



CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL
PERSONNEL MANAGEMENT SERVICES DIVISION
801 NINTH STREET, ROOM 210
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5726/5729

DONNA L. GILES
DIRECTOR OF PERSONNEL

March 3, 1981

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: DOL FREEZE OF CETA POSITIONS AND ADDITIONAL CUTS IN CETA FUNDING

The Department of Labor froze Title II-D and Title VI hiring effective March 2, 1981. DOL in a telegram (attached) dated February 27, 1981, additionally noted that the President is submitting a plan to Congress terminating Title II-D and Title VI effective September 30, 1981.

No official notification has yet been received but tentative information is that the President plans to cut on a national level Title VI by 32% effective this year. Title II-D is to set aside 38% of its allocation for the 1981-82 year. Figures at the local level will probably be different, but the national cuts give an approximation. A 44.3% cut in January and a possible additional 32% cut in March, plus an overenrollment during the first five months of the federal year, would effectively end Title VI.

The 32% cut in Title VI amounts to approximately \$524,116. The 38% set aside for Title II-D amounts to \$1,314,714. The City's allocation potentially could drop \$1,838,830 and would bring the City program from \$6,130,854 to \$4,292,024. Notification is expected from DOL within two weeks. The staff will report back to the Council as quickly as possible after DOLS notification.

The proposed new allocation would leave the City with no money to support the Community-Based-Organization program, which is heavily reliant on Title VI.

Recommendation

It is recommended that a 30-day termination notice be sent to all CBOs immediately in order to formally put them on notice of the potential of funds being totally cut off or severely cut back. If conditions change favorably, the termination notice can be cancelled.

Respectfully submitted,

Donna L. Giles
Director of Personnel
BY THE CITY COUNCIL

Approved:

Walter J. Slife
City Manager

Attachment: Telegram

APPROVED
Report due
MAR -3 1981 3-17-81

OFFICE OF THE
CITY CLERK

SZC 162(1956)(1-039779M05 8025)PD 02/27/81 1910

TLX GSA FTS SFO

ZCZC 25 GOVT PD LTES SAN FRANCISCO CA 2-27-81 232PM

FMS ILLA COLLIN CHAIRPERSON

SETA GOVERNING BOARD

2020 J ST

SACRAMENTO CA 95814

SUBJECT: CETA TITLES IID AND VI ENROLLMENT/HIRING FREEZE

THIS IS TO NOTIFY YOU THAT THE PRESIDENT WILL SUBMIT A REVISED FISCAL YEAR 1981 BUDGET TO CONGRESS WHICH WILL PROVIDE FOR A REDUCTION IN AVAILABLE TITLES IID AND VI FUNDS FOR THE BALANCE OF FISCAL YEAR 1981 AND THE PHASEOUT OF THE TITLES IID AND VI PROGRAMS BY NO LATER THAN SEPTEMBER 30, 1981.

PURSUANT TO THE ABOVE, A HIRING AND ENROLLMENT FREEZE FOR ALL TITLES IID AND VI POSITIONS IS TO BE IMPLEMENTED EFFECTIVE MARCH 2, 1981.

AS A FOLLOWUP TO THIS WIRE UNILATERAL MODIFICATIONS WILL BE ISSUED

W.U. 1201-SF (R5-69)

Gov. Bd.
Xc: SENIOR STAFF
MR. Twomey
MR. Giles
MR. Pandy
MR. VASQUEZ
MR. ELLIOTT
MR. White

THAT INCLUDE THE FOLLOWING STATEMENT: "EFFECTIVE MARCH 2, 1981, THE PRIME SPONSOR SHALL NOT ENROLL ANY NEW PARTICIPANTS OR REFILL ANY VACANCIES IN PROGRAMS FUNDED UNDER TITLES IID AND VI OF THE COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA). THIS APPLIES TO ALL ACTIONS IN THE PIPELINE EXCEPT IN CASES WHERE IT CAN BE DOCUMENTED THAT AN INDIVIDUAL HAS BEEN ENROLLED PRIOR TO MARCH 2, 1981. PERSONS THAT HAD BEEN ACCEPTED BUT HAD NOT REPORTED PRIOR TO MARCH 2, 1981, MAY BE ENROLLED IF THE FOLLOWING CONDITIONS HAVE BEEN MET:

- A. SUCH INDIVIDUALS HAVE BEEN DECLARED ELIGIBLE BY THE SPONSOR'S INTAKE SYSTEM;
- B. SUCH INDIVIDUALS HAVE BEEN INTERVIEWED AND SELECTED PRIOR TO THE ABOVE DATE;
- C. A STARTING DATE MUST HAVE BEEN DETERMINED, AND THE SPONSOR MUST HAVE BEEN NOTIFIED OF THE SELECTION BY THE SUBRECIPIENT AGENCY PRIOR

W.U. 1201-SF (R5-69)

TO THE ABOVE DATE; AND

D. THE CETA INTAKE FORM MUST HAVE BEEN COMPLETED TO ACTUALLY PHYSICALLY ENROLL SSCH INDIVIDUALS AS CETA PARTICIPANTS. WHERE THIS LAST STEP WAS NOT 100 PERCENT COMPLETED PRIOR TO MARCH 2, 1981, A REASONABLE PERIOD OF TIME (UP TO ONE EXTRA WEEK) SHALL BE PERMITTED FOR THE COMPLETION OF ALL REQUIRED PAPERWORK (SUCH AS PAYROLL TRANSACTIONS). HOWEVER, AS STATED ABOVE, THE ACTUAL SELECTION AND NOTIFICATION PROCESS MUST HAVE BEEN COMPLETED PRIOR TO MARCH 2, 1981. UPON REQUEST, PRIME SPONSORS SHOULD BE PREPARED TO PRODUCE DOCUMENTATION THAT THE ABOVE REQUIREMENTS WERE MET.

THE HIRING FREEZE IS TO BE APPLIED TO ALL PROGRAMS AND ACTIVITIES (BOTH PSE AND NON-PSE) FUNDED WITH TITLES IID AND VI FUNDS. THIS INCLUDES, BUT IS NOT LIMITED TO, SUCH PROGRAMS AS WEATHERIZATION, TARGETED TECHNICAL ASSISTANCE FOR VETERANS, POSITIVE ADJUSTMENT

W.U. 1201-SF (R5-69)

ASSISTANCE, DISPLACED HOMEMAKERS, AND WELFARE REFORM."

THE PRIME SPONSOR SHOULD NOTIFY ITS SUBRECIPIENTS FUNDED WITH TITLE IID AND VI FUNDS OF THIS ACTION.

THE REGIONAL OFFICE WILL CEASE TO PROCESS THE JANUARY 31, 1981, TITLE IID MODIFICATION AND FEBRUARY 28, 1981, TITLE VI MODIFICATION THAT WERE SUBMITTED TO REFLECT, RESPECTIVELY, FUNDING LEVELS CONTAINED IN THE FIRST AND SECOND FY 1981 CONTINUING RESOLUTIONS PASSED BY CONGRESS. THESE MODIFICATIONS WILL BE RETURNED TO THE PRIME SPONSOR. FURTHER ACTION ON THESE MODIFICATIONS WOULD BE BOTH INAPPROPRIATE AND IMPRACTICAL. IN ORDER TO ISSUE ADMINISTRATIVE FUNDS, THE MODIFICATION OF THE ADMINISTRATIVE COST POOL SUBPART WILL BE PROCESSED WITHOUT CONTRIBUTIONS FROM TITLE IID AND VI. THE PRIME SPONSOR SHOULD EXERCISE CAUTION IN THE EXPENDITURE OF ADMINISTRATIVE FUNDS SINCE REDUCTION IN OVERALL FUNDS REDUCES

W.U. 1201-SF (R5-69)



Telegram

ALLOWABLE ADMINISTRATIVE FUNDS.

THE PRIME SPONSOR IS TO CONTINUE TO OPERATE ITS PROGRAMS IN ACCORDANCE WITH THE EXISTING APPROVED PLANS AND THE UNILATERAL MODIFICATION IMPLEMENTING THE HIRING FREEZE. ADDITIONAL INSTRUCTIONS AND ALLOCATIONS BASED ON THE ANTICIPATED CHANGES IN BUDGET AUTHORITY WILL BE ISSUED SHORTLY. THESE INSTRUCTIONS WILL ADVISE THE PRIME SPONSOR OF THE CHANGES WHICH WILL BE NECESSARY TO PHASE OUT THE TITLES IID AND VI PROGRAMS IN ACCORDANCE WITH BOTH THE ANTICIPATED CHANGES IN FISCAL YEAR 1981 TITLES IID AND VI BUDGET AUTHORITY AND THE FISCAL YEAR 1982 BUDGET REQUEST.

WE ANTICIPATE THAT THE ADDITIONAL INSTRUCTIONS WILL BE ISSUED WITHIN THE NEXT TWO WEEKS.

ANNUAL FORMAL PERFORMANCE ASSESSMENT OF PSE PROGRAMS FOR FY 1981 AS OUTLINED IN CETA REGIONAL BULLETIN 139-80 IS CANCELLED. ALTHOUGH

W.U. 1201-SF (R6-69)

NO LONGER MANDATED, THE REGIONAL OFFICE WILL USE THE PSE ATTACHMENT TO THE ASSESSMENT PACKAGE TO MONITOR PSE COMPLIANCE ISSUES ON A SELECTIVE BASIS DURING THE BALANCE OF THE FISCAL YEAR.
A COPY OF THIS WIRE IS BEING SENT TO THE CETA DIRECTORS.

CAROLYN M GOLDING (9TGCS-TO) REGIONAL ADMINISTRATOR ETA/US DEPT OF LABOR SAN FRANCISCO CA TLX 34461

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W.U. 1201-SF (R6-69)



CITY OF SACRAMENTO

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PERSONNEL MANAGEMENT SERVICES DIVISION
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TELEPHONE (916) 449-5726/5729

DONNA L. GILES
DIRECTOR OF PERSONNEL

February 25, 1981

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: CETA PROGRAM STATUS REPORT

SUMMARY

This report describes alternatives for reducing CETA staffing in City Departments and CBOs to get down to the latest reduced level of \$6,130,854. The recommended alternative is reducing staffing to the levels in effect as of the freeze imposed January 12, 1981, continuing a freeze on hiring, and not laying off participants.

In addition, administration of CBO programs would continue to be handled by the City, because the SETA has advised it would be unable to perform the administration.

BACKGROUND

Funding for the City CETA program has been reduced from \$8,395,932 to \$6,130,854. The City's allocation increased from \$6,066,786 at the time of the last report because of a change in the City-County allocation formula. The additional \$64,068 was placed on job slots. Staff recommended an across the board cut by funding title for both CBOs and City departments in a report dated January 21, 1981. The City Council reviewed this report on January 27, 1981, and directed the staff to report back on March 3 with final recommendations which considered:

- (1) Eliminating CBO positions in federal and state agencies since these larger agencies are more resilient and have more available resources to withstand such cuts.
- (2) Maintaining City department positions to the extent possible to provide optimum City municipal services.
- (3) Establishing criteria to make required cuts.
- (4) Recommendations and input from SEATAC Funding Committee, SEATAC and JPA.

The JPA at its meeting of February 25, 1981 adopted the following policy for cutting back the program:

(1) Establish minimum number of positions below which there is no cut. For example, programs with two positions or less would not be cut. The City could set this limit at one.

(2) Limit participation to fourteen months: allow participant time, however, to attend Job Search training.

(3) In negotiating new contracts with CBOs consider:

- a. Maintenance of effort.
- b. Average annual wage.
- c. Direct client services provided by specific job slots.
- d. Maintain mix of services provided by CBOs.
- e. Consider effect of cuts on other funding sources.
- f. All PSEs who must be laid off be sent to Job Search.

(4) Compute savings as a result of defunding state and federal agencies, cutting participant time to fourteen months and the impact of over expenditure the first four months.

(5) Cut programs by same percentage across the board after above computations completed.

The Council also directed the staff to negotiate a final MOU with SETA for administration of City CBOs.

DISCUSSION

Funding Reductions

There are three basic alternatives to consider in implementing the reduction. In view of the likelihood that the CETA program will be eliminated in the next year, the objective of whatever action the Council takes should be to phase out CETA positions.

Option 1: Eliminate state and federal CBOs and give these positions to the City; reduce to CETA staffing level of other CBO and City positions as of January 12 freeze; and maintain freeze permanently.

Eliminating funding to state and federal agencies would have the following impact:

<u>Agency</u>	<u>Funding Title</u>	<u>Total Positions</u>	<u>Positions Filled</u>
CSUS-PASAR	II-D	5	4
FAA	II-D	4	4
SMUD	II-D	5	5
U.S. Dept. of Commerce	II-D	1	1
UCD Medical Center	II-D	15	2
State CETA (CYA)	VI-Sustaining	19	14
State CETA	VI-Projects	12	5
State CETA	II-D	<u>11</u>	<u>8</u>
Total		72	42

However, a significant disadvantage of this would be that forty-two employees would be laid off, while other alternatives would not require this.

Even if these cuts were made, other CBO and City CETA positions would be reduced to the actual staffing levels in effect as of the January 12 freeze, and positions would not be refilled. (Although City levels would be increased by the approximate forty-two positions.)

Option 2: Change PSE participation to fourteen months. SEATAC recommended changing participant time from eighteen to fourteen months for both City departments and CBOs. The financial impact would be as follows:

City Savings	\$264,000
CBO Savings	159,000

Early lay offs would start effective May 1, 1981 using this plan. A participant scheduled for lay off in August would be notified in April and layed off May 1, 1981. While this plan would save money and lift the freeze earlier, it could be disruptive to City departments and CBOs and a difficult situation for the participant.

It is estimated the savings could support forty-eight positions for six months and bring the City enrollment level to 278 by May if all savings were assigned to the City and none to CBOs. The freeze could be lifted within the next sixty to ninety days.

Option 3: Reduce to staffing levels as of January 12, 1981 freeze and maintain freeze permanently. The City as the advocate of the "compassionate lay off plan" must strongly consider reducing through attrition instead of lay offs. The CETA program has the advantage of built-in attrition because of the eighteen month limitation on participation. Staff has calculated actual cost to date, cost to fund all current en-

rollees through eighteen months, training costs and administration and estimates the program can be wound down by September 30, 1981 with no lay offs. A freeze would have to be imposed through September 30, 1981 for both City departments and CBOs. The City could refill some positions if turnover were accelerated because of transition, voluntary quits and release for cause.

Contracting CBO Administration to SETA

The SETA advised the staff on February 24 that it does not want to administer the City's CBO contracts, due to staffing reductions and the likely elimination of the PSE program.

The City could fulfill its program requirements by assigning a current personnel analyst to program monitoring and substituting an accountant for one of the frozen personnel analyst positions to do fiscal monitoring. The accountant would be hired on a limited term basis. This staffing could be accomplished within the current direct cost budget. The positions of Chief of Employment Programs and a Personnel Technician would not be filled because of the lower program allocation. Only nine of the eleven positions assigned to the Personnel Department by the City Council would be filled. Of the original \$281,000 approved by the City Council for CETA program administration, it is estimated only \$221,000 would be spent. \$60,000 will be transferred back to PSE enrollees.


RECOMMENDATIONS

(1) Continue a hiring freeze on CBO positions through September 30, 1981, and reduce to staffing levels of January 12, 1981. Those CBOs with only one position could refill that position if it became vacant before September 30, 1981. CETA-GA program to receive full \$420,000 as provided in contract.

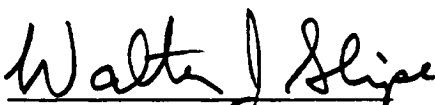
(2) Continue a hiring freeze on City department positions through September 30, 1981, and reduce to staffing levels of January 12, 1981. Those departments with only one position could refill that position if it became vacant before September 30, 1981. If sufficient savings are realized through faster attrition, additional positions could be filled based on recommendation of Personnel Department and approval of City Manager.

(3) The \$60,000 set aside for SETA to administer CBOs be transferred to the wage and fringe cost category for PSE enrollees. Personnel Department be authorized to hire a limited term accountant to fill vacant personnel analyst position.

Respectfully submitted,


Donna L. Giles
Director of Personnel

Recommendations Approved:


Walter J. Slive
City Manager

CITY-CBO REPORT
Enrollment Status
February 13, 1981

<u>City</u>	<u>\$8,395,932 Budget</u>	<u>\$6,130,854 Budget</u>	<u>Actual 02/13/81</u>
II-D	303	237	249
VI-Sustaining	54	27	43
VI-Projects	<u>36</u>	<u>20</u>	<u>19</u>
Total	<u>393</u>	<u>284</u>	<u>311</u>
<u>CBO</u>			
II-D	136	107	82
VI-Sustaining	45	25	35
VI-Projects	<u>103</u>	<u>57</u>	<u>71</u>
Total	<u>284</u>	<u>189</u>	<u>188</u>
Grand Totals	<u>677</u>	<u>473</u>	<u>499</u>

City Departments
Title II-D \$8,395,932 Budget

<u>Department/Division</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions Filled</u>	<u>Budget by Class</u>	<u>Filled by Class</u>	<u>Classification</u>
City Treasurer	1	1	1	1	Account Clerk
Personnel	11	9	8 1 2	7 1 1	Jr.-Typist Clerk Account Clerk Personnel Tech.
City Clerk	1	0	1	0	Jr.-Typist Clerk
Finance	15	10	3 3 4 5	1 2 3 4	Account Clerk Utility Billing Rep. Stores Clerks Jr.-Typist Clerks
Animal Control	7	5	3 3 1	2 2 1	Animal Control Off. Kennel Attendant Jr.-Typist Clerk
Police	22	19	3 19	2 17	Property Assistant I Jr.-Typist Clerk
Fire	7	5	1 3 3	1 2 2	Maintenance Wkr. Jr.-Typist Clerk Fire Prevention Trn.
Community Center	13	13	13	13	Community Ctr. Attds

Title II-D \$8,395,932 Budget

<u>Department/Division</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions Filled</u>	<u>Budget by Class</u>	<u>Filled by Class</u>	<u>Classification</u>
Community Services	141	115	2	2	Account Clerk
			1	0	Administration Trn.
			4	1	Recreation Leader II
			4	4	Custodian
			6	6	Jr.-Typist Clerk
			1	0	Information Clerk
			106	87	Park Maint. Wkr. I
			9	8	Program Coordinator
			3	3	Graphic Artist
			2	2	Jr.-Typist Clerk
			1	1	Arts & Crafts Spec.
Crocker Arts			1	0	Graphic Artist
			1	1	Jr.-Typist Clerk
Museum & History			1	1	Jr.-Typist Clerk
Planning	1	1	1	1	Jr.-Typist Clerk
Equipment Maintenance	3	3	1	1	Jr.-Typist Clerk
			2	2	Parts Runner
Water & Sewer	1	1	1	1	Jr.-Typist Clerk
Waste Removal	3	3	2	2	Jr.-Typist Clerk
			1	1	Field Representative
Building Inspection	4	4	4	4	Jr.-Typist Clerk

Title II-D \$8,395,932 Budget

<u>Department/Division</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions Filled</u>	<u>Budgeted by Class</u>	<u>Filled by Class</u>	<u>Classification</u>
Library	19	16	2 1 16	1 1 14	Graphic Artist Jr.-Typist Clerk Library Page
SHRA	54	44	13 8 15 2 6 3 7	10 6 12 4 6 3 3	Typist Clerk I General Clerk I Housing Aide Maintenance Wkr. Food Service Driver Stock Clerk Custodian
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
Total Number of Positions	<u>303</u>	<u>249</u>	<u>303</u>	<u>249</u>	

City DepartmentsTitle VI-Sustaining \$8,395,932 Budget

<u>Department/Division</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions Filled</u>	<u>Budget by Class</u>	<u>Filled by Class</u>	<u>Classification</u>
Finance	3	3	1 2	1 2	Senior Account Clk. Offset Equip. Opr.
Community Services	9	8	1 2 2 1 1 1 1	1 2 2 1 1 1 0	Draftsman Equipment Operator Marina Attendant Tree Trimmer Trn. Zoo Attendant Administrative Trn. Administrative Trn.
Crocker Art Museum and History			1 1	1 0	
Planning	1	1	1	1	Draftsman
Building Maintenance	5	3	5	3	Maintenance Wkr. I
Street Maintenance	4	3	4	3	Maintenance Wkr. I
Equipment Maintenance	7	7	6 1	6 1	Equipment Svc. Man Auto Stores Clerk
Water and Sewer	3	1	3	1	Sanitary Lab Tech.
Traffic Engineering	7	4	6 1	3 1	Traffic Control MW I Maintenance Wkr. I

Title VI-Sustaining \$8,395,932 Budget

<u>Department/Division</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions Filled</u>	<u>Budget by Class</u>	<u>Filled by Class</u>	<u>Classification</u>
Waste Removal	11	11	11	11	Maintenance Wkr. I
Building Inspection	4	2	2	0	Const. Insp. Aide
	—	—	<u>2</u>	<u>2</u>	Field Representative
Total Number of Positions	<u>54</u>	<u>43</u>	<u>54</u>	<u>43</u>	

City Departments
Title VI-Projects \$8,395,932 Budget

<u>Department/Division</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions Filled</u>	<u>Budget by Class</u>	<u>Filled by Class</u>	<u>Classification</u>
Community Services	1	1	1	1	Administrative Trn.
Police	11	1	9 2	0 1	Park Service Officer Jr.-Typist Clerk
Street Maintenance	4	3	4	3	Maintenance Wkr. I
Equipment Maintenance	3	3	3	3	Equipment Svc.man
Traffic	3	2	1 2	0 2	Jr.-Typist Clerk Traffic Checkers
Waste Removal	13	9	4 1 4 4	4 0 3 2	Land Fill Aides Litter Control Off. Sanitation Wkr. I Maintenance Wkr. I
Building Inspections	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>	Jr.-Typist Clerk
Total Number of Positions	<u>36</u>	<u>19</u>	<u>36</u>	<u>19</u>	

Community-Based-OrganizationsTitle II-D \$8,395,932 Budget

<u>Community Based Organization</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions Filled</u>	<u>Budget by Class</u>	<u>Filled by Class</u>	<u>Classification</u>
CA State University	5	4	1	1	Clerical Trainee
			1	1	Outreach Trainee
			3	2	Counselor Trainee
Comm. Svc. Planning Counselor	1	1	1	1	Clerk
Federal Aviation Agency	4	4	2	2	Clerk Typist
			1	1	Building Maint. Mechanic
			1	1	Radio Mechanic
Grant Joint Union H.S. District	25	13	3	0	Clerk Trainee
			3	0	Statistical Data Trainee
			1	1	Maint. Scheduler Trainee
			2	0	Maint. I Trainee
			1	0	Account Clerk Trainee
			1	1	Inventory Control Purc.
			1	1	Warehouse Delivery Trnee.
			7	7	Clerk I Trainee
			2	0	Maint. Scheduler Trainee
			3	3	Maint. I Trainee
1	0	Account Clerk Trainee			
SMUD	5	5	3	3	Comm. Weather Coordinator
			1	1	Weatherization Aide
			1	1	Buyer Aide
Sacto. Sci. Ctr. & Jr. Museum	1	1	1	1	Asst. Interpretative Spec.
Sacto. Sci. Ctr. & Jr. Museum	5	5	1	1	Interpretative Specialist
			1	1	Asst. Interpretative Spec.
			1	1	Animal Keeper
			1	1	Bldg. Grounds Custodian
			1	1	Office Assistant

Title II-D \$8,395,932 Budget

<u>Community Based Organization</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions Filled</u>	<u>Budget by Class</u>	<u>Filled by Class</u>	<u>Classification</u>
State CETA Office (EDD)	11	8			
CETA Office			1	0	Office Assistant I
EDD Intake			2	1	CST
Transportation			2	2	OAI (G)
Transportation			1	1	Assistant Clerk
Consumer Affairs			2	2	OAI (G)
Developmental Services			1	1	CST
EDD Job Service			2	1	CST
U.S. Dept. of Commerce	1	1	1	1	Secretary/Receptionist
U.C. Davis	12	2	12	2	Assistant II
U.C. Davis	3	0	3	0	Assistant III
GA County Welfare	60	35	36 24	35	Manual Labor Clerical
SRAPC	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	Research Aide
Total Number of Positions	<u>136</u>	<u>82</u>	<u>136</u>	<u>82</u>	

Community-Based-Organizations

Title VI-Sustaining
\$8,395,932 Budget

<u>Community Based Organization</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions Filled</u>	<u>Budget by Class</u>	<u>Filled by Class</u>	<u>Classification</u>
Legal Ctr. for Eld. & Disabled	2	2	1 1	1 1	Paralegal Invest. Paralegal Invest.
Legal Services of No. Calif.	4	2	1 1 1 1	1 0 0 1	Paralegal Secretary II Secretary I Receptionist
Sacto. Chinese Comm. Service	2	2	1 1	1 1	Bookkeeper Community Worker
Sacto. Metro. Arts Comm.	7	6	2 5	2 4	Artist/Admin. Community Artist
Sacramento Safety Council	4	3	1 3	1 2	Motorcycle Instr. Motorcycle Instr.
Youth Authority	19	14	15 1 2 1	10 1 2 1	CPA OA I (T) OA II(T) MSA
Women's Civic Imp. Center	2	2	1 1	1 1	Administrative Asst. Administrative Secty.
YWCA	5	4	1 1 1 1 1	1 0 1 1 1	Program Aide Clerical Asst. Recreation Leader Janitor Janitor Asst.
Total Number of Positions	<u>45</u>	<u>35</u>	<u>45</u>	<u>35</u>	

Community-Based-Organizations

Title VI-Projects
\$8,395,932 Budget

<u>Community Based Organizations</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions Filled</u>	<u>Budget by Class</u>	<u>Filled by Class</u>	<u>Classification</u>
CA Congress of Ex-Offenders	1	1	1	1	Intake Counselor
CA Parks & Rec. Society	1	1	1	1	Staff Assistant
Capitol Park Renters	2	1	1 1	1 0	Community Ctr. Coord. Receptionist/Typist
Catholic Social Service	2	1	1 1	0 1	Clerical Worker Clerical Worker
Catholic Social Service	2	2	2	2	Human Svc. Worker
Conception, Inc.	2	2	1 1	1 1	Personnel Technician Personnel Technician
Episcopal Comm. Svc.	3	3	1 1 1	1 1 1	Employment Trainee Community Liaison Recreational Asst.
Exposition Center	3	2	2 1	1 1	Artist Instructor Secretary
La Familia Couns. Center	5	3	2 1 1 1	1 1 1	Youth Advisor Resource Specialist Receptionist/Secty. Bookkeeper Trainee
LULAC Service Agency	2	2	1 1	1 1	Outreach Worker Clerical Aide
Northern CA Women for Apprenticeship	2	2	1 1	1 1	Outreach Worker Intake Worker

Title VI-Projects \$8,395,932 Budget

<u>Community Based Organizations</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions Filled</u>	<u>Budget by Class</u>	<u>Filled by Class</u>	<u>Classification</u>
Planned Parenthood	1	1	1	1	Counselor
SAEOC	12	10	3 6 3	1 6 3	Crew Chief Crew Assistant CSW I
SAEOC	6	4	1 1 2 1 1	0 1 2 1 0	Associate Planner Dehydration Spec. Food Bank CSW I Energy OSA I Nutrition Driver
SAEOC	6	3	3 2 1	0 0 3	Refill OSA I Refill Driver Trainee AD Assistant
Sacto. City Unified School District	19	7	19	7	Clerk I
Sacto. Inner City Health Corporation	4	3	1 2 1	0 2 1	Secretary Program Aide Outreach Worker
Sacto. Regional Art Comm.	1	1	1	1	Coordinator
STEPS	1	1	1	1	Job Counselor
STEPS	3	3	1 1 1	1 1 1	Receptionist/Clerk Public Relations Aide Job Coord. Assistant
Sacto. Urban League	2	2	1 1	1 1	Employment Counselor Clerk Typist

Title VI-Projects \$8,395,932 Budget

<u>Community Based Organization</u>	<u>Budgeted Positions</u>	<u>Budgeted Positions Filled</u>	<u>Budget by Class</u>	<u>Filled by Class</u>	<u>Classification</u>
State CETA	12	5			
Personnel Board			1	0	OAI (G)
CETA Office			3	2	Assistant Clerk
CETA Office			2	0	MSA
CETA Office			1	0	MSA
CETA Office			1	0	EPA I
EDD			1	1	EPA I
EDD Intake			3	2	EPA I
Volunteers of America	1	1	1	1	Recreation Coordinator
WEAVE	10	10	1	1	Fiscal Specialist
			2	2	Peer Counselor
			2	2	Family Counselor
			2	2	Child Counselor
			1	1	Legal Specialist
			1	1	Emergency Needs Spec.
			1	1	Shelter Operator Worker
Total Number of Positions	<u>103</u>	<u>71</u>	<u>103</u>	<u>71</u>	

City-CBO
STATUS REPORT

PSE Enrollees Completing 18-Month Term

<u>City</u>	<u>2nd Qtr.</u> Jan.-Mar.	<u>3rd Qtr.</u> April-June	<u>4th Qtr.</u> July-Sept.	<u>Total</u>
Title II-D	51	56	42	149
Title VI-Q	9	21	4	34
Title VI-P	<u>4</u>	<u>2</u>	<u>3</u>	<u>9</u>
Total	<u>64</u>	<u>79</u>	<u>49</u>	<u>192</u>
CBO				
Title II-D	4	15	11	30
Title VI-Q	1	6	6	13
Title VI-P	<u>7</u>	<u>13</u>	<u>17</u>	<u>37</u>
Total	<u>12</u>	<u>34</u>	<u>34</u>	<u>80</u>
Grand Totals	<u>76</u>	<u>113</u>	<u>83</u>	<u>272</u>

City-CBO
Cost Allocation
\$6,130,854

<u>City</u>	<u>II-D</u>	<u>VI-Sustaining</u>	<u>VI-Projects</u>	<u>Totals</u>
Wage & Fringe	2,623,605	418,699	159,374	3,201,678
 <u>CBO</u>				
Wage & Fringe (+ CETA-GA Support Services)	836,168	373,339	686,451	1,895,958
City Direct Cost				221,000
City Indirect Cost				234,407
SETA Administration				91,962
 Training II-D	 417,824			 417,824
Training VI	<u> </u>	<u>20,000</u>	<u>27,213</u>	<u>47,213</u>
	<u>\$3,817,597</u>	<u>\$812,038</u>	<u>\$873,038</u>	<u>\$6,130,854</u>

1. City Department funding level is based on actual cost to date, freeze to September 30, 1981 and scheduled 18 month layoff. Savings as a result of accelerated turnover could lift the hiring freeze at an earlier date.
2. CBO funding level is based on actual cost to date, freeze to September 30, 1981 and scheduled 18 month layoff. Savings as a result of accelerated turnover would accrue to City Departments.
3. Money set aside for training is to meet Federal mandated level. If program in fact is scheduled to phase out September 30, 1981 savings from training cost category would accrue to City Department PSE positions.



CITY OF SACRAMENTO

EXHIBIT F

DEPARTMENT OF PERSONNEL
PERSONNEL MANAGEMENT SERVICES DIVISION
801 NINTH STREET, ROOM 210
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5728/5729

DONNA L. GILES
DIRECTOR OF PERSONNEL

February 5, 1981

MEMORANDUM:

TO: Department Heads
FROM: Donna L. Giles, Director of Personnel
SUBJECT: CETA ALLOCATION LEVEL AND HIRING FREEZE

The City Council at its meeting of January 27, 1981, reviewed staff recommendations which cut CETA positions 21% in Title II-D and 44.3% in Title VI. All departments were sent a copy of that report by this office. A number of departments indicated that the proposed elimination of certain positions would cause an extreme hardship and, therefore, there was a need to allow flexibility within the target reduction figure.

The next step is for each department to examine its entire use of CETA positions and identify the specific positions you wish to retain given the lower funding level. You may request switching positions between classification and divisions in order to meet best the needs of your department. Please note the dollar level must meet, by funding title, the lower levels.

Please review the listing by funding title and report to this department by Friday, February 13, 1981. The information is necessary for planning purposes and to include in the preliminary budget. We will contact you regarding final levels prior to going back to the Council for action.

CETA Hiring Freeze

The hiring freeze is still in effect. Exceptions to the freeze will be kept to a bare minimum in order to insure meeting our reduced funding level. The following criteria will be used in "reviewing" exceptions to the freeze.

Where if the position were vacant:

1. It would provide a hazard to public safety or health.
2. It would prohibit the City from providing a mandated state or federal service.
3. It would result in loss of revenue to the City.

Department Heads
February 5, 1981
Page 2 - CETA Allocation Level and Hiring Freeze


4. It would create a dire emergency.

Departments with only one CETA position may request filling of such positions. Any requests should be sent to this department. S-28's will still be reviewed by the City Manager.



Donna L. Giles
Director of Personnel

APPROVED:



Walter J. Slipe
City Manager

DLG:sch