



CITY OF SACRAMENTO

48

DEPARTMENT OF PERSONNEL
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DONNA L. GILES
DIRECTOR OF PERSONNEL

June 19, 1981

City Council
Sacramento, California

APPROVED
BY THE CITY COUNCIL

JUN 23 1981

OFFICE OF THE
CITY CLERK

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Honorable Members in Session:

SUBJECT: Retitling of Exempt Classification of Chief Deputy City Clerk to Assistant City Clerk and the Modification of bargaining units in the Employee-Employer Relations Policy for the Classifications Assistant City Clerk and Deputy City Clerk.

SUMMARY

The attached resolutions provide for the following to occur:

1. Establishment of a new class of Assistant City Clerk and deletion of the class of Chief Deputy City Clerk.
2. Change in the representation unit of Deputy City Clerk from the Office and Technical Unit to the list of Unrepresented Management, and the addition of Assistant City Clerk to the list of Unrepresented Management.

BACKGROUND

Recently, a classification audit was performed on the Deputy City Clerk position. The audit indicated that the position was performing the duties of a higher class - Chief Deputy City Clerk. It also indicated a need to update the class specification, and retitle the update. The requested title change is consistent with class titles of other Assistant Department Head positions.

It is an employee relations practice within the City that classifications which serve as Assistant Department Heads and also those which are extremely sensitive, are assigned to units which are unrepresented. Currently, the Deputy City Clerk and Chief Deputy City Clerk classifications are assigned to Local #39, and staff feels that they should be unrepresented. Union approval for removal of the classifications from the current representation units has been obtained. Resolutions to implement the changes are attached.


FINANCIAL IMPACT

The recommended salary for Assistant City Clerk is the same as that of Chief Deputy City Clerk (\$1697 - \$2066). Upon reallocation of the Deputy City Clerk to Assistant City Clerk the salary cost will increase approximately \$271 per month. There will be a reduction in the cost of benefits from 21% for Local #39 to 16% for Unrepresented Management. Total cost approximately \$243.58 per month increase, or \$2916.72 per year.

RECOMMENDATION

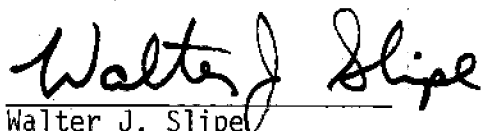
It is recommended that the City Council approve the attached resolutions.

Respectfully submitted,



Donna L. Giles
Director of Personnel

RECOMMENDATION APPROVED:



Walter J. Slipe
City Manager

Attach/

June 23, 1981

ASSISTANT CITY CLERK

DEFINITION:

To assist the City Clerk in the planning, administration and coordination of the activities of the City Clerk's Office and provide highly responsible staff assistance.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the City Clerk.
Responsibilities include the direct and indirect supervision of subordinate staff.

EXAMPLES OF DUTIES:

Plan, direct and supervise the work of office personnel.
Develop, recommend and implement operating procedures, policies and priorities.
Attend meetings of the City Council and record minutes.
Supervise the preparation of minutes, correspondence, agenda and synopsis of City Council meetings.
Write procedures and assist in the operation of the City's bidding program.
Assist in resolving work problems and interpret regulations and departmental policies to office staff, other departments and the general public.
Participate in the preparation and administration of the budget.
Serve as Acting City Clerk as required.
Perform related duties as required.

QUALIFICATIONS:

Knowledge of:

Organization and function of City government.
City Code, City Charter and State laws.
Modern office practices and procedures.
Principles of organization, administration, budget, and personnel management.

Ability to:

Plan, organize and direct the work of office personnel.
Analyze administrative problems and make appropriate recommendations.
Read and interpret a variety of legal documents.
Communicate clearly and concisely, both orally and in writing.
Work cooperatively with the City Council, City Manager, and other City

QUALIFICATIONS: (Continued)

officials and the general public.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible office and clerical experience including considerable supervisory experience.

Education:

College level courses in Business Practices, Office Management, Business Administration, Public Administration or related subjects.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:

RESOLUTION NO. 81-472

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING RESOLUTION NO. 75-164
RELATING TO THE DESIGNATION OF EXEMPT EMPLOYEES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1.

Resolution No. 75-164 is hereby amended effective June 27, 1981 by adding the following classifications to the list of exempt classifications:

Assistant City Clerk
Deputy City Clerk

SECTION 2.

Resolution No. 75-164 is hereby amended effective June 27, 1981 by deleting the following classification from the list of exempt classifications:

Chief Deputy City Clerk

MAYOR

ATTEST:

CITY CLERK

APPROVED
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JUN 23 1981

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 81-473

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING RESOLUTION
NO. 80-415, DATED JUNE 27, 1980,
RELATING TO CLASSIFICATIONS,
COMPENSATION RATES AND SALARY RANGES

APPROVED
BY THE CITY COUNCIL

JUN 23 1981

OFFICE OF THE
CITY CLERK

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1.

Effective immediately, Section 1 of Resolution No. 80-415, adopted by the City Council on June 27, 1980, is hereby amended by deleting the following classification:

| <u>Code No.</u> | <u>Department & Class Title</u> | <u>Salary Schedule No.</u> | <u>Range No.</u> | <u>Approx. Monthly Salary Range</u> |
|-----------------|--|--------------------------------|------------------|---|
| 03208 | City Clerk Chief Deputy City Clerk | V | 140 | \$1697-2066 |

SECTION 2.

Effective immediately, Section 1 of Resolution No. 80-415, adopted by the City Council on June 27, 1980, is hereby amended by adding the following classification:

| <u>Code No.</u> | <u>Department & Class Title</u> | <u>Salary Schedule No.</u> | <u>Range No.</u> | <u>Approx. Monthly Salary Range</u> |
|-----------------|---|--------------------------------|------------------|---|
| 01005 | City Clerk Assistant City Clerk | VI | 28 | \$1697-2066 |

SECTION 3.

Effective immediately, Section 1 of Resolution No. 80-415, adopted by the City Council on June 27, 1980, is hereby amended to read as follows:

| <u>Code No.</u> | <u>Department & Class Title</u> | <u>Salary Schedule No.</u> | <u>Range No.</u> | <u>Approx. Monthly Salary Range</u> |
|-----------------|---|--------------------------------|------------------|---|
| 01052 | City Clerk Deputy City Clerk | VI | 29 | \$1230-1498 |

ATTEST:

MAYOR

CITY CLERK

RESOLUTION NO. 81-474

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING RESOLUTION
NO. 77-348 ADOPTED JUNE 28, 1977
RELATING TO EMPLOYER-EMPLOYEE RELATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1.

Resolution No. 77-348, adopted June 28, 1977 is hereby amended, effective June 27, 1981, by deleting the following classification from the list of representation units as shown on Exhibit "A", Item A:

9. OFFICE AND TECHNICAL UNIT

Deputy City Clerk

11. GENERAL SUPERVISORY UNIT

Chief Deputy City Clerk

SECTION 2.

Resolution No. 77-348, adopted June 28, 1977 is hereby amended effective June 27, 1981, by adding the following classifications to the list of unrepresented management as shown on Exhibit "A"; Item B:

Deputy City Clerk
Assistant City Clerk

MAYOR

ATTEST:

CITY CLERK

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