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DEPARTMENT OF
PERSONNEL

PERSONNEL MANAGEMENT
SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

CITY MANAGER'S OFFICE

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DONNA L. GILES
DIRECTOR OF
PERSONNEL

January 20, 1987

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: REQUEST FOR EXTENSION OF STAFF AIDE POSITION IN THE LIBRARY

SUMMARY

This report recommends a six-month extension of a Staff Aide position in the Library until an appropriate class specification can be developed.

BACKGROUND INFORMATION

A classification study is in progress for all positions in the City/County library system. At the conclusion of the class study, necessary revisions will be made to Library class specifications.

The Library has a continuing need for someone to prepare budget information and handle fiscal activities for the City/County library system. The requirements needed for the position are a combination of the duties which appear in the class specifications for Deputy Director of Library Administration and Administrative Assistant II. Since there is no classification that encompasses the necessary duties, it is recommended that the Staff Aide classification be utilized for an additional six months until an appropriate class specification can be developed.

SALARY AND FUNDING

The salary for the position will be shared by the City and the County, and funds for the position are available through the current Library budget. It is recommended that the salary be set at \$18.00 per per hour, a rate which is between the classes of Deputy Director of Library Administration and Administrative Assistant II.

APPROVED
BY THE CITY COUNCIL

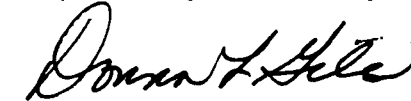
JAN 27 1987

OFFICE OF THE
CITY CLERK

RECOMMENDATION

It is recommended that the City Council extend the use of the Staff Aide classification in the Library for an additional six months at \$18.00 per hour.

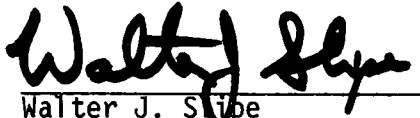
Respectfully submitted,



Donna L. Giles
Director of Personnel

DLG/CB/ej

RECOMMENDATION APPROVED:



Walter J. Stipe
City Manager

All Districts
2/27/87

RESOLUTION NO. 87-045

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION AMENDING THE 1986/87 BUDGET TO EXTEND ONE LIMITED TERM STAFF AIDE TO THE END OF THE FISCAL YEAR 1986/87.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO

- 1. One limited term Staff Aide (.5 FTE) be extended beginning February 1, 1987 until the end of the fiscal year 1986/87 to perform administrative budgeting duties until the classification study is completed and an appropriate class specification can be developed.
- 2. Transfer \$17,557 from 101-410-4110-4258 and \$3,443 from 101-410-4130-4258 to 101-410-4120-4101.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL
JAN 27 1987
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