



# City of Fresno

CALIFORNIA

*City Hall*  
2326 FRESNO STREET  
DIAL AMherst 6-8031

November 28, 1961

Mr. David Duncan  
3466 E. Pine Avenue  
Fresno, California

Dear Mr. Duncan:

Arrangements have been made for you to appear at the office of Dr. O. B. Doyle, City Physician, 2922 Fresno Street, at 9:00 A.M., on

Monday, December 4, 1961

for the medical examination in connection with the examination taken by you for

SENIOR ENGINEERING DRAFTSMAN

Before reporting for the medical examination, follow the instructions in the checked paragraph below:

- ( ) Fill out the questions on the inside of the front page of the enclosed medical examination form, sign it, and present it, with a two-ounce bottle of your urine for analysis, when you report for examination.
- (  ) Take with you a two-ounce bottle of your urine for analysis. Your last medical examination blank is being forwarded to the doctor by this office.

If you cannot keep the above appointment for any reason notify this office immediately and other arrangements will be made. If you do not appear for the above medical examination and we do not hear from you, we will assume you are no longer interested in city employment and your name will be removed from the eligible list.

Very truly yours,

*J E Martin*  
Personnel Director

James B. McPike, Chairman  
Malcolm J. Nelson  
C. Ned Ware

Personnel Department  
Basement  
City Hall

188-17-1161  
OFFICIAL BULLETIN  
FRESNO CIVIL SERVICE BOARD  
FRESNO 21, CALIFORNIA

The Civil Service Board of the City of Fresno will hold an open competitive examination on November 1, 1961 to obtain eligibles for permanent appointment to the position of SENIOR ENGINEERING DRAFTSMAN. Application for examination must be made on forms furnished by the Board and filed in the office of the Board before 4:30 o'clock p.m., October 20, 1961.

Applicants must be male citizens of the United States, who meet the conditions outlined below and who present the following for verification WITH THEIR APPLICATIONS.\*

- (a) Credentials verifying educational qualifications (see below).
- (b) Valid California Operator's License.
- (c) All requirements listed under MINIMUM REQUIREMENTS (see below).

Eligibles may be certified from this list for two years from the date of promulgation.

SENIOR ENGINEERING DRAFTSMAN  
Open Competitive Examination  
November 1, 1961

SALARY: \$455, \$478, \$502, \$527, \$553 per month with additional benefits.

DUTIES: Performs responsible sub-professional engineering work consisting of drafting, making engineering computations, writing and interpreting legal descriptions and does related work as required.

MINIMUM QUALIFICATIONS:

- (a) High School graduation including or supplemented by courses in drafting and trigonometry, and two years progressively responsible experience in office or drafting work.
- (b) All permanent city employees, currently employed as draftsman with probationary period completed.

DESIRABLE QUALIFICATIONS:

Knowledge of:

Nomenclature, symbols, methods, practices, techniques and instruments used in engineering, drafting and mapping; principles of plane geometry as applied to distances, areas, angles, and traverses in the reduction of survey notes and in the development of maps and legal descriptions.

Ability to:

Use drafting instruments and machines, planimeters, slide rules, and calculating machines; do free hand lettering and deliniation; estimate amounts of cut and fill; carry out oral and written instructions relating to engineering work; to keep records and make reports.

SCOPE OF EXAMINATION

| <u>PART</u> | <u>SUBJECT</u>          | <u>WEIGHT</u> |
|-------------|-------------------------|---------------|
| I           | Written Examination     | 6             |
| II          | Personal Qualifications | 4             |
| III         | Medical Examination     | -             |
|             |                         | <u>10</u>     |

\*Applicants will be fingerprinted at time application is filed.

October 5, 1961

FRESNO CIVIL SERVICE BOARD

(over)

GENERAL INFORMATION

OPEN COMPETITIVE EXAMINATION FILING INFORMATION

In order to apply for an open competitive examination, you must meet the following requirements:

1. You must have the minimum qualifications stated on the bulletin.
2. You must be a citizen of the United States (verified by certificate or naturalization papers at time of employment).
3. If you desire military credits, you must submit your honorable discharge with your application.
4. Application for examination must be made on forms furnished by the Board and filed in the office of the Board before the filing deadline.
5. All applications accepted at time of filing are subject to further review and verification and may be rejected at any time that it appears that the requirements for admission are not met.

SALARY: Salaries are subject to ordinance provisions and are quoted herein for information only. Salaries ordinarily start at the first step of the range. Upon satisfactory completion of six months service the salary will be advanced to the second step. Increases are made yearly thereafter.

EXAMINATION: Candidates must obtain not less than 70% in each part of the examination or they will be considered as having failed the entire examination.

Candidates will be notified when and where to appear for subsequent parts of the test. PLEASE DO NOT CALL THE OFFICE.

Successful candidates will be subject to a medical examination before appointment to a permanent position.

Each employee is subject to a probationary period (in most cases six months).

Non-resident eligibles must establish residence with the Fresno City limits within ninety days after completion of the probationary period.

Candidates claiming veteran preference points must submit a copy of their honorable discharge for verification at the time of filing.

UPON CERTIFICATION: Candidate must present documentary evidence of time and place of birth at time of employment.

INFORMATION AND APPLICATIONS MAY BE OBTAINED IN THE PERSONNEL OFFICE, EAST WING OF BASEMENT, CITY HALL, 2326 FRESNO STREET, FRESNO 21, CALIFORNIA.

**CITY OF FRESNO  
PERSONNEL DEPARTMENT  
APPLICATION FOR CIVIL SERVICE EXAMINATION  
FOR**

.....  
Title of Position Applied for

DO NOT WRITE IN THIS SPACE

DO NOT WRITE IN THIS SPACE

B.C. ....  
Diploma or Degree ....  
Discharge .....  
City Limits .....  
App. Checked By .....

This application is a part of your examination. Please fill it out carefully on a typewriter or in ink. You will be disqualified for any false statement. You must file a separate application for each examination. This application and supporting documents must be filed with the Personnel Department not later than the date shown on the Official Bulletin. This application will be rejected unless you meet the minimum qualifications set forth in the Official Bulletin.

Disq. Part.....  
Disq. Score.....  
Exam. Grade.....  
Elig. List Order No.....

- Name Duncan, David Henry Male  Female   
LAST FIRST MIDDLE
- Address 3466 E. Pine Fresno 3 Calif. Phone AD 70411  
STREET AND NUMBER CITY OR TOWN ZONE STATE
- Age 25 Date of Birth Apr 21 '36 [Redacted]  
MO. DAY YEAR
- Height 5' Feet 6 1/2 Inches Weight 150 Color Hair Brown Color Eyes Hazel
- Marital Status: Single  Separated  Date of Marriage May 30, 1959  
Married  Divorced  Number of Minor Children None  
Widowed  Ages.....
- Are you a citizen of the United States? Yes [Redacted]
- If you are a married man, please give wife's full maiden name Arlene Rose Teller  
Wife's occupation (if employed) No  
Wife's employer's name and address.....  
If you are a married woman, please give your full maiden name.....  
Husband's full name .....  
Husband's occupation.....  
Husband's employer's name and address.....
- In case of emergency, notify Arlene Duncan 3466 E Pine AD 70411  
NAME ADDRESS PHONE NO.
- Have you ever been employed by the City of Fresno? Yes Title of position held Junior Engr Aid
- Have you ever filed for or taken an examination by this Board? Yes  
If so, give title of position(s) Junior Engineering Aide
- Are you related by blood or marriage to any present employee of the City of Fresno? No If so, answer the following: Name of relative.....  
Relationship..... Title of position and department.....

1111

12. Are you in good health? Yes Are you physically capable of the full discharge of the duties of the position for which you are applying? Yes Do you have any defect of sight, hearing, speech, limb or otherwise? — If so, give details No

Have you ever had any mental or nervous disease or epilepsy or been a patient in any institution for the treatment of such disease? No If so, give details

13. Have you, either as a juvenile or an adult, ever been arrested, held on suspicion, placed on probation, detained or fingerprinted by any Police or Military Authority? — Yes  No   
 If yes, explain. List all arrests whether convicted or not. Your fingerprints will be checked by the F.B.I. and you may be disqualified if you fail to report a complete arrest record. Fingerprinted As a

Reguirement For a Law Enforcement Class at Modesto Jr College & @ Fresno City Hall for job as Junior Engin Aide

14. Have you ever been discharged from a position or terminated during your probationary period for unsatisfactory services or have you ever resigned upon request or to avoid discharge? Yes  No  If yes, give name and address of employer and reasons

15. Military Service: Army  Marine Corps  Navy  Air Force  None AF Due to Asthma  
 From \_\_\_\_\_ To \_\_\_\_\_  
Mo. Day Year Mo. Day Year

Rank \_\_\_\_\_ Medical Discharge: Yes  No  Type Discharge: \_\_\_\_\_  
 Are you receiving compensation for injuries or medical condition resulting from military service? \_\_\_\_\_

16. EDUCATIONAL RECORD

Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12

| NAME OF COLLEGE OR UNIVERSITY AND ADDRESS | Dates Attended |               | Major       | Degree    |
|---|----------------|---------------|-------------|-----------|
|   | From           | To            |             |           |
| <u>Modesto Junior College Modesto</u>     | <u>Sept 54</u> | <u>Jan 57</u> | <u>Engi</u> | <u>AA</u> |
| <u>Fresno State College Fresno</u>        | <u>Jan 59</u>  | <u>Jan 60</u> | <u>Math</u> |           |

| TRADE, BUSINESS, CORRESPONDENCE SCHOOL OR SPECIAL TRAINING (Civilian or Military) | Name of Course | Dates Attended |    |
|---|----------------|----------------|----|
|   |                | From           | To |
|   |                |                |    |
|   |                |                |    |
|   |                |                |    |

17. (a) State fully and in detail all the practical experience you have had in the professions, occupation or business in which you seek employment, or similar professions or occupations.
- (b) Give in detail any other experiences that you have had which, in your opinion, qualifies you for the position you seek. Give the exact nature of the work done personally by you, also extent and nature of supervision of others, if any. Give length of time and dates, inclusive, with reasons for leaving.
- (c) Do you possess special knowledge of any trade, art, science, or profession which in your opinion, would aid you in performing the duties of the position for which you apply? If so, state what, and when acquired, giving in detail the nature and extent of such knowledge.

I have worked part time for ~~the last~~  
3 mo for private Eng. & Surveyors  
run transit & level from set  
corners worked rod & chain did  
land surveying in 52  
2 yrs of Junior coll with course  
in surveying drafting Eng. Corp 57

Stat & Receiving in Sept 57 etc  
4 mo made Manager over 3 men  
start attend order supplies &  
supervised the overall running of  
the store, quit to return  
to school

## City of Fresno

1. <sup>Drawn</sup> Plans for CDG for Impr. Dist.
2. Draw <sup>Plot</sup> Plans <sup>Maps</sup> from Prop. Dist. & F.N.
3. Wrote a Legal Description Guides.
4. ~~Drawn~~ Profiles & Figured ~~Dist.~~ <sup>Excavation</sup>  
Quantities
5. Drawn Xsections & Figured Quantities

17. (a) State fully and in detail all the practical experience you have had in the professions, occupation or business in which you seek employment, or similar professions or occupations.
- (b) Give in detail any other experiences that you have had which, in your opinion, qualifies you for the position you seek. Give the exact nature of the work done personally by you, also extent and nature of supervision of others, if any. Give length of time and dates, inclusive, with reasons for leaving.
- (c) Do you possess special knowledge of any trade, art, science, or profession which in your opinion, would aid you in performing the duties of the position for which you apply? If so, state what, and when acquired, giving in detail the nature and extent of such knowledge.

1. City of Fresno - March 1, 60 to Present
  - A. Drawn Plans for C&G for Impr. Districts
    1. Drawn Profiles
    2. Set Grades
    3. Made Estimates
  - B. Drawn Plot Plan from prop. Descrip.
  - C. Wrote a Legal Description
  - D. Drawn X-sections from Field Notes & Figured Quantities
  - E. Keep Sewer Flow Charts for City
    1. Plot Flow Graphically
    2. Figure weekly Flow & Record
2. Chamberlin Hanna & Prohle - Surveyors
  - A. Rod-Man & Chain man
    1. Made topo surveys.
    2. Sapp surveys (Property)
    3. Set Prop. Corners
  - B. Ran transit & Level same
3. Station & Recapping started Sept 57 & Made Manager after 4 Mo.
  1. in charge over 3 Men
  2. supervised the operation of the Sta.
  3. ordered supplies

B. quit to return to school

(Continue on supplemental sheet if needed)

18. EXPERIENCE—List below your complete employment record for the past ten years with dates and other information called for in the following table. Give exact mail address if possible.

| Name of Firm or Company | Present Address of Employer | Date—Month and Year |           | In what capacity were you employed? | Salary    | Cause of Leaving (If Dismissed Answer Question No. 14 in Detail) |
|-------------------------|-----------------------------|---------------------|-----------|-------------------------------------|-----------|--|
|                         |                             | From                | To        |                                     |           |  |
| Chan Han<br>pres        | 383 N Fresno                | Apr 19 39           | Mar 19 60 | Prod Eng                            | 172<br>mo | work at  |
| Jedons                  | Turlock                     | Apr 19 57           | Jan 19 59 | Att to<br>Ming                      | 310<br>mo | school   |
| Bill Lawrence           | Ballico                     | Aug 19 57           | Sep 19 57 | Tractor                             | 140<br>mo | station  |
| Chas Passadori          | Ballico                     | Nov 19 56           | Aug 19 57 | Farm<br>work                        | 110<br>mo | Part time  |
| Hilmar Blaine           | RT 4 Box 1880<br>Turlock    | Sept 19 56          | Nov 19 56 | Tract<br>Dr.                        | 110<br>mo | Finical<br>job   |
|                         |                             | 19                  | 19        |                                     |           |  |
|                         |                             | 19                  | 19        |                                     |           |  |
|                         |                             | 19                  | 19        |                                     |           |  |
|                         |                             | 19                  | 19        |                                     |           |  |
|                         |                             | 19                  | 19        |                                     |           |  |
|                         |                             | 19                  | 19        |                                     |           |  |

19. Are you willing to have this office write your present employer in reference to your qualifications? Yes

20. Here give five additional names, and mail addresses, of reliable persons not related to you as reference of character.

| NAME                | OCCUPATION | ADDRESS           |
|---------------------|------------|-------------------|
| Hilmar Blaine       | Rancher    | RT 4 1880 Turlock |
| 1. Bill Goldsberry  | Farmer     | Delhi             |
| 2. Jim Lohman       | "          | RT 1, 336 Delhi   |
| 3. Norman Passadori | Rancher    | Ballico           |
| 4. Bill Lawrence    | "          | "                 |

860 Edw THIS OATH MAY BE TAKEN IN THE OFFICE OF THE PERSONNEL DEPARTMENT, a Notary Public, or any other person having authority to administer an oath. NOTORIZATION NOT NECESSARY IF SIGNED IN THE PERSONNEL OFFICE.

STATE OF CALIFORNIA, )  
COUNTY OF FRESNO. ) ss.

David H. Duncan being duly sworn, says that the several answers and statements in this application are true to the best of his knowledge and belief.

Signature of Applicant

(SEAL) Subscribed and sworn to before me this.....day of.....19.....

(Official Title)



18. EXPERIENCE—List below your complete employment record for the past ten years with dates and other information called for in the following table. Give exact mail address if possible. Start with your present employer.

| Name of Firm or Company | Present Address of Employer | Date—Month and Year |            | In what capacity were you employed? | Salary | Reason for Leaving (If Dismissed Answer Question No. 14 in Detail) |
|-------------------------|-----------------------------|---------------------|------------|-------------------------------------|--------|--|
|                         |                             | From                | To         |                                     |        |  |
| City of Fresno          | 2326 Fresno St              | Mar 19 60           | Present 19 | Junior Eng. Aide                    | 4 Mo   |  |
|                         |                             | 19                  | 19         |                                     |        |  |
|                         |                             | 19                  | 19         |                                     |        |  |
|                         |                             | 19                  | 19         |                                     |        |  |
|                         |                             | 19                  | 19         |                                     |        |  |
|                         |                             | 19                  | 19         |                                     |        |  |
|                         |                             | 19                  | 19         |                                     |        |  |
|                         |                             | 19                  | 19         |                                     |        |  |
|                         |                             | 19                  | 19         |                                     |        |  |
|                         |                             | 19                  | 19         |                                     |        |  |
|                         |                             | 19                  | 19         |                                     |        |  |

19. Are you willing to have this office write your present employer in reference to your qualifications?.....

20. List five additional names, and mail addresses, of reliable persons not related to you as reference of character.

| NAME             | OCCUPATION                    | ADDRESS                 |
|------------------|-------------------------------|-------------------------|
| H. Earl Gleason  | Retired Turlock City Attorney | 860 Edwards Dr. Turlock |
| Bill Goldsberry  | Farmer                        | Dolhi                   |
| Jim Lohman       | Farmer                        | RT. 1, Box 336          |
| Norman Passadori | Rancher                       | Ballico                 |
| Bill Walters     | Cattle Buyer                  | RI Box 4300 Turlock     |

THIS OATH MAY BE TAKEN IN THE OFFICE OF THE PERSONNEL DEPARTMENT, a Notary Public, or any other person having authority to administer an oath. NOTORIZATION NOT NECESSARY IF SIGNED IN THE PERSONNEL OFFICE.

STATE OF CALIFORNIA, )  
 COUNTY OF FRESNO. ) ss.

.....being duly sworn, says that the several answers and statements in this application are true to the best of h..... knowledge and belief.

Signature of Applicant

(SEAL) Subscribed and sworn to before me this.....day of.....19.....

(Official Title)