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July 10, 1990

Budget and Finance Committee
Sacramento, California

**Re: City Attorney's Request for Addition of 1.0 FTE Typist Clerk I
and Deletion of 0.48 FTE Graduate Legal Assistant**

SUMMARY

This is a request for a full-time Typist Clerk I position commencing September 1, 1990, in exchange for the deletion of a 0.48 FTE Graduate Legal Assistant position. The additional cost for this position for the current fiscal year is approximately \$8,300. The requested position can be funded without an increase in the City Attorney's budget.

BACKGROUND

At the present time, the City Attorney's budget contains a 0.48 FTE Graduate Legal Assistant position. This position is currently filled and will remain filled until September 1, 1990. On that date, our office desires to eliminate the Graduate Legal Assistant position and convert it to a full-time Typist Clerk I position. The funds available from the Graduate Legal Assistant position on September 1, 1990, are approximately \$11,200. The cost of a Typist Clerk I for the 10-month period in fiscal year 1990-91 is \$19,500. Thus, the additional money necessary for this position is \$8,300, which can be paid without an additional increase in the City Attorney's budget. This can be paid either from salary saving or from funds currently available in the budget.

There is a great need for an additional Typist Clerk in our office to assist in the answering the telephone, copying documents, handling mail and running errands for the office. We have been fortunate to have a high school student who has worked part-time in our office during the spring of 1990 and is with us full time this summer. However, she will be leaving to go to college on September 1, so we need a regular full-time Typist Clerk to take her place after September 1. The help in answering the telephones is invaluable and relieves the legal secretaries of this type of duty. With two clerical positions, one of the persons can be out of the office on errands without the disruption to the other secretaries who would otherwise have to cover the reception desk and perform all of the other necessary duties.

Budget and Finance Committee
July 10, 1990
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FINANCIAL DATA

An additional \$8,300 is necessary for this position. These funds can come from either salary savings or the funds available in the City Attorney's budget.

POLICY CONSIDERATION

The policy question is whether the Council wants to authorize a full-time Typist Clerk position for the City Attorney's office. I am willing to give up an existing half-time Graduate Legal Assistant position. In my opinion, the addition of the Typist Clerk is the most important need for personnel in the office at this time.


MBE/WBE

The regular City policies on affirmative action will be followed in the recruitment.

RECOMMENDATION

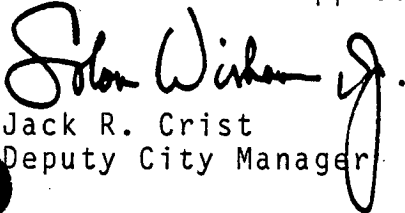
It is recommended that the Budget and Finance Committee approve both this request and the attached resolution and forward it to the City Council for final action.

Sincerely,


JAMES P. JACKSON
City Attorney

JPJ/mr
Attachment

Recommendation Approved:


for Jack R. Crist
Deputy City Manager

July 10, 1990
All Districts

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

A RESOLUTION ADDING 1.0 FTE TYPIST CLERK AND
DELETING 0.48 FTE GRADUATE LEGAL ASSISTANT IN
THE OFFICE OF THE CITY ATTORNEY

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

Effective September 1, 1990,

1. The City Attorney's Office is authorized to add 1.0 FTE Typist Clerk I, and
2. The position of Graduate Legal Assistant, 0.48 FTE, is deleted.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

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ON DATE OF _____

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ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____