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DEPARTMENT OF  
PERSONNEL

PERSONNEL MANAGEMENT  
SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

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SACRAMENTO, CA  
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DONNA L. GILES  
DIRECTOR OF  
PERSONNEL

August 29, 1989

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session

SUBJECT: PERSONNEL DEPARTMENT REORGANIZATION

SUMMARY

This report describes a reorganization of the Personnel Department and recommends the addition of one position to implement the reorganization.

BACKGROUND AND ANALYSIS

The Personnel Department is undergoing a reorganization which affects several positions. The Department currently has three Divisions: Occupational Health and Safety, Personnel Management Services, and Employee Services. The Employee Services Manager will be retiring at the end of August. This creates an opportunity to realign the functions of Employee Services under the other two Divisions.

Under the reorganization, the retirement function will become part of Occupational Health and Safety, which will then be named the Occupational Health, Safety, and Retirement Division. This makes sense because of the close ties between workers' compensation, which is already part of that Division, and the retirement function. The benefits function, which also includes personnel transactions and records, will become part of Personnel Management Services, which will then be named Personnel Services Division. This will be helpful because benefits are part of compensation, and Personnel Services already has compensation functions due to its responsibility for classification and pay. The transactions and records also fit because they are closely connected with the selection and personnel management functions of the Division.

As a result of the reorganization, several changes in positions will occur:

1. The Employee Services Manager position will be deleted. The duties of this position will be divided between the remaining two Division Managers and two key assistants - the Benefits Officer and the Retirement Officer.

2. Two new Typist Clerk III's are necessary to support the workload of the Benefits Officer and Retirement Officer. These positions will be funded out of savings from the deletion of the Employee Services Manager.

3. A Workers' Compensation Supervisor position will be created by reallocating an existing position. This will allow the Occupational Health, Safety, and Retirement Division Manager, to whom the Supervisor will report, to spend more time managing and to get out of handling a case load.

The net result of the reorganization will be to add one position.

FINANCIAL IMPACT

The Personnel Department reorganization will require no additional General Fund or Risk Management support.

POLICY CONSIDERATIONS

None.


MBE/WBE IMPACT

None.

RECOMMENDATIONS

I recommend that the Budget and Finance Committee forward to the full City Council the attached resolution with a recommendation for approval.

Respectfully Submitted,



Donna L. Giles  
Director of Personnel

Approved:



Jack Crist  
Deputy City Manager

Contact Person: Donna L. Giles, Director of Personnel, 449-5270

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF August 29, 1989

## RESOLUTION APPROVING THE REORGANIZATION AND STAFFING CHANGES IN THE PERSONNEL DEPARTMENT

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

1. That the proposed reorganization of the Personnel Department is hereby approved.
2. That the staffing changes as outlined below are hereby approved:

Current

Reorganization

1.0 Employee Services Manager

2.0 Typist Clerk III

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FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_