traffic bars for traffic islands; installs and removes signs on electroliers, signal standards, bridges and overhead supports.

Repairs, cleans and paints metal and wood stanchions, signs and barricades; assembles and disassembles signs which need to be rebuilt; drills holes and cuts pipe and channel irons for new sign posts.

Performs related work as required.

Knowledges, Abilities and Skills:

Some knowledge of lacquers, paints, and enamels and ability to apply same with brush, paint buggy, or striping machine.

Some knowledge of the use of mechanical hand tools and equipment and the ability to develop skill in operations to which assigned.

Ability to measure accurately with use of tape measure or pocket rule.

Ability to understand and carry out oral and written instructions including interpretation of work orders and layouts for striping and painting or the installation of signs and other traffic control devices.

Ability to establish and maintain effective working relationships with employees and the general public.

Good physical condition and manual dexterity.

Mechanical aptitude.

Desirable Experience and Training:

Experience in varied maintenance or construction work; and completion of the eighth school grade.

Nature of Work:

This is specialized manual and semi-skilled maintenance and construction work in the traffic signs and marking unit of the Traffic Engineering Division. An employee of this class is responsible for performing specialized tasks requiring familiarity and manual dexterity in the preparation, manufacturing and silk screc processing of a variety of warning, regulatory, guide and construction signs. Skills required for this work are generally attained through work in a lower leve position in the division. An employee of this class works with considerable independence and may serve as a leadman to coordinate operational activities. The work is performed with little direct supervision and is normally reviewed by observation of the results obtained.

Illustrative Examples of Work:

Prepares sign blanks from metal sheeting; prepares signs for stripping and rebuilding; applies primer coat and paints sign blanks; cuts metal stencils and stencils used for silk screen process painting.

Cuts and mounts silk screens and sign blanks; processes sign blanks by silk screen method and the application of scotchlite or other reflective sheeting in both sheet and cut out letter form.

Participates in and directs the layout and center line striping of streets which have been resurfaced or which need to be repainted; checks the quality of work to insure a uniform application of paint and reflectorized beads; makes minor adjustments, repairs and cleans striping machine and equipment.

Adjusts and makes minor repairs to compressors, drill presses, spray guns and equipment; repairs broken stanchion posts, signs and barricades; paints signs and barricades.

Maintains storage areea; receives materials and supplies and checks invoices; maintains yard area and dispenses signs and barricades to other departments; issues portable regulatory signs to private contractors on a cash deposit basis.

Participates in and directs annual shop inventory; keeps daily record of work performed; orders materials and secures parts.

Operates a variety of hand and bench tools and power equipment required in erection, repair and maintenance of signs and appurtenances.

Coordinates operational activities by receiving incoming calls and relaying information to supervisors or field crews; makes emergency field repairs requirin immediate attention for the safe and efficient routing of traffic; performs other field work as directed or required.

Knowledges, Abilities, and Skills:

Knowledge of lacquers, paints, and enamels and ability to apply same with bruc paint buggy, spray equipment, or striping machine.

Knowledge of the methods, materials, tools and equipment used in silk screen processing and scotchlite reflective processing, and ability to perform this work with little supervision.

Knowledge of the use of mechanical hand tools and equipment used in the instal lation, maintenance and repair of traffic signs and including knowledge of traffi marking and painting activities; and ability to coordinate or direct a small crew performing such work.

Ability to understand and follow oral and written instructions quickly and accurately.

Ability to establish and maintain effective working relationships with supervisors, employees and the general public.

Skill in the operation of the equipment use and in the performance of the tasks requiring manual dexterity and mechanical aptitude.

Desirable Experience and Training:

Experience in a traffic signs or marking crew engaged in installation, maintenance, shop and field repair work, including experience in scotchlite processing; and graduation from the eighth school grade.

City of Sacramento
(Revised 1/1/62.)

STREET CONSTRUCTION LABORER

Nature of Work:

This is skilled, semi-skilled, and unskilled work involved in the operation of heavy motor and automotive equipment, and in the operation of power tools and other manual and special equipment used in the maintenance and resurfacing of streets.

An employee of this class may be assigned to any one or to a combination of the various sub-classifications, although normally an employee is only assigned to those duties in which he has had experience or which he is capable of performing successfully. Employee is paid according to the prevailing scale for the duties which he actually performs.

On heavy equipment operations, the work involves responsibility for the safe and efficient operation of heavy hoist, drag, and digging equipment entailing considerable responsibility for the safety of other workmen. This is the heaviest of equipment used by the city and requires a considerable amount of skill in operation.

Supervision in all sub-classifications is received from a foreman who assigns and inspects work in progress and at completion.

Illustrative Examples of Work:

Employee may work in any one or combination of the following sub-classifications: Laborer, Asphalt Raker, Asphalt Shoveler, Burner and Welder, Buckeye Spreader Operator, Cement Mason, Cement Worker, Dragline Operator, Heavy Duty Repairman, Jackhammer or Pneumatic Tool Operator, LeTourneau Pull Operator, Maintainer Operator, Pavement Roller Operator, Tractor Operator, Truck Driver, Winch Truck Driver, Heater-Planer Operator, or Tractor-Loader Operator.

Knowledges, Abilities, and Skills:

Knowledge of the operating techniques, rules of safety and of precautions to be taken in order to avoid accidents, methods and materials used, tools and equipment required, and skills required to perform the duties of the sub-classification in which the employee is directed or assigned to work.

Ability to understand and carry out written and oral instructions.

Good physical condition to work an eight-hour day at hard labor under adverse weather conditions.

Ability to get along with and work effectively with others.

Desirable Experience and Training:

Experience in one or more of the sub-classifications in which the employee is directed or assigned to work, and education equivalent to completion of grade school, preferably supplemented by vocational training.

LABORER: (1520) PERFORMS WORK OF A MISCELLANEOUS UNSKILLED NATURE INVOLVED IN STREET CONSTRUCTION OR MAINTENANCE WORK NOT INCLUDED IN THE FOLLOWING LISTED SUB-CLASSIFICATIONS.

ASPHALT RAKER: (1521) DISTRIBUTES ASPHALTIC ROAD BUILDING MATERIAL EVENLY OVER ROAD SURFACE BY RAKING AND BRUSHING MATERIAL TO CORRECT THICKNESS.

ASPHALT SHOVELER: (1522) SPREADS HOT ASPHALTIC MATERIALS OVER ROADBED WITH SHOVEL OR FORK; WORK PRECEDES THAT OF ASPHALT RAKER.

BURNER AND WELDER: (1523) OPERATES AN ACETYLENE TORCH FOR CUTTING OR WELDING METAL PARTS.

BUCKEYE SPREADER OPERATOR: (1524) OPERATES A BUCKEYE BOX ATTACHED TO REAR OF A DUMP TRUCK COMPOSED OF A HOPPER AND NECESSARY CONTROL LEVERS, USED TO CONTROL DEPTH OF SCREENING OR QUANTITIES OF ROAD MATERIALS TO BE SPREAD ON STREETS.

CEMENT MASON: (1525) LEVELS FRESH CONCRETE ROAD OR SIDEWALK SURFACE TO DESIRED GRADE AND CONTOUR BY PUSHING AND PULLING SCREED OR TEMPLATE OVER THE SURFACE, AND SMOOTHS WITH A FLOAT OR STRAIGHT-EDGE; REMOVES MARKS WITH A BRUSH OR BY PULLING A CANVAS BELT OR BURLAP STRIP ACROSS SURFACE.

CEMENT WORKER: (1526) POURS OR SHOVELS CONCRETE MIXTURE INTO WOODEN FORMS OR MOLDS AND, AFTER CONCRETE HAS SET, PULLS AWAY WOODEN FORMS.

DRAGLINE OPERATOR: (1527) EXCAVATES OR MOVES MATERIAL WITH A CRANE EQUIPPED WITH A DRAGLINE BUCKET THAT IS FILLED AS IT IS DRAGGED OVER THE GROUND, TOWARD THE CRANE.

HEAVY DUTY REPAIRMAN: (1528) DOES ALL TYPES OF REPAIR WORK ON HEAVY EQUIPMENT SUCH AS MAINTAINERS, TRACTORS, POWER-SHOVELS, DRAGLINE, T-PULL, ETC.

JACKHAMMER OR PNEUMATIC TOOL OPERATOR: (1529) OPERATES A HEAVY HAMMER DRIVEN BY COMPRESSED AIR AND USED TO BREAK OLD CONCRETE, ASPHALT, STONE, OR OTHER PAVEMENT, TO LOOSEN EARTH OR DIG CLAY, OR AS A TAMPER.

LETOURNEAU PULL OPERATOR: (1530) OPERATES A SELF-PROPELLED RUBBER-TIRED TRACTOR-SCRAPER COMBINATION USED FOR EARTH MOVING.

MAINTAINER OPERATOR: (1531) DRIVES MOTOR-GRADER IN SCRAPING AND LEVELING DIRT ON STREETS AND HIGHWAYS AND FINISHING SUBGRADE FOR ROADS, AND TO PERFORM ROUGH WORK AS MAKING SHALLOW CUTS AND LEVELING BANKS.

TRACTOR OPERATOR: (1533) OPERATES A GASOLINE OR DIESEL POWERED, AUTOMOTIVE OR CRAWLER TREAD TRACTOR TO HAUL VEHICLES OR IMPLEMENTS, SUCH AS DUMP WAGONS, GRADERS, PLOWS, ROLLERS, OR TRAILERS; TO PULL OUT STUMPS OR OTHER OBJECTS IMBEDDED IN THE GROUND, OR TO PULL THE CABLE OF A WINCH IN RAISING OR LOWERING OR LOADING AND UNLOADING HEAVY EQUIPMENT OR MATERIAL.

PAVEMENT ROLLER OPERATOR: (1532) OPERATES A GASOLINE POWERED ROAD-ROLLER TO COMPACT AND SMOOTH THE SURFACE OF BITUMINOUS PAVEMENTS.

TRUCK DRIVER: (1534) DRIVES A DUMP TRUCK (4 YARDS AND UNDER 6 YARDS, WATER LEVEL) FOR PURPOSE OF TRANSPORTING ASPHALTIC AND OTHER ROAD MATERIALS. RAISES TRUCK BODY TO DUMP LOAD BY MANIPULATING LEVERS INSIDE CAB WHICH CONTROL DUMPING MECHANISM.

WINCH TRUCK DRIVER: (1535) DRIVES A TRUCK EQUIPPED WITH A WINCH AND "A" FRAME USED FOR PULLING, LIFTING OR OTHERWISE MOVING VARIOUS MATERIALS AS TREE STUMPS, CONCRETE BLOCKS, LARGE PIPES, ETC., BY MEANS OF A CABLE ATTACHED TO THE WINCH.

HEATER-PLANER OPERATOR: (1536) OPERATES A SELF-PORPELLED PAVEMENT HEATER, WITH BLADE FOR CUTTING OFF ROLLS ON PAVEMENT, SMOOTHING PAVEMENT, ETC.

TRACTOR-LOADER OPERATOR: (1537) EXCAVATES, MOVES OR LOADS MATERIALS WITH A DIESEL OR GASOLINE DRIVEN FRONT END LOADER, EITHER WHEEL OR TRACK TYPE.

City of Sacramento
(New Class Established
1/1/62.)

CAR POOL SUPERVISOR

Nature of Work:

This is semi-skilled and responsible work involved in supervising the operations of a relatively large car pool, consisting of a fleet of city-owned passenger cars stationed in parking areas adjacent to the City Hall and used by city employees in the conduct of daily city business. Work involves dispatching of vehicles used by authorized employees and in keeping maintenance schedules and mileage records. An employee in this class works under general supervision but must exercise considerable independent judgment in scheduling maintenance to keep vehicles available for use in good and safe operating condition.

Illustrative Examples of Work:

Assigns cars to authorized employees for use in regular city business; assigns cars to employees for short periodic duties about the city; keeps outgoing and incoming mileage records on all cars.

Determines minor maintenance and lubrication needs according to mileage and by road testing, and delivers cars to city's Corporation Yard or private garages for required service.

Polices and enforces authorized parking on a restricted use lot; enforces regulations governing use of the lot and the use of reserved parking spaces for city employees and officials.

Parks and moves cars on the lot as required; checks all vehicles for proper gas, oil, water and tire pressures; performs minor routine maintenance not requiring special tools or skills.

Prepares daily, monthly, quarterly and yearly reports of mileage traveled by individuals and departments using city owned vehicles.

Performs other related work as required.

Knowledges, Abilities and Skills:

Knowledge of the operating principles, proper care and minor maintenance requirements of automobiles.

Some knowledge of preventive maintenance and vehicle safety precautions, and ability to apply this knowledge through observation and road testing of vehicles.

Ability to prepare records and reports.

Ability to maintain effective working relationships with employees, department heads, the general public, and ability to enforce parking regulations firmly but courteously.

Skill in the operation of automotive vehicles, and possession of a valid California Operator's License.

Desirable Experience and Training:

Some experience in vehicle maintenance and repair as an automotive serviceman, service station attendant, or parking lot attendant; and completion of the 12th school grade.

City of Sacramento
(New Class Established
1/1/62.)

1566

AUDITORIUM MAINTENANCEMAN I

Nature of Work:

This is manual and limited skilled work involving cleaning, minor maintenance and repairs, assembling and disassembling equipment and facilities, and arranging tables and chairs for shows and special events at the Memorial Auditorium. An employee in this class works under close supervision, but the heavy physical requirements of the position, necessitating that the employee be in good physical condition and able to perform heavy manual work for extended periods of time, differentiates the position from that of a custodian. Since events at the Auditorium largely determine the work load, an employee may work irregular hours, as well as on week-ends and holidays.

Illustrative Examples of Work:

Cleans and changes canvas used for floor covering; moves equipment to and from storage area and usage area, assists in covering orchestra pit with removable flooring.

Stacks and unstacks chairs; moves chairs from basement to main floor; sets up tables for displays, supplies and materials, flower arrangements, civil service examinations, or other usage as required by the event.

Performs minor maintenance in the repair and upkeep of the Auditorium and its facilities; performs routine cleaning duties as windows, walls, stairs and floors, offices, lavatories, balconies and corridors; replaces lavatory supplies and disposes of waste materials; repairs damaged chairs and seats.

Operates the building heating and cooling systems; performs related work as required.

Knowledges, Skills and Abilities:

Some knowledge of the materials, methods, and practices essential to the cleaning and general maintenance of buildings and fixtures.

Some knowledge of the operation and care of polishers, vacuum cleaners, mop wringers, brushes and waxing machines.

Ability to understand and carry out oral and written instructions.

Ability to meet and deal with the public and to maintain effective working relationships with other employees.

Good physical condition and ability to perform heavy manual labor for extended periods of time.

Desirable Experience and Training:

Some experience in building custodial and maintenance work; and completion of the eighth school grade.

City of Sacramento
(New Class Established
1/1/62.)

AUDITORIUM MAINTENANCEMAN II

Nature of Work:

This is manual and limited supervisory work in the operation and care of the auditorium building, equipment and facilities. An employee in this class is responsible for minor maintenance, cleaning, and setting up necessary facilities for conventions, sports presentations, and other shows or special events, and works as a leadman of a small crew of subordinates in performing such work. Work is performed under the general supervision of the Auditorium Maintenance Supervisor, and work is reviewed primarily by observation of results obtained. In the absence of the Maintenance Supervisor, the employee is assigned to direct the subordinate employees in the general maintenance and cleaning of the building. Since events at the Auditorium largely determine the work load, an employee may work irregular hours, as well as on week-ends and holidays.

Illustrative Examples of Work:

Operates building heating and cooling systems, and may clean, oil and makes minor and routine adjustments to such equipment.

Checks work performed by subordinate employees to see that offices are properly cleaned; performs miscellaneous custodial work as required.

Assembles, disassembles, stacks, and stores furniture, tables, chairs, and moves such material and equipment from storage and usage area.

Replaces fuses and burned out bulbs; makes repairs on damaged seats and chairs.

Locks and unlocks doors and prevents trespassing in and around the building.

Distributes and replaces lavatory supplies, disposes of waste materials, and checks for necessary repairs to electrical and plumbing fixtures and equipment.

In absence of Auditorium Maintenance Supervisor, directs other employees in the necessary maintenance and cleaning work.

Knowledges, Abilities and Skills:

Knowledge of the materials, methods, and practices essential to the cleaning and general maintenance of buildings and fixtures.

Knowledge of the operation and care of cleaning tools and equipment.

Some knowledge of the operation and care of low pressure heating systems.

Ability to make simple operating repairs and adjustments to heating and ventilating equipment.

Ability to understand and to follow quickly and accurately, oral and written instructions.

Ability to direct and supervise the work of subordinate employees, and ability to meet and deal effectively with the public.

Good physical condition and ability to perform heavy manual labor for extended periods of time.

Desirable Experience and Training:

Experience in building custodial and maintenance work; and completion of the eighth school grade.

City of Sacramento
(New Class Established
1/1/62.)

AUDITORIUM MAINTENANCE SUPERVISOR

Nature of Work:

This is skilled and supervisory work involved in organizing, directing, and participating in custodial and maintenance work at the Memorial Auditorium. This work differs from that of a Custodian III in that this employee is responsible fo coordinating and planning a variety of tasks necessary for the effective scheduling of special events and shows. An employee of this class exercises considerabl independent initiative and judgment in carrying out work assignments and results are reviewed only by observation of the work performed. Since events at the Audi torium largely determine the work load, an employee may work irregular hours, as well as on week-ends and holidays.

Illustrative Examples of Work:

Plans, assigns subordinates, and assists in setting up the main floor for certain events; coordinates work activities to insure proper time and space usage for boxing, wrestling, musical shows and other special events.

Supervises, directs, and may participate in the cleaning, maintenance, and repairs of building equipment and facilities.

Makes repairs to seats, chairs, doors, and heating and ventilating equipment operates building heating and cooling systems; replaces fuses and burned out bulb arranges with the Building Maintenance Supervisor for major repair and maintenanc work required, or for repairs requiring the services of a journeyman tradesman.

Requisitions custodial supplies and equipment; prepares work schedules and keeps time records of subordinate employees.

Confers with the Auditorium Manager and representatives of organizations using the auditorium facilities as to necessary physical layouts and setups required for various functions and events.

Performs other related work as required.

Knowledges, Abilities, and Skills:

Considerable knowledge of the materials, methods, and practices essential tc the cleaning and general maintenance of buildings and fixtures.

Considerable knowledge of the operation and care of various cleaning tools and equipment.

Knowledge of the operation and care of low pressure heating systems and ventilating systems.

Ability to coordinate, assign, and train subordinates in arranging, cleaning and maintenance activities required for a variety of special events.

Ability to make operating repairs and adjustments to heating and ventilating equipment.

Ability to establish and maintain effective working relationships with subordinates, committees, promoters, convention personnel, and other groups making use of the auditorium and its facilities.

Ability to maintain simple records and prepare simple reports.

Skill in the use of hand and bench tools and equipment.

Desirable Experience and Training:

Considerable experience in building custodial and maintenance work, preferably including some supervisory experience in organizing work tasks for the effective presentation of a variety of programs and events; and completion of the 12th school grade.

PARKING LOT ATTENDANT II

Nature of Work:

This is routine and limited supervisory work in the operation of a large city-owned parking lot. An employee in this class works under the general direction and supervision of the Parking Lot Operations Supervisor, but is responsible for the safe and efficient operation of a particular lot in accordance with departmental policies, including responsibility for assignment and direction of subordinates.

Illustrative Examples of Work:

Supervises and participates in the operation of a city-owned and operated off-street public parking lot; instructs new employees in lot operation and duties; arranges working schedules and calls in relief attendants as needed.

Gives claim checks to and directs drivers to parking spaces.

At exit station computes time parked, amount of fee, and collects parking fee.

Prepares daily report of operations and money collected.

Investigates and reports all accidents occurring on parking lot premises.

Places traffic cones to provide efficient routing of vehicles entering and leaving parking lots.

Inspects lot daily for neat and safe conditions; inspects electric lights and drinking fountains; inspects time-date clocks and replaces ribbons and contact points as required.

Relieves attendants at entrance, exits and towers as required.

Prepares daily and monthly reports; counts and verifies receipts and deposits revenue with Parking Lot Operations Supervisor each day.

Performs related work as required.

Knowledges, Abilities, and Skills

Knowledge of parking lot operations.

Ability to maintain effective working relationships with users of the parking lot and ability to enforce regulations courteously, but firmly.

Ability to understand and follow oral and written instructions.

Ability to prepare necessary recapitulations and daily and monthly reports.

Ability to supervise the work of others.

Desirable Experience and Training

Some experience in parking lot operations; and completion of the tenth school grade.

PARKING LOT OPERATIONS SUPERVISOR

Nature of Work:

This is supervisory work involving the supervision of parking lots owned and operated by the City of Sacramento. An employee in this class has direct supervision over a group of parking lot attendants staffing the various parking lots located throughout the city. The employee is responsible for the appearance and successful operation of the lots. The work is performed under direction and supervision of the Traffic Engineer, but the incumbent has considerable latitude for independent judgment and decisions in specific situations.

Illustrative Examples of Work:

Supervises the work of parking lot attendants.

Develops and suggests improvements in parking lot operations.

Handles complaints of patrons of the parking lots.

Receives and verifies daily collections from lot operations; maintains cash records; delivers money to a designated depository; prepares periodic and special summaries, tabulations, and reports on parking lot operations.

Prepares work schedules and keeps records of time worked; prepares and checks payrolls.

Prepares requisitions for supplies and equipment.

Consults with the Traffic Engineer regarding policies and procedures for the operation of the lots.

Performs related work as required.

Knowledges, Abilities and Skills:

Considerable knowledge of parking lot operations.

Ability to plan and supervise the work of employees engaged in parking lot operations.

Ability to meet and deal tactfully and effectively with the public.

Ability to prepare monthly recapitulations, to keep moderately complex recor and to compile reports.

Desirable Experience and Training:

Experience in parking lot operations; and graduation from a standard high school.