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**APPROVED**  
BY THE CITY COUNCIL

DEC 2 1986

OFFICE OF THE  
CITY CLERK

DEPARTMENT OF  
PERSONNEL

PERSONNEL MANAGEMENT  
SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

November 21, 1986

801 NINTH STREET  
ROOM 210  
SACRAMENTO, CA  
95814-2693

916-449-5726

DONNA L. GILES  
DIRECTOR OF  
PERSONNEL

City Council  
Sacramento, California

Honorable Members in Session

CITY MANAGER'S OFFICE  
**RECEIVED**  
NOV 24 1986

SUBJECT: RETITLING OF THE TYPIST CLERK, CITY MANAGER'S OFFICE CLASSIFICATION

SUMMARY

This report recommends retitling the Typist Clerk, City Manager's Office classification to Typist Clerk (Exempt).

BACKGROUND AND ANALYSIS

Recently several new exempt classifications, to be used exclusively in the City Manager's Office, were established. One of those classes was Typist Clerk, City Manager's Office.

There now exists a need for additional clerical support in the Mayor/Council Office. The duties and responsibilities to be assigned are similar enough to those in the City Manager's Office that the positions in both offices could be allocated to a single class. In a separate report, Jeanie Murphy, Mayor/Council Office Manager is requesting a new position for her office.

FISCAL INFORMATION

There is no fiscal impact for the action recommended in this report.

RECOMMENDATION

It is recommended that the Typist Clerk, City Manager's Office be retitled Typist Clerk (Exempt) and that the City Council approve amendment of Resolution 85-998 to reflect that change.

Respectfully submitted,

*Donna L. Giles*  
Donna L. Giles  
Director of Personnel

Recommendation Approved:

*Walter J. Slife*  
Walter J. Slife  
City Manager

DLB/VB/tac (83p)

All Districts  
12/2/86

# RESOLUTION NO. 86-922

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

December 2, 1986

AMENDING RESOLUTION 85-998 RELATING TO SALARY SCHEDULES; EMPLOYER-EMPLOYEE RELATIONS POLICY, AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

**APPROVED**  
BY THE CITY COUNCIL

DEC 2 1986

OFFICE OF THE  
CITY CLERK

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 85-998 IS AMENDED AS FOLLOWS, EFFECTIVE DECEMBER 6, 1986:

Section 1.

Exhibit A, Salary Schedules, Schedule 10, Administrative Confidential salaries, is amended by changing the classification title Typist Clerk, City Manager's Office to Typist Clerk (Exempt).

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by changing the classification title Typist Clerk, City Manager's Office to Typist Clerk (Exempt).

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended by changing the classification title Typist Clerk, City Manager's Office to Typist Clerk (Exempt).

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

TYPIST CLERK  
(Exempt)

DEFINITION:

To perform a wide variety of complex and difficult clerical duties in the Mayor/City Council Office and the Office of the City Manager.

SUPERVISION RECEIVED AND EXERCISED:

In the Mayor/City Council Office, general supervision is provided by the Mayor/City Council Office Manager.

In the Office of the City Manager, general supervision is provided by the City Manager's executive or higher level clerical staff.

EXAMPLES OF DUTIES:

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

Type a wide variety of letters, memos, reports, statistical charts, financial documents, and other materials from clear copy, rough draft or transcription.

Independently compose correspondence related to responsibilities assigned.

Screen calls and visitors, refer inquiries to appropriate authority, and schedule appointments.

Act as office receptionist in the absence of the regular receptionist.

Respond to complaints and request for information regarding regulations and procedures.

Process incoming and outgoing mail.

Sort and file correspondence and other materials.

Requisition, store, and maintain control of office supplies.

Keep routine records of financial and statistical information and prepare standard reports from such records.

Prepare agendas for meetings and also prepare permanent minutes.

Compile information for routine or special reports.

Operate a variety of office machines and equipment.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

English usage, spelling, grammar, and punctuation.

Business letter writing.

Modern office procedures, methods, and equipment.

Recordkeeping principles and procedures.

Arithmetic through percentages.

QUALIFICATIONS: (cont.)Ability to:

- Type at a speed not less than 50 net words per minute.
- Set up and type reports, correspondence, charts, and related documents.
- Operate modern office machines and equipment.
- Understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.
- Communicate effectively, orally and in writing.
- Understand and carry out oral and written directions.
- Work cooperatively with others.
- Maintain confidentiality of sensitive material.

Experience:

Two years of clerical experience including one year at a level where only occasional instruction or assistance was given and work was reviewed only on completion.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:

(0247s)



## Sacramento City Council

CITY HALL  
915 I STREET  
SACRAMENTO, CALIFORNIA 95814  
PHONE (916) 449-5407

**APPROVED**  
BY THE CITY COUNCIL

DEC 2 1986

November 25, 1986

OFFICE OF THE  
CITY CLERK

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT:** Resolution Amending Mayor/Council Office Budget  
by Adding an Exempt Position of Mayor/Council  
Typist Clerk

**SUMMARY:**

The attached Budget and Finance Committee report recommends that an exempt position of Mayor/Council Typist Clerk be established, deleting the existing limited-term Typist Clerk II position, and transferring \$16,500 from the General Fund Administrative Contingency to support this position. This report was presented to the Committee at their meeting on November 25, 1986.

**RECOMMENDATION:**

It is recommended that the City Council approves staff's recommendations by passage of the attached resolution.

Respectfully submitted,

Jeanie Murphy  
Office Manager

RECOMMENDATION APPROVED:

Walter J. Slipe, City Manager

All Districts  
December 2, 1986



# Sacramento City Council

CITY HALL  
915 I STREET  
SACRAMENTO, CALIFORNIA 95814  
PHONE (916) 449-5407

(3)

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November 12, 1986

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: Approval of a 1.00 FTE Exempt Typist Clerk Position  
in the Mayor/Council Office

## SUMMARY:

This report requests that a 1.00 FTE exempt Typist Clerk, Mayor/Council Office position be established to provide clerical support.

## BACKGROUND:

Currently, the Mayor/Council Office is staffed by all exempt career personnel: An Office Manager, five Secretaries, and a Receptionist. Also, a limited-term Typist Clerk II position has been used since April 15, 1986. This proposed position would replace the limited-term Typist Clerk II. The proposed salary is \$1,461.37 - \$1,776.49 per month. This is the same as the exempt classification of Mayor/Council Receptionist and the Civil Service classification of Typist Clerk III.

The clerical needs of the Mayor/Council Office have continued to increase. The public demand on the Mayor and some Councilmembers has grown substantially in the last several months. As a result of this growth, the need for clerical support has also increased.

Although the present limited-term Typist Clerk II was approved as a .2 FTE position, she has worked in excess of 30 hours per week since April as a result of the heavy clerical work load in the Mayor/Council Office.

The proposed classification is to be placed in the Administrative/Confidential unit due to the confidential

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nature and similarity in function to other classifications in the unit.

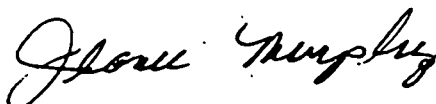
**FINANCIAL:**

The total cost for the 1.00 FTE exempt Typist Clerk, Mayor/Council Office position for the balance of 1986/87 fiscal year would be \$16,500.00.

**RECOMMENDATION:**

It is recommended that the Budget and Finance Committee approve this report and refer it to the City Council for approval. Further, it is recommended that the City Council, by resolution, amend the City Budget for F.Y. 1986/87 to add a 1.00 FTE exempt Typist Clerk, Mayor/Council Office position and transfer \$16,500.00 from the General Fund Contingency to the Mayor/Council Employee Services fund in order to support this position through F.Y. 1986/87.

Respectfully submitted,



Jeanie Murphy  
Office Manager

Recommendation Approved:



JACK R. CRIST, DEPUTY CITY MANAGER

**RESOLUTION NO. 86-923**

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

**APPROVED**  
BY THE CITY COUNCIL

DEC 2 1986

OFFICE OF THE  
CITY CLERK

**RESOLUTION AMENDING THE MAYOR/COUNCIL OFFICE FISCAL YEAR  
1986-87 BUDGET BY ADDING AN EXEMPT POSITION OF  
MAYOR/COUNCIL TYPIST CLERK, DELETING THE EXISTING  
LIMITED-TERM TYPIST CLERK II AND TRANSFERRING  
\$16,500 FROM THE GENERAL FUND ADMINISTRATIVE CONTINGENCY**

WHEREAS, the public demand on the Mayor and members of the City Council has increased substantially over the past several months; and

WHEREAS, as a result of this growth, the need for clerical support has also increased;

NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF SACRAMENTO HEREBY AUTHORIZES THE FOLLOWING:

1. That a 1.0 FTE exempt Mayor/Council Office Typist Clerk be added to the Mayor/Council Office.
2. That the limited-term Typist Clerk II (BAP No. 16619) be deleted.
3. That \$16,500 be transferred from the General Fund Administrative Contingency, as follows:

101-710-7012-4999	(\$16,500)
101-010-0100-4101	\$16,500

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK