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DEPARTMENT OF
ADMINISTRATIVE SERVICES
PERSONNEL SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

921 TENTH STREET
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SACRAMENTO, CA
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November 16, 1998

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APPROVED
BY THE CITY COUNCIL

NOV 24 1998

OFFICE OF THE
CITY CLERK

City Council
Sacramento, California

Honorable Members in Session

SUBJECT: NEW EXEMPT CLASSIFICATION – (CITY TREASURER)
EXECUTIVE SECRETARY

LOCATION AND COUNCIL DISTRICT: City

RECOMMENDATION: It is recommended that the City Council amend Resolution 98-279 to establish the exempt classification of (City Treasurer) Executive Secretary with a salary of \$2,005.43 to \$3,111.09 per month and designate the classification Administrative/Confidential.

CONTACT PERSON:

Gregory Norton, Administrative Services Manager, 264-7728
Cathy Anderson, Human Resources Administrator, 264-5826

FOR COUNCIL MEETING OF: November 24, 1998

SUMMARY:

This report recommends salary placement and Administrative/Confidential designation for the new exempt classification of (City Treasurer) Executive Secretary. The classification will be used to perform secretarial duties and serve as an assistant to the City Treasurer.

COMMITTEE/COMMISSION ACTION:

There is none required for this report.

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City Council

RE: (City Treasurer) Executive Secretary (Exempt)

BACKGROUND INFORMATION:

The (City Treasurer) Executive Secretary (Exempt) classification is being established under the provisions of City Charter Section 83 (d), which states:

83 Exemptions and classified service.

The officers and employees of the city who shall be exempt from the rules and regulations of the civil service board shall include:

- (d) Those officials of the city government responsible for the operation of a city department or division, along with those persons who may be employed as assistants to such officials;**

The (City Treasurer) Executive Secretary (Exempt) classification will serve as an assistant to the City Treasurer in the performance of high level, complex, confidential, and sensitive administrative and secretarial duties.

The proposed salary range for the new classification is \$2,005.43 - \$3,111.09. This is the same salary range as Secretary, City Manager's Office, a similar classification also used in a charter office.

It is proposed that the classification be designated Administrative/Confidential, which is consistent with other similar classifications such as Executive Secretary and Secretary, City Manager's Office. The exempt designation is consistent with similar classifications assigned to the City Attorney and City Manager, also charter officers.

No conflict of interest codes are necessary for this new classification.

FINANCIAL CONSIDERATIONS:

This report has no fiscal implications. A position currently allocated at the same salary range in the City Treasurer's Office will be reallocated to (City Treasurer) Executive Secretary (Exempt).

City Council
RE: (City Treasurer) Executive Secretary (Exempt)

ENVIRONMENTAL CONSIDERATIONS:

CEQA does not apply to general ongoing operations.

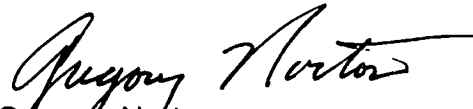
POLICY CONSIDERATIONS:

None.

MBE/WBE EFFORTS:

No goods or services are being purchased under this report.

Respectfully submitted,



Gregory Norton
Administrative Services Manager

REPORT APPROVED:



William H. Edgar
City Manager

APPROVED:



Ken Nishimoto
Director of Administrative Services

APPROVED
BY THE CITY COUNCIL

NOV 24 1998

RESOLUTION NO. 98-585

ADOPTED BY THE SACRAMENTO CITY COUNCIL

OFFICE OF THE
CITY CLERK

ON DATE OF _____

**AMENDING RESOLUTION 98-279 RELATING TO SALARY
SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY,
AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT
RESOLUTION 98-279 IS AMENDED AS FOLLOWS, EFFECTIVE NOVEMBER
28, 1998:**

Section 1.

Exhibit A, Salary Schedules, Schedule #10, Administrative/Confidential, is amended by the addition of the classification of (City Treasurer) Executive Secretary (Exempt) with a monthly salary of \$2,005.43 - \$3,111.09.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by the addition of the classification of (City Treasurer) Executive Secretary (Exempt) to Administrative/Confidential.

Section 3.

Exhibit C, Designation of Exempt job classifications, is amended by the addition of the classification of (City Treasurer) Executive Secretary (Exempt).

ATTEST

CITY CLERK

MAYOR

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____