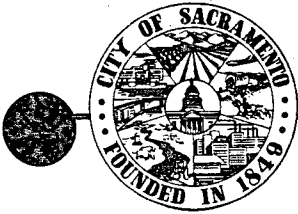


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CITY OF SACRAMENTO

DEPARTMENT OF GENERAL SERVICES

OFFICE OF THE DIRECTOR

January 15, 1985
GSA:86007

FACILITY MAINTENANCE DIVISION
FLEET MANAGEMENT DIVISION
RISK MANAGEMENT & INS. DIVISION
SUPPORT SERVICES DIVISION

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

Subject: Addition of Maintenance Worker Position

SUMMARY

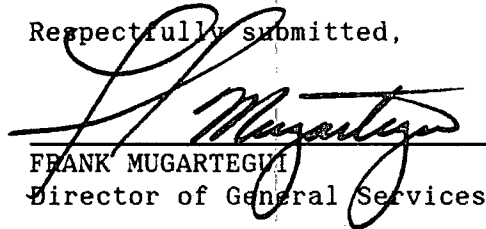
The Department of Personnel recently authorized the creation of a Maintenance Worker Career Development Program for the Fleet Management Division of the Department of General Services. This report requests authorization to adjust the Fleet Management Division's 1985-86 Approved Budget full time equivalent numbers to reflect changes connected with this new program.

RECOMMENDATION

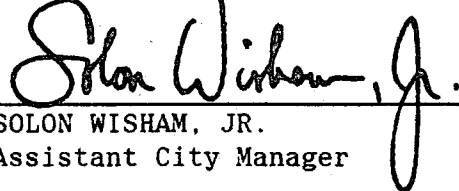
It is requested that the Budget and Finance Committee recommend that the City Council approve the attached resolution which:

1. Adjusts the Fleet Management Division's employee service complement by one full time equivalent position for a Career Development Maintenance Worker.
2. Authorizes the Fleet Management Division to appoint Mr. Booker McCoy to its new Career Development Maintenance Worker position.

Respectfully submitted,


 FRANK MUGARTEGUI
 Director of General Services

RECOMMENDATION APPROVED:


 SOLON WISHAM, JR.
 Assistant City Manager



CITY OF SACRAMENTO

DEPARTMENT OF GENERAL SERVICES

OFFICE OF THE DIRECTOR

January 15, 1985
GSA:86006

FACILITY MAINTENANCE DIVISION
FLEET MANAGEMENT DIVISION
RISK MANAGEMENT & INS. DIVISION
SUPPORT SERVICES DIVISION

City Council
Sacramento, California

Honorable Members in Session:

Subject: Addition of Maintenance Worker Position

SUMMARY

The Department of Personnel recently authorized the creation of a Maintenance Worker Career Development Program for the Fleet Management Division of the Department of General Services. This report requests that the Fleet Management Division's 1985-86 Approved Budget full time equivalent numbers be adjusted to reflect changes connected with this new program.

BACKGROUND

The Career Development Program was initiated in order to provide a method for transitioning employees, who might not otherwise have been eligible for permanent status, into career Civil Service positions. Under this program, personnel can be hired as non-career "trainees"; upon the successful completion of a six month training period, probationary status is granted in an appropriate career Civil Service class at the beginning step of the salary range. Progress throughout the training period is carefully monitored by the Department of Personnel.

ANALYSIS

A Career Development position was recently created for the Fleet Management Division to assist in 24th Street Corporation Yard and vehicle maintenance. It is intended that Mr. Booker McCoy, a former Solid Waste Division employee, would fill the new Maintenance Worker trainee slot. Mr. McCoy has previously worked as a Park Maintenance Worker as well as a Sanitation Worker; however, due to a recently discovered arthritic condition, it is no longer possible for him to handle the bending, stooping, lifting, and carrying tasks connected with these types of jobs. The proposed Maintenance Worker position would provide a light-duty alternative, permitting Mr. McCoy to remain as a City employee.

The requirements of the Career Development Program have been reviewed with the employee. Upon Council approval of the Approved Budget change, a formal training agreement which outlines his expected duties, indicates what performance standards will be applied during the training period, and notes what supervision will be provided, will be given to Mr. McCoy.

FINANCIAL

The incremental costs associated with this program for the remainder of the 1985-86 fiscal year are projected to total \$9,411. These expenses can be absorbed within the Fleet Management Division's existing budget and no new appropriation of funds will be required. The full time equivalent numbers for organization 1941 will be increased to 25, reflecting the incorporation of this additional position.

RECOMMENDATION

Based upon the proceeding, it is recommended that the City Council adopt the attached resolution which:

1. Adjusts the Fleet Management Division's employee service complement by one full time equivalent position for a Career Development Maintenance Worker.
2. Authorizes the Fleet Management Division to appoint Mr. Booker McCoy to its new Career Development Maintenance Worker position.

Respectfully Submitted,


FRANK MUGARTEGUI
Director of General Services

RECOMMENDATION APPROVED:

WALTER SLIPE
City Manager

January 21, 1986
All Districts

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION AMENDING THE 1985-86 FLEET MANAGEMENT
DIVISION'S APPROVED BUDGET FOR THE CAREER
DEVELOPMENT PROGRAM

WHEREAS, the Council has reviewed the report prepared by the Director of General Services and concurs with his recommendations.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The Fleet Management Division's employee service complement is hereby adjusted by one full time equivalent position for a Career Development Maintenance Worker.
2. The Fleet Management Division is hereby authorized to appoint Mr. Booker McCoy to its new Career Development Maintenance Worker position.

MAYOR

ATTEST:

CITY CLERK