



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

September 22, 1980

CITY MANAGER'S OFFICE
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Housing Authority of the
City of Sacramento
915 "I" Street
Sacramento, CA 95814

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Honorable Members in Session:

SUBJECT: Reclassification - Foster Grandparent Position
(Community Services Assistant)

SUMMARY

The City Personnel Department performed a classification study of the Foster Grandparent position currently being filled at the level of Community Services Assistant.

Attached is a resolution which amends the Salary and Classification Plan in the following manner:

A. Establish the job classification of Assistant to the Director-Foster Grandparent/Senior Companion Programs with the following monthly salary range:

Steps:	A	B	C	D	E
Monthly Salary:	1417	1488	1563	1642	1725

B. Amend the Employer-Employee Relations Policy by adding the above-referenced classification to the Administrative Technical Unit.

COUNTY GOVERNING BOARD
ILLA COLLINS
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FRED G. WADE

EXECUTIVE DIRECTOR
WILLIAM G. SELINE

P.O. Box 1834
SACRAMENTO, CA 95809
630 I STREET
SACRAMENTO, CA 95814
(916) 444-9210

September 30, 1980

APPROVED
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

9/30/80

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
City of Sacramento
September 22, 1980
Page TWO

BACKGROUND INFORMATION

The second level position in the Foster Grandparent Program has been staffed since March of 1977 by utilizing the generalized "Community Services" classification. The traditional duties of this classification series are closely allied to the housing and rehabilitation components of the Agency and not descriptive of the duties performed within the Foster Grandparent and Senior Companion Programs.

Pursuant to the direction of the Housing Authority, the Foster Grandparent position has been audited for a determination of the actual duties performed.

FINANCIAL DATA

The annual cost of funding the Assistant to the Director position, as recommended in this study would be \$20,700 plus \$6,210 for benefits. The annual cost of the reallocation over the July 1, 1980 salary rate would be \$1,812 plus \$544 for benefits. The City Local Tax Fund would be used to support this position as approved by Housing Authority Resolution No. 1830 on August 12, 1980.


VOTE OF COMMISSION

At a meeting on September 22, 1980, the Sacramento Housing and Redevelopment Commission Personnel Committee reviewed and unanimously approved the attached resolution.

RECOMMENDATION

It is my recommendation that you adopt the attached resolution.

Respectfully submitted,



WILLIAM C. SELINE
Executive Director

Attachments

TRANSMITTAL TO COUNCIL:



WALTER J. SLIVE
City Manager

Contact Person: Jerry Sykes, 444-9210, ext. 258

RESOLUTION NO. 1840

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

September 30, 1980

ESTABLISHING ASSISTANT TO THE DIRECTOR-FOSTER GRANDPARENT/SENIOR COMPANION PROGRAMS CLASSIFICATION AND SALARY RANGE

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO:

- The job classification of Assistant to the Director-Foster Grandparent/Senior Companion Programs is hereby established. The Salary range for this classification shall be:

Schedule III, Range 10A

Steps:	A	B	C	D	E
Monthly Salary:	1417	1488	1563	1642	1725
Bi-Weekly Salary:	653.76	686.72	721.36	757.76	796.00
Hourly Salary:	8.172	8.584	9.017	9.472	9.950

- The Employer-Employee Relations Policy is hereby amended to add the above-referenced classification to the Administrative and Technical representation unit.
- The Executive Director is hereby authorized to incorporate the above-referenced position into the Foster Grandparent/Senior Companion Programs' FY 80-81 annual budget and fund the position from the City Local Tax Fund.

CHAIRPERSON

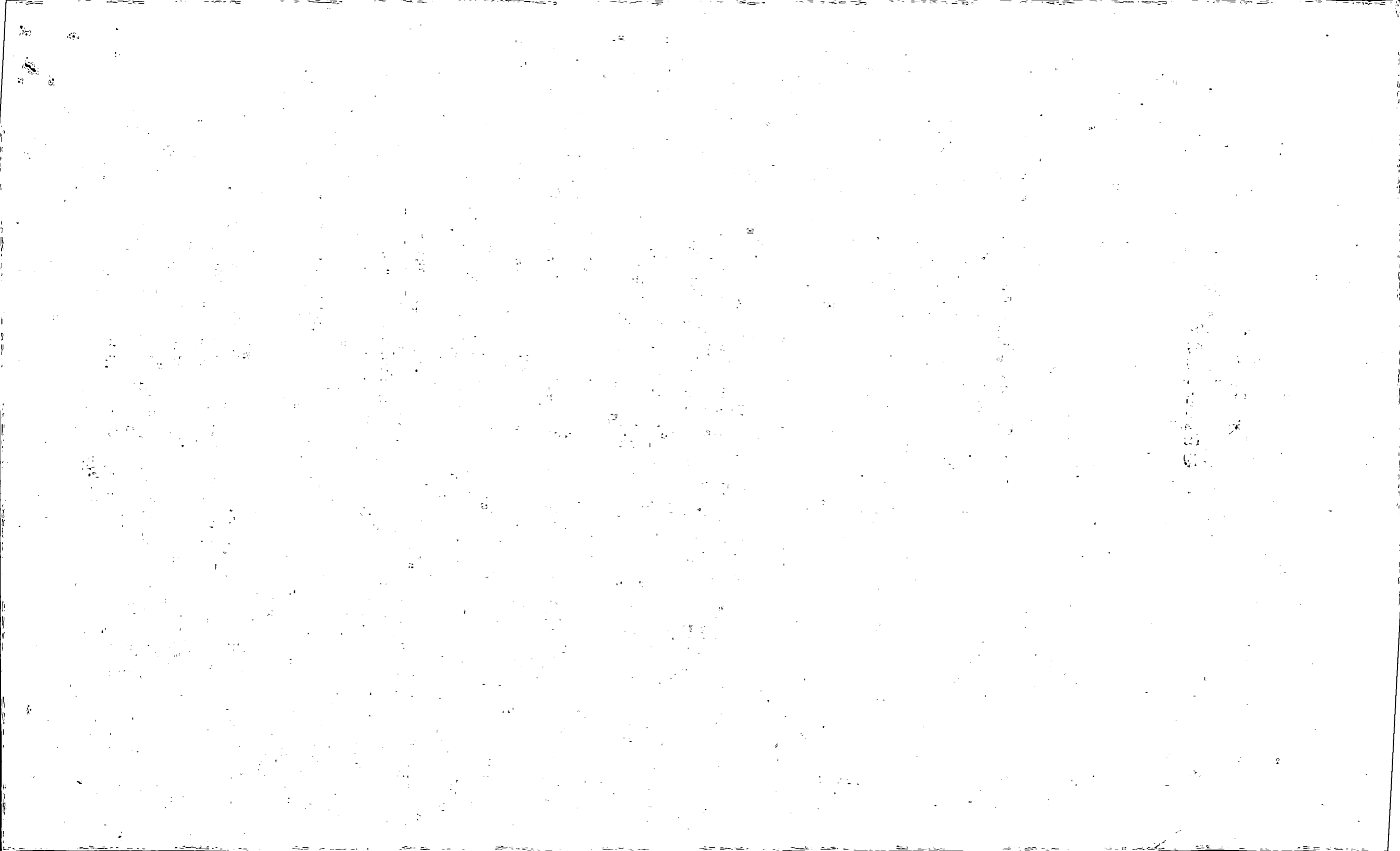
ATTEST:


 SECRETARY

APPROVED
SACRAMENTO HOUSING AUTHORITY

Date 9/30/80

APPROVED



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

September 19, 1980

MEMORANDUM

TO: John R. Worcester, Personnel Management Administrator

FROM: Jerry T. Sykes, Associate Personnel Analyst

SUBJECT: Reclassification - Foster Grandparent Position
(Community Services Assistant)

SUMMARY

The Housing Authority of the City of Sacramento on August 12, 1980, approved Resolution No. 1830 which directed that a reclassification study be accomplished for the Foster Grandparent position currently being filled at the level of Community Services Assistant.

Based upon the analysis of the allocation factors of the actual job as performed, it is concluded that the duties and responsibilities are unique to the Foster Grandparent/Senior Companion Programs. Therefore, it is recommended that the current position of Community Services Assistant be reallocated to the classification of Assistant to the Director-Foster Grandparent/Senior Companion Programs.

BACKGROUND INFORMATION

The second level position in the Foster Grandparent Program has been staffed since March of 1977 by utilizing the generalized "Community Services" classification. The traditional duties of this classification series are closely allied to the housing and rehabilitation components of the Agency and not descriptive of the duties performed within the Foster Grandparent and Senior Companion Programs.

Pursuant to the direction of the Housing Authority, the Foster Grandparent position has been audited for a determination of the actual duties performed.

ANALYSIS

The duties and responsibilities of the position include supervision of approximately ten Senior Companions serving in the homebound component and approximately twenty Senior Companions serving skilled nursing facilities and senior centers. (These Senior Companion volunteers serve part-time up to twenty hours per week at a stipend of \$2.00 per hour.) Also, direction is exercised over the full-time Manager and three part-time employees in the Business Management Division of Golden Era Handicrafts. In addition, duties include selection and placement of volunteers as well as their orientation and in-service training. Other major responsibilities involve conducting in-home assessments to determine appropriateness of Senior Companion assignments, preparing reports to accommodate statistical and evaluation needs, assisting the Director in overall administration of the Foster Grandparent and Senior Companion Programs, and

assuming responsibility for the administration of the programs in the absence of the Director. The current organizational chart delineates the departmental structure. (See attachment #1)

A study was conducted of the Foster Grandparent/Senior Companion Programs throughout California. There are twenty Foster Grandparent Programs in the State including the combined community-based program under the sponsorship of the Sacramento Housing and Redevelopment Agency. Nine of the programs under the State Department of Health have recently commenced combined Foster Grandparent/Senior Companion Programs for the developmentally disabled within individual State hospitals.

The SHRA program is unique in being the only community-based combined program in the State. Foster Grandparent and Senior Companion programs are usually separate programs with separate staffing. Also, the Agency program is unique in administering seven separate grant applications whereas other agencies have no more than two grant applications to administer.

Other than the nine programs administered by the Department of Health and the Retired Senior Volunteer Program administered by the San Juan Unified School District, there is no logical comparability with other programs throughout the State. Most of the other programs are very small and limited in scope in comparison to the community-based combined programs sponsored by the Sacramento Housing and Redevelopment Agency. The class at the Department of Health administers the Foster Grandparent Program within a given State hospital and reports to a Program Coordinator while the class at San Juan Unified School District has the responsibility for the development and day-to-day operations of the Retired Senior Volunteers. Program responsibilities of both of these classifications include recruitment, orientation, training and ongoing administrative duties which are comparable to the responsibilities of the class as required in the SHRA program.

FINANCIAL DATA

Salary Considerations

Salary ranges for the classifications comparable to the Agency class are as follows:

	<u>Monthly Range</u>
State of California Department of Health Project Coordinator	\$1483 - 1782
San Juan Unified School District Program Manager	1190 - 1717
Average:	1337 - 1750
Recommended Range Assistant to the Director, Foster Grandparent/Senior Companion Programs	1417 - 1725

The salary of the individual assigned to this responsibility in SHRA was \$1574 per month as of July 1, 1980; however, the position was downgraded because of program monetary constraints to the class of Community Services Assistant at \$1401 per month as of August 9, 1980.

Although the maximum average of the comparable classes in other agencies is \$1750 per month, it would be appropriate to allow for a minimum of 15% differential between the Director and the Assistant to the Director. The current maximum salary for the Director is \$1985 per month. Therefore, placing the salary for the proposed Assistant to the Director at \$1417 - 1725 per month would be justified. This proposed range would result in \$151 per month increase over the salary of the incumbent as of July 1, 1980. This range is warranted because of the breadth of duties and responsibilities requiring a knowledge of both the Foster Grandparent and Senior Companion Programs.

Funding

The annual cost of funding the Assistant to the Director position, as recommended in this study would be \$20,700 plus \$6,210 for benefits. The annual cost of the reallocation over the July 1, 1980 salary rate would be \$1,812 plus \$544 for benefits. The City Local Tax Fund would be used to support this position as approved by Housing Authority Resolution No. 1830 on August 12, 1980.

RECOMMENDATION

It is recommended that:

1. The position presently allocated to the Community Services Assistant classification in the Foster Grandparent Program be reallocated to the classification of Assistant to the Director-Foster Grandparent/Senior Companion Programs.
2. The salary range of \$1417 - 1725 be approved for this classification.
3. This classification be placed within the Administrative and Technical Unit of the Sacramento Housing and Redevelopment Agency's Employer-Employee Relations Policy.


JERRY T. SYKES
Associate Personnel Analyst

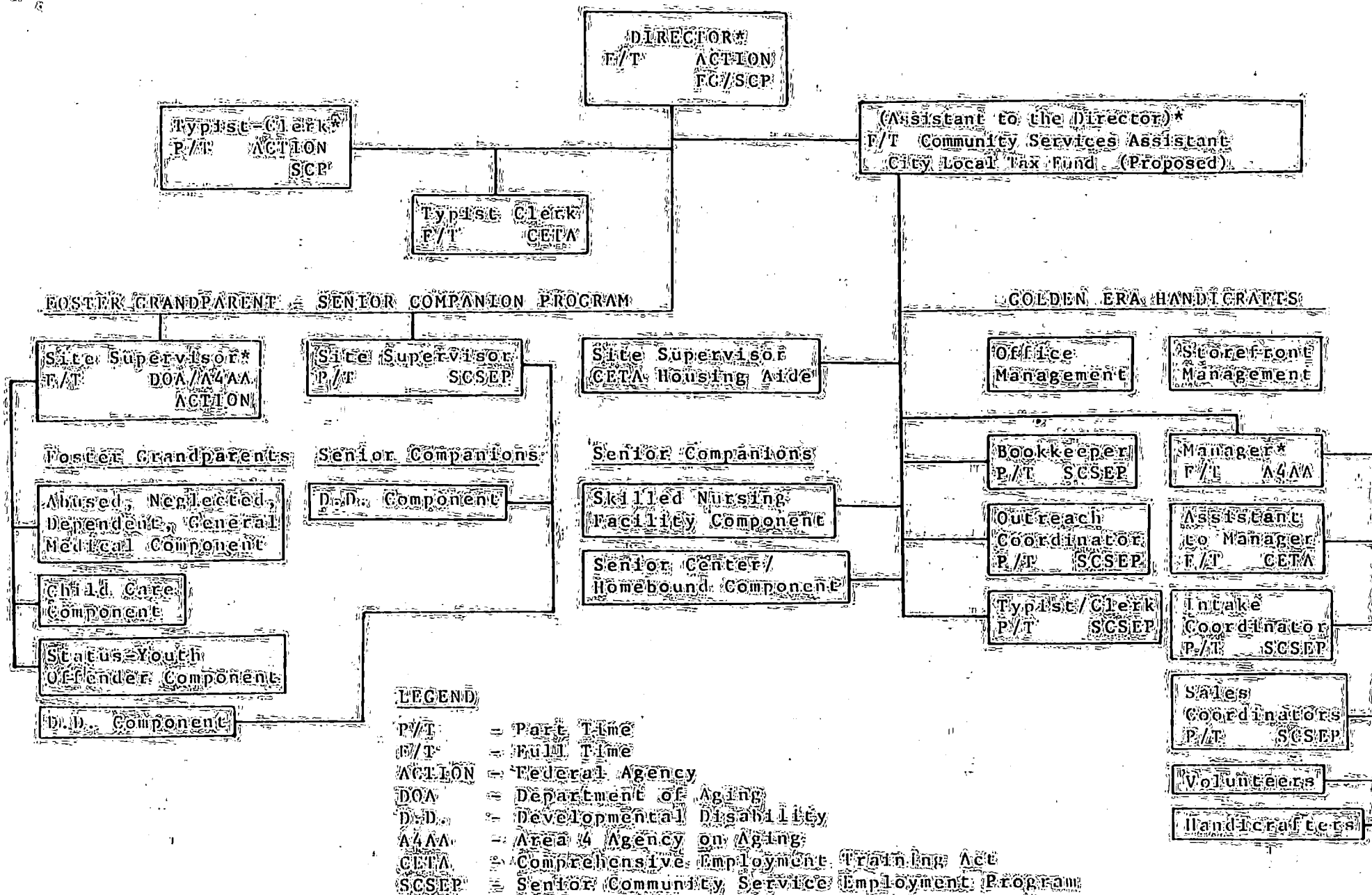
Attachment: Job Specification

APPROVED:


JOHN R. WORCESTER
Personnel Management Administrator


DONNA L. GILES
Director of Personnel

**FOSTER GRANDPARENT & SENIOR COMPANION PROGRAM
GOLDEN ERA HANDICRAFTS**



LEGEND

- P/T = Part Time
- F/T = Full Time
- ACTION = Federal Agency
- DOA = Department of Aging
- D.D. = Developmental Disability
- A4AA = Area 4 Agency on Aging
- CETA = Comprehensive Employment Training Act
- SCSEP = Senior Community Service Employment Program

*SHRA positions

ASSISTANT TO THE DIRECTOR

FOSTER GRANDPARENT / SENIOR COMPANION PROGRAMS

DEFINITION:

To perform professional work in the administration of the Foster Grandparent / Senior Companion Program.

DISTINGUISHING CHARACTERISTICS:

An incumbent of this class works under general direction and is expected to exercise independent judgement in the performance of administrative duties, with only occasional instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Director Foster Grandparent / Senior Companion Program.

Assignments include direct and indirect supervision over Senior Companion Program staff.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include, but not limited to the following:

Supervision of Senior Companion Program and Senior Companion Volunteers.

Conduct in-home assessments to determine appropriateness of Senior Companion assignments.

Prepare reports to accommodate statistical and evaluation needs.

Maintain necessary program records for the Senior Companion component.

Process payroll and volunteers' time sheets.

Provide information and necessary counselling to volunteers.

Assist Director with selection and placement of volunteers, orientation and in-service training.

Monitor grant funding and prepare budget requests as necessary.

Administer Foster Grandparent / Senior Companion programs in the absence of the Director.

Perform related duties as required.

QUALIFICATIONS:

Knowledge of:

Principles and practices of public administration.

Service delivery programs and community resources directed toward developmentally disabled or geriatric populations.

The grant process and budget management.

Basic medical terminology and health care systems.

Principles of supervision and training.

Ability to:

- Function effectively under conditions which may be stressful to clients and/or Senior Companion volunteers.
- Communicate clearly and concisely, orally and in writing.
- Understand the psycho-social aspects of long term or chronic illness.
- Develop case management plans to include interagency participation.
- Organize, supervise and direct the activities of volunteers.

Possession of:

A valid California Driver's License at the time of appointment.

EXPERIENCE AND EDUCATION:

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

Experience:

Two years of full-time professional work experience in programs for the elderly or handicapped.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Health, Social Work, Gerontology, Therapeutic Recreation, or closely related field.

Adopted:

Revised:

Title Change:

Abolished: