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Sacramento City Council

CITY HALL
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November 12, 1986

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: Approval of a 1.00 FTE Exempt Typist Clerk Position
in the Mayor/Council Office

SUMMARY:

This report requests that a 1.00 FTE exempt Typist Clerk, Mayor/Council Office position be established to provide clerical support.

BACKGROUND:

Currently, the Mayor/Council Office is staffed by all exempt career personnel: An Office Manager, five Secretaries, and a Receptionist. Also, a limited-term Typist Clerk II position has been used since April 15, 1986. This proposed position would replace the limited-term Typist Clerk II. The proposed salary is \$1,461.37 - \$1,776.49 per month. This is the same as the exempt classification of Mayor/Council Receptionist and the Civil Service classification of Typist Clerk III.

The clerical needs of the Mayor/Council Office have continued to increase. The public demand on the Mayor and some Councilmembers has grown substantially in the last several months. As a result of this growth, the need for clerical support has also increased.

Although the present limited-term Typist Clerk II was approved as a .2 FTE position, she has worked in excess of 30 hours per week since April as a result of the heavy clerical work load in the Mayor/Council Office.

The proposed classification is to be placed in the Administrative/Confidential unit due to the confidential

nature and similarity in function to other classifications in the unit.

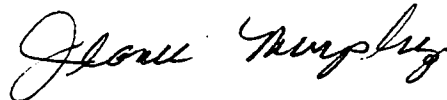
FINANCIAL:

The total cost for the 1.00 FTE exempt Typist Clerk, Mayor/Council Office position for the balance of 1986/87 fiscal year would be \$16,500.00.

RECOMMENDATION:

It is recommended that the Budget and Finance Committee approve this report and refer it to the City Council for approval. Further, it is recommended that the City Council, by resolution, amend the City Budget for F.Y. 1986/87 to add a 1.00 FTE exempt Typist Clerk, Mayor/Council Office position and transfer \$16,500.00 from the General Fund Contingency to the Mayor/Council Employee Services fund in order to support this position through F.Y. 1986/87.

Respectfully submitted,



Jeanie Murphy
Office Manager

Recommendation Approved:



JACK R. CRIST, DEPUTY CITY MANAGER

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION AMENDING THE MAYOR/COUNCIL OFFICE FISCAL YEAR
1986-87 BUDGET BY ADDING AN EXEMPT POSITION OF
MAYOR/COUNCIL TYPIST CLERK, DELETING THE EXISTING
LIMITED-TERM TYPIST CLERK II AND TRANSFERRING
\$16,500 FROM THE GENERAL FUND ADMINISTRATIVE CONTINGENCY

WHEREAS, the public demand on the Mayor and members of the City Council has increased substantially over the past several months; and

WHEREAS, as a result of this growth, the need for clerical support has also increased;

NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CITY OF SACRAMENTO HEREBY AUTHORIZES THE FOLLOWING:

1. That a 1.0 FTE exempt Mayor/Council Office Typist Clerk be added to the Mayor/Council Office.
2. That the limited-term Typist Clerk II (BAP No. 16619) be deleted.
3. That \$16,500 be transferred from the General Fund Administrative Contingency, as follows:

101-710-7012-4999	(\$16,500)
101-010-0100-4101	\$16,600

MAYOR

ATTEST:

CITY CLERK