

APPROVED
BY THE CITY COUNCIL

DEC 16 1997



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OFFICE OF THE
CITY CLERK
OFFICE OF
LABOR RELATIONS

CITY OF SACRAMENTO
CALIFORNIA

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November 26, 1997

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City Council
Sacramento, California

Honorable Members in Session

SUBJECT: REALLOCATING POSITIONS FROM NON-MANAGEMENT TO EXEMPT
MANAGEMENT - ADMINISTRATIVE SERVICES DEPARTMENT AND
THE CULTURAL ARTS CONSORTIUM

LOCATION AND COUNCIL DISTRICT: City

RECOMMENDATION:

It is recommended that the City Council amend Resolution 97-318 by reallocating two positions from civil service, non-management status to exempt management status.

CONTACT PERSON: Kim Leek, Human Resources Analyst, 264-8358

FOR THE COUNCIL MEETING OF: December 16, 1997 (afternoon)

SUMMARY:

This report recommends reallocating two positions, assigned to the Department of Administrative Services and the Cultural Arts Consortium, from civil service, non-management status to the exempt management salary budgets. The duties and responsibilities of the positions have changed and warrant exempt management status.

COMMITTEE/COMMISSION ACTION: None

BACKGROUND INFORMATION:

On February 4, 1997, the City Council approved a resolution increasing the authority of the City Manager and the Charter Officers to add, change, and adjust salaries of exempt management positions within the budget for exempt management salaries. The resolution stated that, "Except with respect to organization unit 0100 (Mayor-City Council Office), the City Manager is authorized to: (ii) Change the number of exempt management positions under the Manager's administrative jurisdiction, by adding or deleting positions, so long as the total exempt management salary budget within the Manager's jurisdiction does not increase." This report proposes increasing the exempt management salary budget and decreasing the non-management salary budget.

In February 1997, Personnel Services completed a position analysis which concluded that an Accountant-Auditor III in the Administrative Services Department is performing the duties of a Principal Accountant (Exempt). The class specification indicates that the definition of a Principal Accountant is "to perform highly responsible administrative and professional accounting work either by overseeing staff engaged in performing duties in the general accounting, accounts payable, payroll, and bonds and special assessment functions, or by undertaking and resolving advanced and highly technical accounting assignments." This position will serve as the "Financial System Administrator" and be responsible for providing technical support to the City's financial and payroll systems. The duties and responsibilities of the position are consistent with those established for Principal Accountant.

Over time, the duties and responsibilities of the Curator of Education classification have evolved to be at the management level; therefore, Labor Relations, Stationary Engineers Local 39, and the Civil Service Board have agreed to change the classification to exempt management.

FINANCIAL CONSIDERATIONS:

This action reallocates the existing salary and benefit dollars to exempt management. Any additional costs will be absorbed by the management budgets for the Administrative Services Department and the Cultural Arts Consortium.

ENVIRONMENTAL CONSIDERATIONS:

The subject of this report does not involve a project that is subject to the California Environmental Quality Act (CEQA).

POLICY CONSIDERATIONS:

These recommendations are consistent with the current policy for reallocating positions and salaries to exempt management status.

MBE/WBE EFFORTS: Not applicable.

Respectfully submitted,

for *Bronda Silva*
for Kim Leek
Human Resources Analyst

RECOMMENDATION APPROVED:

APPROVED:

for *Patty Masuch*

William H. Edgar
City Manager

Dee Contreras

Dee Contreras
Director of Labor Relations

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OFFICE OF THE
CITY CLERK

RESOLUTION NO. 97-675

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

AMENDING RESOLUTION 97-318 RELATING TO SALARY
SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY,
DESIGNATION OF EXEMPT JOB CLASSIFICATIONS, AND
REALLOCATING POSITIONS TO EXEMPT MANAGEMENT

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION
97-318 IS AMENDED AS FOLLOWS, EFFECTIVE DECEMBER 20, 1997.

Section 1.

Exhibit A, Salary Schedules, Schedule #01, Management, is amended by adding the classification of
Curator of Education to the management band in zone one.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by adding the classification of Curator of
Education.

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended by adding the classification of
Curator of Education.

Section 4.

- a. The Administrative Services Department will move one non-management position
(Accountant-Auditor III) to exempt management status (Principal Accountant).
- b. The Cultural Arts Consortium will move one non-management position to exempt
management status (Curator of Education).

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____