



DEPARTMENT OF
PERSONNEL

DONNA L. GILES
DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

February 11, 1991

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DIVISION:
ADMINISTRATION
PERSONNEL SERVICES
OCCUPATIONAL HEALTH
SAFETY & RETIREMENT

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: REQUEST FOR INCREASE OF .5 FTE CAREER TYPIST CLERK II AND 1.00 FTE LIMITED-TERM TYPIST CLERK II

SUMMARY

The Personnel Department requests approval to make full time an existing career Typist Clerk II position in its Administration Unit, and to add a limited-term Typist Clerk II in the Personnel Services Division.

BACKGROUND

The Administrative Unit of the Personnel Department has experienced a significant increase in work load over the past three years. During this time, the .50 FTE Typist Clerk II assigned to Personnel Administration has been working at a 1.00 FTE for a majority of the time. This has caused further strain on an already tight work unit budget.

Over the past eighteen months, the workload responsibilities for this position have increased by additional automation and intense reporting from Personnel Management Services Division, for the Affirmative Action program; maintenance of the computerized resume bank, computer synopsis of the discrimination complaints; registration for all employee training programs; inventory of training materials in the audio visual-library; accounting for class participant payments and reimbursements; City newsletter layout, preparation, and desk top publishing support for the Personnel Department.

In addition, this position is responsible for employee Tuition Reimbursement records; ordering and maintaining sufficient educational materials to support a diverse training class schedule; preparation of Diversity and Career Development program materials; and Data Base Management of EEO requirements.

This position substantially handles in-person and telephone communications with both employees and the general public entering the main office of this department

Key staff members rely upon the accuracy and poise of this incumbent in the conduct of their official duties.

Due to the demands of Training, Affirmative Action, and Career Development programs the workload generated is increasing to the point where there is no doubt that a full time position is warranted.

The Typist Clerk II position in the Personnel Services Division is needed to handle the increased workload which has resulted from the addition of Personnel Analysts and Technicians. Two Analysts and three Technicians were added this budget year to reduce the tremendous backlog of examinations and classification work in the Police, Public Works, and Parks and Community Services Departments. Although we anticipated that the additional technical staff would generate additional clerical needs, we wanted to see if existing clerical staffing could handle the work. It cannot. As a result, we have had to use a temporary employee for the past four months. We find that we still are not keeping up with the additional workload generated by the technical staff. By increasing the number of examinations, we have increased all of the clerical support staff needs. These include answering phone requests and mail regarding the examinations, typing announcements and correspondence, and other tasks associated with examinations.

FINANCIAL DATA

These positions will require approximately \$20,000 for the remainder of Fiscal Year 90-91. The 0.5 FTE position will be funded out of a line item transfer from Services and Supplies for 90-91 and will be permanently absorbed by the department in FY 91-92 and in all future budget years. The department considers this position its highest priority and intends to absorb this cost in future years in addition to any budget cuts that may be required.

The 1.0 FTE limited-term position will be paid out of salary savings from vacant positions for the remaining 90-91 year. The department realizes the uncertainty of funding this position in FY 91-92 and any future budget years and thus is requesting a limited-term position for FY 90-91. The department has also identified sources of funds for the 2.5% department budget cuts recommended in the Midyear Review and will still maintain sufficient funds to pay for the 1.5 FTE for the remainder of the 90-91 year.

POLICY CONSIDERATIONS

There is no impact.

M/WBE IMPACT

There is no impact.

RECOMMENDATION

It is recommended that the Budget and Finance Committee approve the increase of a .50 FTE, career Typist Clerk II to the staff of the Personnel Department, Administrative Unit, and 1.0 FTE Limited-Term Typist Clerk II to the Personnel Services Division and refer this report to full City Council for action.

Respectfully submitted,



DONNA L. GILES
Director of Personnel

Recommendation Approved:


JACK R. CRIST
Deputy City Manager

February 19, 1991
All Districts

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

A RESOLUTION ADDING .50 FTE Career Typist Clerk II to the staff of the Administrative Unit of the Department of Personnel and 1.0 FTE Limited-Term Typist Clerk II to the Personnel Services Division.

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

Effective February 27, 1991, the Department of Personnel is authorized to add .50 FTE career Typist Clerk II to the staff of the Administrative Unit and 1.0 FTE Limited-Term Typist Clerk to the Personnel Services Division to meet the increased clerical requirements of these organizations.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO. _____

DATE ADOPTED: _____