



CITY OF SACRAMENTO

DEPARTMENT OF GENERAL SERVICES

RECEIVED
CITY CLERKS OFFICE
CITY OF SACRAMENTO

JAN 16 4 05 PM '85

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SUPPORT SERVICES DIVISION

LINDA TRETHERWAY
Support Services Administrator

December 18, 1984
SS:Admin:84109:FM:vp

City Council
Sacramento, California

Honorable Members in Session:

APPROVED
BY THE CITY COUNCIL

JAN 22 1985

OFFICE OF THE
CITY CLERK

CITY MANAGER'S OFFICE
RECEIVED

JAN 21 1985

SUBJECT: Addition of .5 FTE Typist Clerk II to Support Services Administration Budget

SUMMARY

This report requests approval of the attached resolution for the increase of .5 FTE Typist Clerk II in the Support Services Division, Administration Section.

BACKGROUND INFORMATION

Support Services Administration provides administrative and clerical support to Central Stores, Central Services and Procurement. The bulk of the work load is in providing for the clerical needs of the Procurement Section in performing the purchasing function for the City. To accomplish these duties, there are presently 1.00 FTE Typist Clerk III and 1.00 FTE Typist Clerk II positions. They are supporting three (3) Buyer II's and the Support Services Administrator.

The Typist Clerk II position is currently filled by one employee working 20 hours a week. The eligibility list and the transfer list have been canvassed in an attempt to find another person willing to work 20 hours a week to fill out that position--no one is interested.

In the meantime, it was determined that the nature of the increased work load would dictate not only the .5 FTE Typist Clerk II but also an additional full-time Typist Clerk II. In order to achieve this staffing, an additional .5 FTE Typist Clerk II position is required.

Timing is critical in bringing the clerical staff in Support Services up to an adequate level. With the purchase of virtually all the City's services and supplies handled through this division and the need for this function to be performed in a timely and cost effective manner, it is important that a complete full-time staff be involved in the process for continuity and accountability.

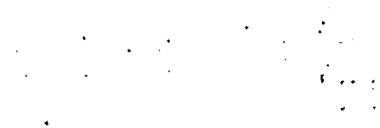
INTERNATIONAL POST OFFICE

DEPARTMENT OF POSTS AND TELECOMMUNICATIONS



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1-22-1985

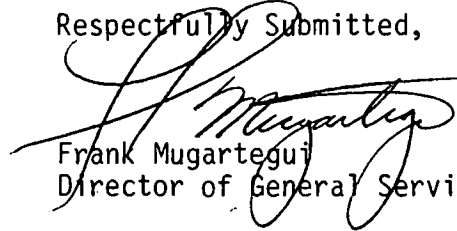
FINANCIAL DATA

Due to several occurrences of leave without pay in the Support Services Division, with 38.4% of the fiscal year elapsed, only 31.7% of the budgeted employee services amounts have been expended. This equates to an approximate savings of \$31,000. The cost of .5 FTE Typist Clerk II for one-half of a year (to be filled as soon as possible) would be approximately \$10,000.

RECOMMENDATION

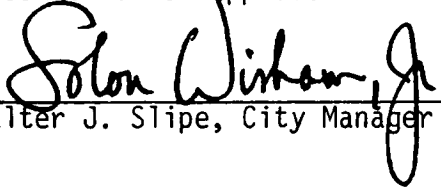
It is recommended that the City Council approve the attached resolution for an increase of .5 FTE Typist Clerk II to the Support Services Division's FY1984-85 budget.

Respectfully Submitted,



Frank Mugartegui
Director of General Services

Recommendation approved:



For: Walter J. Slipe, City Manager

All Districts
January 8, 1985

14
1-22-1985

RESOLUTION NO. 85-043

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION AUTHORIZING THE INCREASE OF .5 FTE TYPIST CLERK II
TO THE SUPPORT SERVICES DIVISION 1984-85 BUDGET

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

That, the 1984-85 Budget of the Support Services Division be increased by .5 FTE Typist Clerk II.

Mayor

ATTEST:

City Clerk

APPROVED
BY THE CITY COUNCIL
JAN 22 1985
OFFICE OF THE
CITY CLERK