



CITY OF SACRAMENTO

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DEPARTMENT OF PERSONNEL
PERSONNEL MANAGEMENT SERVICES DIVISION
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CITY MANAGER'S OFFICE
RECEIVED
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Honorable Members in Session:

SUBJECT: REALLOCATION OF INTERMEDIATE TYPIST-CLERK POSITION -
DEPARTMENT OF CITY TREASURER

SUMMARY

The City Treasurer, Tom Friery, requested a job audit of the position of Intermediate Typist-Clerk. As a result, the Department of Personnel is reallocating the position from Intermediate Typist-Clerk to Senior Stenographer-Clerk. The Ralph Andersen study has proposed that the position be reallocated to the recommended new classification of Secretary. The Department of Personnel agrees with the recommendation.

BACKGROUND INFORMATION

On July 6, 1979, Tom Friery, City Treasurer, initially requested that a job audit be performed for all positions in his department. The position of Intermediate Typist-Clerk was studied by the Personnel Department.

On November 5, 1979, the Personnel Department determined that the position of Intermediate Typist-Clerk should be reallocated to that of Senior Stenographer-Clerk. The reallocation was based on the fact that the employee would be functioning as a Department Head's secretary and performing the duties which are usually assigned to the Senior Stenographer-Clerk classification.

At the present time, the City of Sacramento's classification plan uses the classification of Senior Stenographer-Clerk to function as a Secretary. The Andersen study has recommended that positions which function as Department Head secretaries, including the City Treasurer's, be reallocated to the proposed classification of Secretary.

The most expedient manner in which to fill the vacant position is to reallocate the position to Senior Stenographer-Clerk. There is an eligible list available from which a candidate may be appointed. If the Andersen study recommendation is adopted, and the new classification adopted, the position can be

reallocated to the classification of Secretary.

FINANCIAL DATA

The salary for the Fiscal Year 1980-81 would be \$13,926 for the classification of Senior Stenographer-Clerk. (Six months at Step "A" and six months at Step "B").

Respectfully submitted,



Donna L. Giles
Director of Personnel

APPROVED:



SV

Walter J. Slipe
City Manager