



CITY OF SACRAMENTO

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DEPARTMENT OF PERSONNEL

PERSONNEL MANAGEMENT SERVICES DIVISION
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DONNA L. GILES
DIRECTOR OF PERSONNEL

APPROVED
BY THE CITY COUNCIL

DEC 23 1985

OFFICE OF THE
CITY CLERK

December 16, 1985

City Council
Sacramento, CA

Honorable Members in Session:

SUBJECT: PROPOSED EXEMPT CLASSIFICATION - ASSISTANT REFUSE COLLECTION
SUPERINTENDENT

SUMMARY

This report recommends the restoration of the exempt classification entitled Assistant Refuse Collection Superintendent with a salary range of \$2,942.53 - \$3,576.73 monthly.

BACKGROUND AND ANALYSIS

The reorganization of the Public Works Department in November 1984 resulted in the deletion of the classification of Assistant Refuse Collection Superintendent. Since that time there have been only two administrative/management positions in the Solid Waste administrative unit. It has been determined that this staffing level is not sufficient to develop and implement the Division's goals, objectives, policies, and priorities. Restoring the position of Assistant Refuse Collection Superintendent would allow more effective implementation of the 90-gallon automated lift garbage collection service and the study and development of recommendations on issues such as the household hazardous waste collection program and the community clean-up program.

The proposed salary is that which was last assigned the position plus the 1985-86 4.4% cost of living adjustment. The proposed salary is 5% above the Chief of Solid Waste Disposal, which is directly beneath this class.

FISCAL IMPACT

Funds for this position will be provided by transfer from the Solid Waste Contingency Reserve budget for the remainder of the 1985-86 fiscal year. Reference the Department of Public Works memorandum attached.

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City Council

December 16, 1985

RECOMMENDATION

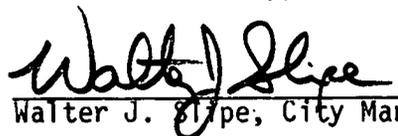
It is recommended that the City Council amend Resolution 85-119 to add this exempt classification and salary range:

Respectfully submitted,



Donna L. Giles
Director of Personnel

Recommendation Approved:



Walter J. Slupe, City Manager

All Districts
12/23/85

RESOLUTION NO. 85-991

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

December 23, 1985

AMENDING RESOLUTION 85-119 RELATING TO SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY, AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 85-119 IS AMENDED AS FOLLOWS, EFFECTIVE DECEMBER 28, 1985:

Section 1.

Exhibit A, Salary Schedules, Schedule 01, Management, salaries, is amended by:

The addition of the classification of Assistant Refuse Collection Superintendent, with a salary of \$2,942.53 - \$3,576.73 per month.

Section 2.

Addition of the classification of Assistant Refuse Collection Superintendent to the Management unit.

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended as follows:

The classification of Assistant Refuse Collection Superintendent is added.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

DEC 23 1985

OFFICE OF THE
CITY CLERK

ASSISTANT REFUSE COLLECTION SUPERINTENDENT
(Exempt)

DEFINITION:

To assist the Refuse Collection Superintendent in planning, organizing, and directing the Waste Removal Division.

SUPERVISION RECEIVED AND EXERCISED:

General direction is received from the Refuse Collection Superintendent. Responsibilities include direct and indirect supervision of lower-level personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Assist in the development and implementation of goals, objectives, policies, and priorities.

Assist in the organizing, scheduling, budgeting, and supervising the activities of the division.

Review operational procedures, develop and recommend changes where appropriate.

Review and analyze rate structure for services performed and recommend adjustment as necessary.

Develop and recommend training procedures for employees.

Develop and recommend new programs and cost reduction methods.

Supervise the investigation and reporting of accidents and recommend corrective actions.

Coordinate equipment maintenance repair and replacement.

Investigate and resolve serious public relations problems.

Maintain records of work accomplished and prepare reports.

Select, train, and evaluate subordinates.

Serve as Acting Refuse Collection Superintendent as required.

QUALIFICATIONS

Knowledge of:

Operation principles, methods, equipment, and supplies used in fleet refuse collection.

Techniques, problems, practices, and regulations related to environ-

QUALIFICATIONS: (Continued)

- mental health.
- Principles and practices of supervision, training, and performance evaluation.
- Occupational hazards and safety precautions necessary in refuse collection.

Ability to:

- Plan, schedule, and assign work to subordinates.
- Understand and follow complex oral and written instructions.
- Perform studies, analyze results, and recommend appropriate actions.
- Prepare effective correspondence and reports.
- Tactfully handle personnel and disciplinary problems.
- Establish and maintain effective working relationships with employees, other departments, and the general public.

Experience and Education:

Any combination 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:

Three years of increasingly responsible experience in refuse collection operations, including significant supervisory experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in business administration or public administration.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:

(172s)