



# CITY OF SACRAMENTO

## DEPARTMENT OF PERSONNEL

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DONNA L. GILES  
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August 29, 1985

### MEMORANDUM

TO: Personnel and Public Employees Committee  
FROM: Donna L. Giles, Director of Personnel  
SUBJECT: BRIDGING CLASSIFICATIONS

### SUMMARY

There already are many classifications in the City's structure which are accessible without bridging classifications, and many which have bridging classifications. However, there are many which do not have them, primarily in the professional area, and the staff plans to create bridging classifications in several areas this fiscal year.

### BACKGROUND AND ANALYSIS

The Personnel and Public Employees Committee and the Civil Service Board have expressed an interest in the creation of bridging classifications, so as to facilitate upward mobility.


There are presently many classifications which do not have education or experience barriers. For example, Firefighter has no experience requirement and requires only an eleventh grade education, and thus no bridging is needed. Instead, extensive efforts are made by the staff to recruit women, train them to take the tests -- particularly the physical agility test -- and to place them on the job.

There are many classifications which do have bridging patterns. For example, Community Service Officer does not require any college and has no experience requirement. It bridges into Police Officer, which requires two years of college. Many other classifications which have substantial education or experience requirements have qualifications patterns which allow a combination of education and/or experience in lieu of a particular requirement. For example, Recreation Supervisor I requires a college degree or four years of lower level recreation experience; Construction Inspector I requires a college degree or two years of education plus a year of experience. In addition, the Career Development Trainee classification is being used in non-traditional jobs for women such as Street Construction Laborer and Water and Sewer Serviceworker.

There are professional classifications which require a degree and do not have bridging patterns. The staff is planning bridging patterns in a number of them. We plan to request Civil Service Board action in September to establish a Planning Technician classification, which will feed into Junior Planner. We also plan in September to request a modification to Administrative Trainee, which feeds into the Personnel Analyst, Buyer, and Administrative Assistant series. We are also exploring bridging patterns into the Accountant-Auditor, Building Inspector, and Librarian series.

CONCLUSION

Many classifications do not have barriers to upward mobility. However, for those that do, the staff is actively exploring bridging classifications and qualifications patterns.



Donna L. Giles  
Director of Personnel

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