



CITY OF SACRAMENTO
CALIFORNIA

OFFICE OF THE
CITY MANAGER

February 3, 1981

CITY HALL
915 I STREET - 95814
(916) 449-5704

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Creation of New Position: Director of General Services

The City Manager will be proposing in the preliminary budget for fiscal year 1981-82 that a new City Department of General Services be created. The department will bring together the "housekeeping" functions now scattered in various units to provide more effective support services for the entire City organization. In order to provide for an orderly transition on July 1, 1981, it is recommended that the director's position be created immediately.

A second organizational change being proposed is to shift lead responsibility for preparation of the City budget from the City Manager's office to the Finance Department. The appointment of the Director of General Services will leave the Assistant Director position in the Finance Department vacant. This position will then have the added function of the budget office. It is the City Manager's intention to seek a highly qualified person to head the budgeting process in the Finance Department. The vacant position of Senior Management Analyst in the City Manager's office will be left unfilled during this period.

RECOMMENDATION

It is recommended that the attached resolutions be adopted establishing the exempt classification of Director of General Services, setting a salary range of \$3,203 to \$3,900 per month, designating the position to be in the exempt management category and establishing a fund for the new organization.

Respectfully submitted,

Walter J. Slipe
City Manager

APPROVED
BY THE CITY COUNCIL

FEB 10 1981

February 10, 1981

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 81-103

Adopted by The Sacramento City Council on date of

A RESOLUTION AMENDING THE CITY BUDGET FOR
FISCAL YEAR 1980-81 ESTABLISHING THE
DEPARTMENT OF GENERAL SERVICES

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

1. That the City Manager is hereby authorized and directed to establish the Department of General Services - organization No. 1400 effective February 28, 1981; and,

2. The City budget for fiscal year 1980-81 is hereby amended by transferring the sum of \$19,200 from the Administrative Contingency Budget (1-01-5070) to the Department of General Services - Administration (1-01-1400) for the above stated purpose, as follows:

a. \$17,900 for employee services (1-01-1400-0000-4100),
and,

b. \$1,300 for supplies and office equipment
(1-01-1400-0000-4400/4630).

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

FEB 10 1981

OFFICE OF THE
CITY CLERK



CITY OF SACRAMENTO

33B

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

January 29, 1981

City Council
Sacramento, CA.

Honorable Members in Session:

SUBJECT: NEW CLASSIFICATION OF DIRECTOR OF GENERAL SERVICES (EXEMPT)

SUMMARY

This report recommends establishment of a classification of Director of General Services, which will direct the housekeeping functions of City government. The classification would be exempt from the classified service, paid at a range of \$3203 to \$3900 per month, and be in the Unrepresented Management category.

BACKGROUND

Currently, the City's housekeeping functions are spread over the Finance and Engineering Departments. Purchasing, duplicating, mail, central stores, telephones and risk management are located in Finance, and building maintenance and equipment maintenance are in Engineering. In order to centralize these functions, the City Manager has proposed establishment in the Preliminary 1981/82 Budget of a Department of General Services, which would become effective July 1, 1981.

The proposed classification would plan, organize, direct, and review the activities of the Department of General Services. The Director would report to the City Manager and supervise subordinate division managers and other professional and clerical staff. The attached class specification describes in more detail the duties of the classification.

The Director of General Services should be exempt from the classified service because, under the City Charter, Department Directors are to be made exempt. The class should be unrepresented, as are other Department Directors, because of the conflict in interest which would be posed if the class were represented.

FINANCIAL IMPACT

The class is recommended for payment at \$3203-3900 per month, which is the same as the Directors of the staff departments of Personnel, Finance, and Employee Relations. The cost annually would be a maximum of \$46,800 plus \$6,973 for benefits.

APPROVED
BY THE CITY COUNCIL

FEB 10 1981

OFFICE OF THE
CITY CLERK

RECOMMENDATION

It is recommended that the City Council approve the attached Resolutions providing for the establishment of the new classification of Director of General Services (Exempt) and placement of the classification in the unrepresented category.

Respectfully submitted,

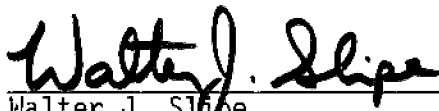


Donna L. Giles
Director of Personnel

DLG/JW/sch

att.

Recommendation Approved:



Walter J. Slupe
City Manager

February 10, 1981
All Districts

DIRECTOR OF GENERAL SERVICES
(Exempt)

DEFINITION:

To plan, organize, direct and review the activities of purchasing, central stores, central printing, mail and telephone services, along with the City fleet, facility maintenance and risk management operations in providing services to City Departments.

SUPERVISION RECEIVED AND EXERCISED:

Administrative direction is provided by the City Manager. Responsibilities include the direct and indirect supervision of professional, technical and clerical staff.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include, but are not limited to, the following:

Direct and participate in the development and implementation of goals, objectives, policies, priorities and procedures.

Plan, organize, direct and control services activities to City Departments in the area of general services.

Supervise and participate in the preparation and administration of the department budget.

Determine the need for new equipment and facilities, major repair and rebuilding projects.

Conduct studies and make recommendations to the City Manager on policies and programs affecting interdepartmental services to City Departments.

Prepare periodic reports.

Advise and assist City Departments with respect to general service matters.

Develop and maintain policies and procedures.

Select, supervise, train and evaluate professional, technical and clerical personnel.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and practices of administration, organization, budget and personnel management.

QUALIFICATIONS: (Continued)

Modern office management practices and procedures.
Occupational hazards and standard safety precautions in the work.
Financial and equipment recordkeeping policies.
Laws regulating financial administration of City government.

Ability to:

Organize, direct and coordinate the activities of a large department in a manner conducive to full performance and high morale.
Delegate authority and responsibility and to schedule and program work on a long-term basis.
Select, supervise, train and evaluate subordinates.
Communicate clearly and concisely, orally and in writing.
Analyze, evaluate and modify methods and procedures.

Experience and Education:

Any combination of equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of progressively responsible experience in the management and operation of administrative services in a large scale governmental or commercial facility, including considerable administrative and supervisory experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in business administration, public administration, or a closely related field.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:

RESOLUTION NO. 81-104

Adopted by The Sacramento City Council on date of

February 10, 1981

A. RESOLUTION AMENDING RESOLUTION NO.
77-348 ADOPTED JUNE 28, 1977, RELATING
TO EMPLOYER-EMPLOYEE RELATIONS

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

SECTION 1.

Resolution No. 77-348, adopted June 28, 1977, is hereby amended
by adding to Exhibit "A" thereof the following new classification,
at Part B, as unrepresented management:

DIRECTOR OF GENERAL SERVICES

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

FEB 10 1981

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 81-105

Adopted by The Sacramento City Council on date of

February 10, 1981

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 by adding the following classification to the list of exempt classifications:

DIRECTOR OF GENERAL SERVICES (EXEMPT)

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

FEB 10 1981

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 81-106

Adopted by The Sacramento City Council on date of

February 10, 1981

A RESOLUTION AMENDING RESOLUTION NO. 80-415
DATED JUNE 27, 1980 RELATING TO CLASSIFICATIONS,
COMPENSATION RATES AND SALARY RANGES

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

SECTION 1.

1. Effective immediately Section 1 of Resolution No. 80-415, adopted by the City Council on June 27, 1980, is hereby amended by adding the following classification to the listing of classifications:

GENERAL SERVICE DIRECTOR

<u>Code No.</u>	<u>Department & Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
01057	General Services, Director of General Services	VI	21	\$3203-3900

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

FEB 10 1981

OFFICE OF THE
CITY CLERK