



CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL

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DONNA L. GILES
DIRECTOR OF PERSONNEL

APPROVED
BY THE CITY COUNCIL

MAR 30 1982

OFFICE OF THE
CITY CLERK

March 19, 1982

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Establishment of Unrepresented Classification of Workers' Compensation Claims Manager (Exempt); Revised Salary for Employee Services Manager (Exempt); Abolishment of Classifications of Chief of Safety and Training (Exempt) and Supervising Workers' Compensation Claims Representative (Exempt).

SUMMARY

A reorganization of some functions in the Personnel Department requires establishing an exempt, unrepresented classification of Workers' Compensation Claims Manager; revising the salary of Employee Services Manager (exempt); and abolishing the exempt classifications of Chief of Safety and Training and Supervising Workers' Compensation Claims Representative. Resolutions making necessary changes to the Salary Schedules, Exempt Position Listing, and Employee Relations Policy are attached.

BACKGROUND

Until recently, the Employee Services Division in the Personnel Department included the following functions: retirement system management; administration of death benefits and other insurance programs; maintenance of personnel master records; personnel document processing; the position control; administration of the deferred compensation program; workers' compensation claims administration; safety; vocational rehabilitation; and medical evaluation administration. There were three exempt management positions in the division: the Employee Services Manager which reported to the Director; Chief of Safety and Training which reported to the Manager; and Supervising Workers' Compensation Claims Representative which reported to the Chief.

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Under the reorganization, two divisions have been created, and one position eliminated (Organization Chart attached). The Employee Services Division has retained the first six functions listed above, and the Workers Compensation Claims Division has assumed the last four functions. The Employee Services Manager continues to report to the Director. The Chief of Safety and Training has been eliminated. Workers' Compensation Claims Manager, which now is a division-level position and has significant new functions beyond the previous Supervising Workers' Compensation Claims Representative position, reports to the Director.

As a result of the reorganization, the Exempt Position Resolution needs to be revised to add the Workers' Compensation Claims Manager classification, and delete the Chief of Safety and Training, and Supervising Workers' Compensation Claims Representative classifications.

In addition, the Employee Relations Policy needs to be revised. The Workers' Compensation Claims Manager classification should be placed in the unrepresented category because of its division-level status. This is consistent with the other two division manager classifications in the Personnel Department, as well as the Affirmative Action Officer and Confidential Secretary, all of which report to the Director and are unrepresented. The Chief of Safety and Training needs to be deleted from the unrepresented category since it is being eliminated, and the Supervising Workers' Compensation Claims Representative classification needs to be deleted from the General Management Unit, since it also will no longer be used.

FISCAL INFORMATION

Both the Workers' Compensation Claims Manager and the Employee Services Manager classifications are proposed to be paid at \$2449 - \$2977 month. The latter currently is paid \$2654 - \$3226 per month. The proposed salary is the same as several other comparable management-level classifications such as Computer Operations Manager, Systems and Programming Manager, Golf Superintendent, and Zoo Superintendent. The total cost of the new, revised and abolished classifications produces a savings of \$3070 per month, which equals \$9210 for the remainder of the fiscal year.

RECOMMENDATION

It is recommended that the City Council approve the attached Resolutions, which amend the following Resolutions:

1. #81-485 (Unrepresented Management Salaries): Workers' Compensation Claims Manager is added at a salary of \$2449 - \$2977, Employee Services Manager is changed from \$2456 - \$3226 to \$2449 - \$2977, and Chief of Safety and Training is deleted.

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2. #81-550 (General Management Unit Salaries): Supervising Workers' Compensation Claims Representative is deleted.
3. #75-164 (Exempt Position Listing), #81-885 (Employee Relations Policy): Workers' Compensation Claims Manager is added, and Chief of Safety and Training and Supervising Workers' Compensation Claims Representative are deleted.

Respectfully submitted,



Donna L. Giles
Director of Personnel

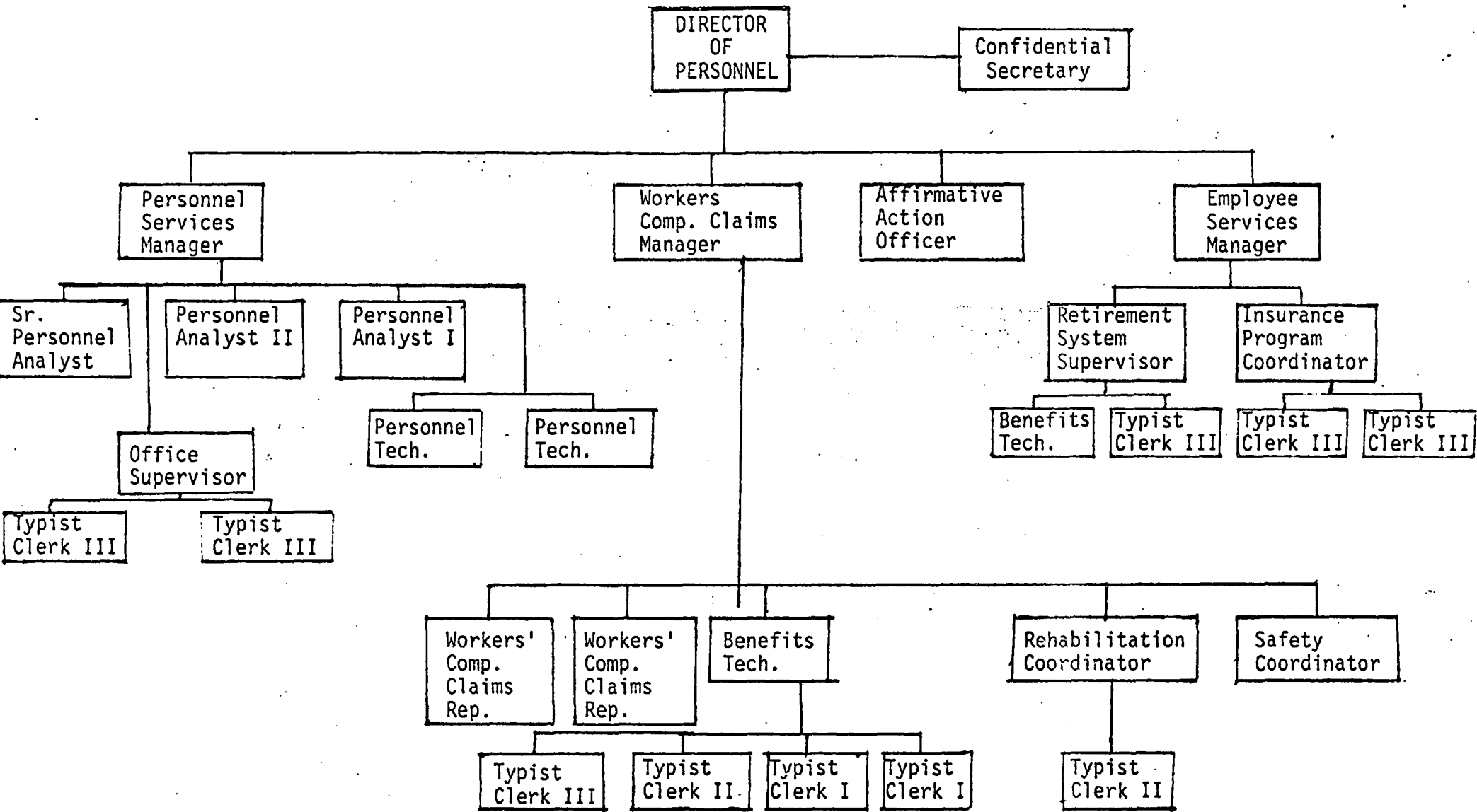
RECOMMENDATION APPROVED:



Walter J. Slupe
City Manager

Attach/

All Districts
March 30, 1982



RESOLUTION NO. 82-222

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING RESOLUTION NO. 81-485 ADOPTED JUNE 29, 1981, RELATING TO SALARIES AND BENEFITS OF UNREPRESENTED MANAGEMENT EMPLOYEES, UNREPRESENTED CONFIDENTIAL EMPLOYEES, AND UNREPRESENTED NON-CAREER EMPLOYEES OF THE CITY OF SACRAMENTO

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

Section 1:

Effective immediately Section 1 of Resolution No. 81-485, adopted by the City Council on June 29, 1981, is hereby amended by adding the classification and salary data as specified below for the first classification, and revising the salary for the second classification:

<u>Code No.</u>	<u>Classification</u>
01088	Workers' Compensation Claims Manager
01060	Employee Services Manager

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Scheduled Monthly/Bi-weekly/Hourly Rates

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
2,449.37	2,571.92	2,700.53	2,835.56	2,977.35
1,130.48	1,187.04	1,246.40	1,308.72	1,374.16
14.131	14.838	15.580	16.359	17.177

Section 2:

Effective immediately Section 2 of Resolution No. 81-485, adopted by the City Council on June 29, 1981, is hereby amended by deleting the classification and salary data as specified below:

<u>Code No.</u>	<u>Classification</u>
01077	Chief of Safety and Training

Scheduled Monthly/Bi-weekly/Hourly Rates

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
2,280.37	2,394.43	2,514.20	2,639.87	2,771.95
1,052.48	1,105.12	1,160.40	1,218.40	1,279.36
13.156	13.814	14.505	15.230	15.992

MAYOR

ATTEST:

CITY CLERK

RESOLUTION NO. 82-223

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 immediately by adding the classification as set forth below to the list of exempt classifications.

Department of Personnel

Workers' Compensation Claims Manager

Section 2:

Resolution No. 75-164 is hereby amended effective immediately by deleting the classifications as set forth below from the list of exempt classifications.

Department of Personnel

Chief of Safety and Training

Supervising Workers' Compensation Claims Representative

MAYOR

ATTEST:

CITY CLERK

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RESOLUTION NO. 82-224

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING RESOLUTION NO. 81-885
ADOPTED DECEMBER 1, 1981, RELATING TO EMPLOYER-
EMPLOYEE RELATIONS

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

Section 1:

Exhibit "A", Item B of Resolution 81-885, adopted December 1, 1981, is hereby amended by adding thereto the classification as set forth below:

Workers' Compensation Claims Manager

Section 2:

Exhibit "A", Item B of Resolution 81-885, adopted December 1, 1981, is hereby amended by deleting therefrom the classification as set forth below:

Chief of Safety and Training

Section 3:

Exhibit "A", Item A of Resolution 81-885, adopted December 1, 1981, is hereby amended by deleting therefrom the classification as set forth below:

Supervising Workers' Compensation Claims Representative

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RESOLUTION NO. 82-225

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING RESOLUTION NO. 81-550
ADOPTED JULY 24, 1981, RELATING TO SALARIES
AND BENEFITS

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

Section 1:

Effective immediately, Section 1 of Resolution No. 81-550, adopted by the City Council on July 24, 1981, is hereby amended by deleting the classification specified below:

<u>Code No.</u>	<u>Classification</u>
14080	Supervising Workers' Compensation Claims Manager

MAYOR

ATTEST:

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