



CITY OF SACRAMENTO

31

DEPARTMENT OF PERSONNEL

801 NINTH STREET, ROOM 201
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5270

DONNA L. GILES
DIRECTOR OF PERSONNEL

January 13, 1981

CITY MANAGER'S OFFICE
RECEIVED
JAN 27 1981

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: POSITION ALLOCATION FOR IPA GRANT - "JOB ANALYSIS PROJECT -
CITY OF SACRAMENTO"

SUMMARY

Attached please find material submitted to the Budget and Finance Committee on the IPA grant proposal requesting position approval for the Job Analysis Project. Copy of this IPA Grant proposal is on file in the City Clerk's office.

RECOMMENDATION

It is recommended that the City Council approve the Personnel Department's request for allocation of a new position to staff the Job Analysis Project as described in the IPA grant.

Respectfully submitted,

Donna L. Giles
Director of Personnel

Recommendation Approved:

Walter J. Slipe
City Manager

APPROVED
BY THE CITY COUNCIL

JAN 27 1981

OFFICE OF THE
CITY CLERK

Attach: Memo to Budget and Finance Committee
Selection letter
Recommendation Letter



CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL

801 NINTH STREET, ROOM 201
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5270

DONNA L. GILES
DIRECTOR OF PERSONNEL

January 14, 1981

Budget and Finance Committee
Sacramento, California

Honorable Members in Session

SUBJECT: POSITION ALLOCATION FOR IPA GRANT --
"JOB ANALYSIS PROJECT - CITY OF SACRAMENTO"

SUMMARY

On July 14, 1980 the Budget and Finance Committee reviewed the IPA grant proposal as submitted by the Personnel Department, and forwarded it to the City Council for review. A copy of this IPA grant proposal is on file in the City Clerk's office. On November 19, 1980 the City received notification that the grant proposal had been approved by the United States Office of Personnel Management.

BACKGROUND INFORMATION

In order for the Personnel Department to initiate activity as described in the grant it is necessary to establish a new position within the department. This position will be active for one year and will be filled at the Assistant Personnel Analyst level. The IPA grant will fully cover the cost of salary and fringe benefits for the appointed individual.

FINANCIAL IMPACT

- Salary for Assistant Personnel Analyst
(12 months at \$1,576 per month)\$18,912.
- Fringe Benefits
(26 % of salary)\$ 4,917.
- TOTAL POSITION COST\$23,829.
- Rehabilitation Engineer, Consulting fee\$ 325.
- IPA Grant to City of Sacramento\$24,154.

The City's financial commitment to this project is an indirect match by way of other staff salaries, services, office space, supplies, and travel.

RECOMMENDATION

It is recommended that the Budget and Finance Committee approve the Personnel Department's request for allocation of a new position to staff the Job Analysis Project as described in the IPA grant.

Respectfully submitted,



Donna L. Giles
Director of Personnel

Recommendation Approved:



WALTER J. SLIPE, City Manager

DLG/myw

- Enclosures:
1. IPA Grant Application
 2. Recommendation Letter - William Randolph
 3. Selection Letter - Ned Paulionis

RESOLUTION No. 81-061

Adopted by The Sacramento City Council on date of

A RESOLUTION ACCEPTING AN INTERGOVERNMENTAL
PERSONNEL ACT GRANT

WHEREAS, the Department of Personnel, City of Sacramento, submitted an application for an Intergovernmental Personnel Act Grant in June, 1980, requesting funds to effect an analysis of specific duties and physical requirements for each job classification and each position in the City of Sacramento; and

WHEREAS, the City Council reviewed this grant request on July 14, 1980; and

WHEREAS, the United States Office of Personnel Management approved the City's application in the amount of \$24,154 to effect the conditions of this grant on November 18, 1980;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

That the Intergovernmental Personnel Act Grant be accepted in the amount of \$24,154.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

JAN 27 1981

OFFICE OF THE
CITY CLERK

RESOLUTION No. 81-062

Adopted by The Sacramento City Council on date of

RESOLUTION AMENDING THE CITY BUDGET
FOR FY 1980-81 FOR THE DEPARTMENT OF
PERSONNEL BY ACCEPTING THE
INTERGOVERNMENTAL PERSONNEL ACT
GRANT, AND ADDING THE POSITION OF ONE
ASSISTANT PERSONNEL ANALYST TO CARRY
OUT THE TERMS OF THIS GRANT.

WHEREAS, The City Council of the City of Sacramento has previously,
by Resolution, accepted the Intergovernmental Personnel Act Grant in the
total sum of \$24,154;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. That the City General Fund be amended to include revenue from the Intergovernmental Personnel Act Grant in the amount of \$7,943 for four months of FY 1980-81 (March through June 1981); and
2. That the Department of Personnel budget 101-1104-5610-41XX be amended to include this amount of \$7,943; and
3. That an additional limited term position of Assistant Personnel Analyst in the Department of Personnel be approved in order that the terms of this grant may be effected.

MAYOR

ATTEST:

APPROVED
BY THE CITY COUNCIL

JAN 27 1981

CITY CLERK

OFFICE OF THE
CITY CLERK

INTERGOVERNMENTAL PERSONNEL ACT ADVISORY COUNCIL



717 K Street, Suite 501

Sacramento, California 95814

(916) 445-3637

AT55-8/485-3637

RECEIVED

NOV 10 1980

PERSONNEL DEPT.

November 6, 1980

Donna Giles, Personnel Director
City of Sacramento
Department of Personnel
801 Ninth Street, Room 201
Sacramento, California 95814

#81-107

Dear Ms. Giles:

The Intergovernmental Personnel Act staff is pleased to inform you that your IPA grant proposal "Job Analysis Project - City of Sacramento" has been included in those projects to be forwarded to the U.S. Office of Personnel Management for final review. After review by the IPA Advisory Council, the State and Consumer Services Agency Secretary recommended \$24,154 for your project.

If all goes well, we anticipate that you will be able to begin grant activities sometime in January or February. Our office will be holding a project director's workshop in Sacramento on January 23, 1981, and we will look forward to seeing you at that time. (In late November, we will provide you with details on the January 23 meeting.)

Congratulations on the success of your application. We look forward to working with you in the coming months.

Cordially,

A handwritten signature in cursive script that reads "William H. Randolph".

William H. Randolph
Director, IPA Program

WHR:jy



United States
Office of
Personnel Management

Western Region
Office of the Director
525 Market Street
San Francisco, California 94105

Grant

In Reply Refer To:

Your Reference:

W:IPP:G:NP:db
NOV 1-8 1980

RECEIVED
NOV 19 1980
PERSONNEL DIV.

Donna L. Giles
Director of Personnel
City of Sacramento
801 Ninth Street, Room 201
Sacramento, CA 95814

Dear Ms. Giles:

Congratulations on the selection for funding of your IPA grant for the Physical Demands Job Analysis Project.

You may be interested in possible beneficial linkages with the following resources to assist you in your worthwhile project:

- San Bernardino Medical Standards Project. This IPA project involves both medical standards development and their linkage to physical job demands. The consulting physicians and Advisory Board may provide important medical information to implement the intent of your project. The advisory board represents many local governments, and you may be interested in their January meeting in Los Angeles. I am sure you would be very welcome. The project director is:
Steven Nylander
San Bernardino County Personnel Department
157 W. Fifth Street
San Bernardino, CA 92415
(714) 383-2859
- Alameda County has developed physical job demand information with a COD grant. The project and contacts are described in the attached material.
- Mr. Ron Early of Alameda County is on the advisory board for the San Bernardino Medical Standards project and could be a helpful source of information.
- Ms. Diane Wilson, who is our OPM psychologist, may be able to provide information through our clearinghouse and link your project with information from our selection consortium, WRIPAC. Her telephone is (415) 556-1190.

Good luck on your project.

Sincerely yours,

Ned Paulionis
Program Officer, CA

cc: Will Randolph
Diane Wilson