

CITY OF SACRAMENTO

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CITY CLERK'S OFFICE
CITY OF SACRAMENTO

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

August 8, 1985

CITY MANAGER'S OFFICE
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AUG 8 1985

City Council
Sacramento, California

APPROVED
BY THE CITY COUNCIL

Honorable Members in Session:

AUG 13 1985

SUBJECT: PROPOSED NEW EXEMPT CLASSIFICATION - MARINA AIDE

OFFICE OF THE
CITY CLERK

SUMMARY

This report recommends the establishment of a non-career, part-time classification entitled Marina Aide at the rate of \$5.520 to \$6.709 per hour.

BACKGROUND AND ANALYSIS

The City Council approved the addition of one full-time, career Marina Attendant position in the 1985-86 annual budget. With the addition of one full-time position, it is proposed that the current part-time, non-career Marina Attendant positions be reallocated to the new classification of Marina Aide. The Marina Aide classification will be utilized on a part-time basis to perform a variety of routine tasks involved in the operation and maintenance of the City's Marina.

The City's Marina facility will increase to approximately double the current size by August of 1987. In addition to the increased size of the Marina, the City now operates and maintains the Stone Lock and the Old Sacramento Barge. The responsibilities of the career Marina Attendant classification currently include tasks involved in the operation and maintenance of the Stone Lock and the Old Sacramento Barge. The Marina Aide classification will perform some of the duties of the Marina Attendant; however, the part-time Marina Aide will not operate and maintain boating facilities other than the Marina, will not assist in maintaining financial records, and will not monitor merchandise supply levels.

The proposed rate for the new classification is \$5.520 to \$6.709 per hour. The hourly rate is the same as the Recreation Leader II classification which requires comparable qualifications and has the same level of responsibility. It is proposed that this classification be placed in the Operations and Maintenance Unit of Local 39 due to the comparable nature of the class with other classifications within the Unit.

FINANCIAL DATA

There is no financial impact since funds for the new classification have been appropriated in the current budget.

RECOMMENDATION

It is recommended that the City Council amend Resolution 85-119 to effect these changes.

The proposed amended resolution is attached.

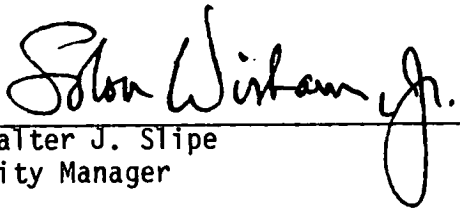
Respectfully submitted,



Donna L. Giles
Director of Personnel

DLG/CB/kmca
Attachments
(6p)

Recommendation Approved:



For: Walter J. Slipe
City Manager

August 13, 1985
All Districts

MARINA AIDE
(Exempt)

DEFINITION:

To perform a variety of routine tasks involved in the operation and maintenance of the City's marina.

DISTINGUISHING CHARACTERISTICS:

A Marina Aide is distinguished from a Marina and Boating Facilities Attendant by the part-time nature of the work performed by the Marina Aide, and by the fact that an Aide does not operate and maintain other boating facilities, does not assist in maintaining financial records, and does not monitor retail merchandise supply levels.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the Marina and Boating Facilities Supervisor.

EXAMPLES OF DUTIES:

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

- Collect fees for berth rentals, snack bar sales, and services.
- Inspect marina facilities for fire hazards, leaking boats, defective moorings, and unauthorized persons.
- Perform minor repairs and maintenance on docks and equipment.
- Pick up litter and remove trash.
- Clean docks, stairs, and office, and perform grounds maintenance.
- Pump out and clean restroom facilities.
- Pump gasoline.
- Enforce regulations governing use of the marina.
- Operate a motorboat.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

No special knowledge requirements.

QUALIFICATIONS: (Continued)

Ability to:

- Perform routine maintenance and clerical tasks.
- Operate a motorboat.
- Swim.
- Work irregular shifts, including weekends, holidays, and evenings.
- Establish and maintain cooperative relationships with those contacted in the course of work.

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:

Some work experience with boats, boating facilities, and boating operations.

Education:

Ability to read and write the English language at a level necessary for efficient job performance.

Special Qualification:

A valid California Class III Driver License is desirable in order to work in this classification. Individuals who do not have such a license are eligible for employment in this classification.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:

(137s)

RESOLUTION NO. 85-599

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

August 13, 1985

AMENDING RESOLUTION 85-119 RELATING TO SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY, AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 85-119 IS AMENDED AS FOLLOWS, EFFECTIVE August 17, 1985:

Section 1.

Exhibit A, Salary Schedules, Schedule 3, Operations and Maintenance Unit, salaries, is amended by:

- a. The addition of the classification of Marina Aide, with the rate of \$5.520 to \$6.709 per hour.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by the:

- a. Addition of the classification of Marina Aide to the Operations and Maintenance Unit.

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended as follows:

The classification of Marina Aide is added.

ATTEST:

APPROVED
BY THE CITY COUNCIL

MAYOR

AUG 13 1985

OFFICE OF THE
CITY CLERK