



CITY OF SACRAMENTO

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DEPARTMENT OF PERSONNEL
PERSONNEL MANAGEMENT SERVICES DIVISION
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DONNA L. GILES
DIRECTOR OF PERSONNEL

July 15, 1980

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: New Entry Level and Retitled Journey Level Employee Relations
Representative Classifications (Exempt)

SUMMARY

The Director of Employee Relations requested the establishment of entry level classifications and the retitling of journey level classifications for his Department. The attached Resolutions establish the classifications of Administrative Trainee (Exempt) and Employee Relations Representative I (Exempt); and retitle the existing classifications of Employee Relations Representative I and II (Exempt) to Employee Relations Representative II and Senior Employee Relations Representative (Exempt), respectively. All of the classes are exempt and are proposed for allocation to the unrepresented management unit because of their responsibility for representing the City in employee relations matters and/or confidential nature.

APPROVED
BY THE CITY COUNCIL

BACKGROUND INFORMATION

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The current Employee Relations classifications are designed for journey and advanced journey level incumbents. Due to the need of the Director to be able to recruit employees at less than the journey level, the Administrative Trainee (Exempt) and Employee Relations Representative I (Exempt) classifications are proposed. The Trainee level calls for candidates to have a Bachelor's Degree and no experience, while the I level would be for those who have a Degree plus a year's experience on the outside, or six months of Trainee experience with the City. Trainees who have six months of experience could be reallocated to the I level.

The Trainee and I levels would be used for incumbents to learn and perform the less complex and less sensitive employee relations duties. The Trainee class could also be used in other functional areas which have exempt, unrepresented staff such as management analysis.

The new II and Senior levels would perform the same duties as the current Employee Relations Representative I and II classes. The qualifications typically expected would be the same except that the Senior level would call for four instead of three years' experience; this would be consistent with the Senior

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Personnel and Senior Management Analyst classes.

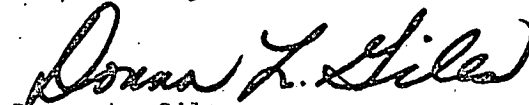
FINANCIAL DATA

The recommended salary range for the Trainee classification is \$1294-1576, and for the I level \$1576-1919. These are comparable to the classified service Administrative Trainee and Assistant Personnel Analyst class salaries, respectively. The recommended ranges of \$1768-2153 for the proposed II level and \$2093-2548 for the Senior level are the same as the current I and II levels.

RECOMMENDATION

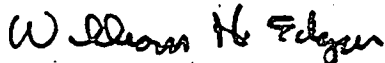
It is recommended that the City Council approve the attached Resolutions providing for the establishment of the new classifications of Administrative Trainee (Exempt) and Employee Relations Representative I, and the retitling of the current classifications of Employee Relations Representative I and II to Employee Relations Representative II and Senior Employee Relations Representative, respectively.

Respectfully submitted,



Donna L. Giles
Director of Personnel

RECOMMENDATION APPROVED:



for Walter J. Slipe
City Manager

DLG/sch

Attachments

ADMINISTRATIVE TRAINEE
(Exempt)

DEFINITION

Under supervision to learn and perform entry level professional duties in administration, management, and employee relations.

DISTINGUISHING CHARACTERISTICS

The Administrative Trainee is a recruiting and training class for persons working either as a staff assistant in a department or as a junior member of a central administrative staff. An employee in this class is trained to do technical work in the development and installation of clerical systems and procedures, the preparation of budgets, research and development of new administrative and operating procedures, or labor relations duties. The work may involve collecting, compiling, and assisting in the interpretation of data and other information necessary for the work of the department. As a trainee, an employee is expected to assume progressively more complex and responsible duties. Upon completion of a six month training period as an Administrative Trainee, and with the recommendation of the department head, a position in this class may be reallocated to the next higher level in the functional area in which the position performs, including for example, Employee Relations Representative I or Assistant Management Analyst.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by high level departmental or division administrative personnel.

EXAMPLES OF DUTIES

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

Participates in making surveys, analyses, and reports on administrative, fiscal, labor relations, and operating problems.

Conducts work flow studies and other procedural analyses.

Assists in the preparation of the departmental budget and in securing estimates of expenditures and work load for various phases of departmental work.

Checks departmental budgetary estimates for accuracy and assists in the control of expenditures within authorized budget allotments.

Assists in writing reports, manuals, administrative bulletins, speeches and pamphlets, and in the revision of rules and other regulations.

Performs related work as required.

QUALIFICATION STANDARDS:

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

Experience:

None is required.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Business or Public Administration, Industrial Relations, Personnel, or a closely related field.

Knowledge of:

Principles of organization, administration, and management.
English grammar, vocabulary and spelling and the principles of organizing and editing reports and correspondence.
Statistical methods.

Ability to:

Collect, compile, analyze and interpret statistical data.
Assist and train other employees in simple and complex clerical and procedural activities.
Present ideas and proposals effectively in conferences and meetings.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:

EMPLOYEE RELATIONS REPRESENTATIVE I (EXEMPT)
EMPLOYEE RELATIONS REPRESENTATIVE II (EXEMPT)

DEFINITION:

To perform professional labor relations work in a variety of program areas including negotiations, research, employee discipline, and grievance handling.

DISTINGUISHING CHARACTERISTICS:

Employee Relations Representative I

This is the first working level class in the labor relations series. Positions are filled either by persons with outside experience or through flexible staffing from the entry class of Administrative Trainee (Exempt). Work may involve responsibility for assignments in any labor relations program area which requires application of fundamental labor relations principles, practices, and law. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees, however, as experience is acquired, the employee performs with increasing independence.

Employee Relations Representative II

This is the journey level class in the professional labor relations series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Employee Relations Representative I, or when filled from the outside require prior professional labor relations experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. Work involves responsibility for the application of professional knowledge and skills to perform the entire range of duties. Work in this class is distinguished from that of an Employee Relations Representative I by the greater complexity of assignments received and by the greater independence with which an incumbent is expected to operate.

SUPERVISION RECEIVED AND EXERCISED:

Direction is provided by higher level professional labor relations employees, primarily the Director of Employee Relations.

Assignments of the Employee Relations Representative II may require indirect supervision of lower level Employee Relations positions.

EMPLOYEE RELATIONS REPRESENTATIVE I (EXEMPT)
EMPLOYEE RELATIONS REPRESENTATIVE II (EXEMPT)

EXAMPLES OF DUTIES:

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

Investigate, interpret, analyze, and prepare recommendations in relation to fact-finding proceedings, disciplinary appeals, grievance/arbitration appeals, and negotiation subjects.

Review and make recommendations to operating departments in relation to the appropriateness of all proposed disciplinary action.

Analyze, interpret, and explain provisions of all labor agreements and City policies and procedures regarding labor relations.

Represent the City in disciplinary appeals, arbitration appeals, fact-finding proceedings, and Civil Service Board matters.

Conduct third step grievance hearings and prepare City response.

Participate in the negotiation process by assisting and providing information to Chief Spokesperson.

Act as Chief Spokesperson for City in the negotiation process with employee organizations.

Conduct employee representation elections and employee decertification elections.

Perform a variety of research and report writing.

Perform special assignments and related duties as required.

QUALIFICATIONS:

Employee Relations Representative I

Knowledge of:

Principles and practices of the collective bargaining process in the private or public sectors.

Federal and State law applicable to labor relations in the public sector.

Grievance handling procedures.

Fundamental principles of Personnel Administration.

Ability to:

Communicate clearly and concisely, orally and in writing.

Properly interpret and make decisions in accordance with labor agreements, laws, regulations, and policies.

Investigate and gather information on grievances and disciplinary appeals.

Handle stressful or sensitive situations with tact and labor-management diplomacy.

EMPLOYEE RELATIONS REPRESENTATIVE I (EXEMPT)
EMPLOYEE RELATIONS REPRESENTATIVE II (EXEMPT)

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:

One year of general industrial/labor relations experience, or six months performing labor relations duties as an Administrative Trainee (Exempt) with the City of Sacramento.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in Industrial Relations, Business, or Public Administration, or a closely related field.

Employee Relations Representative II

In addition to the qualifications for Employee Relations Representative I:

Knowledge of:

Standard negotiating strategies, tactics, and impasse procedures.
Patterns in public negotiations and arbitration decisions.
Principles and practices in relation to presentation of disciplinary cases, arbitration cases, and fact-finding proceedings.

Ability to:

Perform complex professional labor relations work with a minimum of supervision.
Assist in the supervision of entry level professional staff.

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 two years experience comparable to that of an Employee Relations Representative I in the City of Sacramento.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:

SENIOR EMPLOYEE RELATIONS REPRESENTATIVE (EXEMPT)

DEFINITION:

To perform advanced professional labor relations and supervisory work and to assist the Director of Employee Relations in the development, implementation, and administration of the City's Labor Relations programs.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level of the Employee Relations series. This class may be distinguished from the next lower class of Employee Relations Representative II by the level of difficulty and complexity of the work performed, the direct and indirect supervision over lower level Employee Relations Representatives and clerical staff, and the responsibility to act as the Department Head in the absence of the Director of Employee Relations. Positions in this class require the frequent use of a high degree of independent judgment in making decisions in all areas of labor relations.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Director of Employee Relations. Responsibilities include the direct or indirect supervision of lower level Employee Relations Representatives and clerical staff.

EXAMPLES OF DUTIES:

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

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

Supervise and train staff.

Act as Chief Spokesperson for the City in the negotiating process.

Investigate, interpret, analyze, prepare recommendations and make decisions in relation to fact-finding proceedings, disciplinary appeals, grievance/arbitration appeals, and negotiation subjects, and represent the City in the presentation in each of these matters.

Confer with departmental management regarding labor relations policy and procedure changes, and work with operating departments in the implementation of such changes.

Analyze, interpret, and explain provisions of labor agreements, labor law, and City policies and procedures regarding labor relations.

EXAMPLES OF DUTIES: (Continued)

Conduct legislative analysis to determine the effect of proposed legislation on City operations, finances, and labor relations program.

Act as the Department Head in the absence of the Director of Employee Relations.

Perform special assignments and related duties as required.

QUALIFICATIONS:

Knowledge of:

Principles and practices of the collective bargaining process in the private or public sectors.

Federal and State law applicable to labor relations in the public sector.

Principles and practices of Personnel Administration.

Standard negotiating strategies, tactics, and impasse procedures, and grievance handling procedures.

Principles of management rights, representation rights, and unfair practices.

Patterns in public negotiations and arbitration decisions.

Administrative practices and procedures for processing grievances and disciplinary appeals up to and including arbitration.

Principles of management and supervision.

Ability to:

Accurately analyze, interpret, and make decisions regarding a variety of complex labor relations problems in accordance with applicable labor agreement provisions, law, regulations, and policies.

Communicate clearly and concisely, orally and in writing.

Work cooperatively and maintain control when meeting with organizations, often under emotional pressure and after long hours of negotiations.

Supervise, train, and evaluate staff.

Coordinate labor relations activities between departments, employee organizations, and the management team.

Develop and present City positions on labor relations matters.

Perform the most complex labor relations work with little or no supervision.

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 ability would be:

Experience:

Four years of professional labor relations experience.

SENIOR EMPLOYEE RELATIONS
REPRESENTATIVE (EXEMPT)

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EXPERIENCE AND EDUCATION: (Continued)

A Master's Degree from an accredited college or university with major work in Industrial Relations, Business, or Public Administration, or a closely related field may be substituted for one year of experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in Industrial Relations, Business, or Public Administration, or a closely related field.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:

RESOLUTION NO. 80-449

Adopted by The Sacramento City Council on date of

July 15, 1980

A RESOLUTION AMENDING RESOLUTION NO. 75-164,
RELATING TO THE DESIGNATION OF EXEMPT EMPLOYEES

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

Resolution No. 75-164 is hereby amended by adding the following
two classifications to the list of exempt classifications:

Senior Employee Relations Representative
Administrative Trainee (Exempt)

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

JUL 15 1980

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 80-450

Adopted by The Sacramento City Council on date of

JULY 15, 1980

A RESOLUTION AMENDING RESOLUTION NO. 77-348,
DATED JUNE 28, 1977, (CITY'S EMPLOYER-EMPLOYEE
RELATIONS POLICY)

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

SECTION 1.

The first sentence of section B, of Exhibit A of Resolution
No. 77-348, dated June 28, 1977, is hereby amended to read as
follows:

- B. The Council designates the following class titles
(including special job classifications designated
by "S.M.P.") as "unrepresented classifications":

SECTION 2.

Resolution No. 77-348 is hereby amended further by adding
the following two classifications to the list of unrepresented
classifications:

- Senior Employee Relations Representative
- Administrative Trainee (Exempt)

APPROVED
BY THE CITY COUNCIL

JUL 15 1980

OFFICE OF THE
CITY CLERK

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

JUL

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CITY CLERK

RESOLUTION NO. 80-451

Adopted by The Sacramento City Council on date of

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

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

SECTION 1.

Section 1 of Resolution No. 80-415, adopted by the City Council on June 27, 1980, is hereby amended as follows:

1. The class title "Employee Relations Representative I" is changed to "Employee Relations Representative II."
2. The class title "Employee Relations Representative II" is changed to "Senior Employee Relations Representative."
3. The following classification is added to the listing of classifications shown for the Department of Employee Relations:

<u>Code No.</u>	<u>Department and Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Mo. Salary Range</u>
01112	Employee Relations Representative I	VI	2	\$1576 - \$1919

4. The following classification is added to the list of General Classifications:

<u>Code No.</u>	<u>Department and Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Mo. Salary Range</u>
01128	Administrative Trainee (Exempt)	VI	26	\$1294 - \$1576

5. The approximate monthly salary for the classification of Assistant Management Analyst is changed from "\$1566-\$1907" to "\$1576-\$1919".

SECTION 2.

1. Section 2 of Resolution No. 80-415 is hereby amended by adding the following range to Salary Schedule VI:

STEPS

<u>RANGE NO.</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
26	1294 597.36 7.467	1360 627.52 7.844	1428 659.12 8.239	1500 692.32 8.654	1576 727.20 9.090

APPROVED
BY THE CITY COUNCIL

JUN 15 1980

OFFICE OF THE
CITY CLERK

2. Section 2 of Resolution No. 80-415 is hereby amended further by amending Range 2 of Salary Schedule VI to read as follows:

RANGE NO.	<u>STEPS</u>				
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
2	1576	1656	1739	1827	1919
	727.44	764.08	802.64	843.12	885.60
	9.093	9.551	10.033	10.539	11.070

MAYOR

ATTEST:

CITY CLERK