



September 7, 1989

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: REQUEST FOR STAFF AIDE POSITION IN THE LIBRARY,
LIBRARY SUPPORT SERVICES DIVISION

Sacramento Public Library
and Information Service

SUMMARY

This report recommends approval of a Staff Aide position to meet an immediate staffing need in the Library, Library Support Services Division, until an appropriate class specification can be developed.

1010-8th Street
Sacramento, CA 95814-3576
916-440-5926

BACKGROUND INFORMATION

The Sacramento Public Library has in-house capabilities for producing a majority of the Library's informational and promotional printed materials. The graphic design, printing, and display needs of the department are increasing substantially due to the current expansion of the Central Library and to a desire for centralization and coordination of the graphic arts activities for the entire Library system.

The graphic arts operation for the Library is currently directly supervised by the Library Community Relations Coordinator. Due to a growing need for graphic materials, the Library's graphic arts operation will soon require additional staff and a greater coordination of activities. Therefore, it is recommended that a new class be developed to be responsible for supervising the Library's graphic arts operation, including design, press operations, and display. The Library's graphic arts operation will still fall under the indirect supervision of the Library Community Relations Coordinator; however, the creation of the new class will provide the Library with more direct supervision and coordination of graphic arts activities. It will also allow the Coordinator to devote more time to community relations and promotional activities.

There is no City classification which encompasses the duties and responsibilities of this position; therefore, it is recommended that the Staff Aide classification be utilized to meet the immediate need for an individual who will supervise one subordinate as well as direct the graphic arts activities. The Staff Aide classification would be utilized until an appropriate class specification can be developed. The Staff Aide classification will be utilized for no more than twelve months.

FINANCIAL IMPACT

The current position of Graphic Designer will become vacant in mid-September. This position will be changed to Staff Aide. Recommended salary for the Staff Aide is \$13.769 per hour. Salary currently budgeted for the Graphic Designer in the 89/90 Library Budget is more than adequate to cover the recommended salary for the Staff Aide. The recommended "A" step salary of \$13.769 is 9.8% higher than the "A" step for Graphic Designer, a class which will be supervised by this new class.

POLICY CONSIDERATIONS

None

MBE/WBE EFFORTS

No impact

RECOMMENDATION

It is recommended that the Budget and Finance Committee approve the Director of Personnel's recommendation to the City Council to use the Staff Aide classification in the Library, Library Support Services Division, for up to twelve months at \$13.769 per hour.

Respectfully submitted



Richard M. Killian
Library Director

Recommendation Approved:



Jack R. Crist
Deputy City Manager

Attachments:

Contact Person to
Answer Questions:

CATHY BODENHAMER, PERSONNEL ANALYST II
449-5726

All Districts



2

DEPARTMENT OF
PERSONNEL

CITY OF SACRAMENTO
CALIFORNIA

801 NINTH STREET
ROOM 210
SACRAMENTO, CA
95814-2693

PERSONNEL MANAGEMENT
SERVICES DIVISION

916-449-5726

September 1, 1989

DONNA L. GILES
DIRECTOR OF
PERSONNEL

City Council
Sacramento, California

Honorable Members in Session:

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SERVICES DIVISION

SUMMARY

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There is no City classification which encompasses the duties and responsibilities of this position; therefore, it is recommended that the Staff Aide classification be utilized to meet the immediate staffing need until an appropriate class specification can be developed. The Staff Aide classification will be utilized for no more than twelve months.

SALARY AND FUNDING

Funds for the position are available through the 89/90 Library General Fund budget. It is recommended that the salary be set at \$13.769 per hour. This rate is approximately 9.8% higher than Graphic Designer, a class which will be supervised by this new class.

POLICY CONSIDERATIONS

None.

MBE/WBE EFFORTS

No impact.

RECOMMENDATION

It is recommended that the City Council approve the use of the Staff Aide classification in the Library, Library Support Services Division, for up to twelve months at \$13.769 per hour.

Respectfully submitted

Donna L. Giles
Director of Personnel

Recommendation Approved:

Walter J. Slipe, City Manager

Contact Person to
Answer Questions:

CATHY BODENHAMER, PERSONNEL ANALYST II
449-5726

All Districts
9/12/89

DLG/CB/itt