



Agenda Rpt. 38

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

APPROVED
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
CITY OF SACRAMENTO
August 4, 1981

APPROVED
SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO
CITY MANAGER'S OFFICE
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AUG 25 1981
AUG 19 1981

Redevelopment Agency of the
City of Sacramento
Housing Authority of the
City of Sacramento
Sacramento, California

AUG 25 1981

Honorable Members in Session:

SUBJECT: Establishing the Exempt Classification of Confidential Secretary

SUMMARY

Attached are resolutions (1) establishing the exempt classification of Confidential Secretary I/II; (2) amending the 1981 Agency budget to facilitate the classification change; and (3) amending the Agency Employer-Employee Relations Policy to add the Confidential Secretary I/II classification to the Managerial and Confidential Unit.

BACKGROUND

Management Study Reports No. 2 and 3 and the Final 1981 Agency Budget included recommendations for assignment of a Stenographer Clerk III position to the Department of Administration and the Typist Clerk II position to the Division of Personnel. These positions are involved in sensitive duties related to a variety of confidential, operational, personnel and labor relation matters. The Stenographer Clerk III also provides clerical assistance to the Executive Director and Deputy Executive Director. These positions are currently within classifications in the General Clerical and Services Representation Unit.

In order to properly carry out these confidential duties, it is necessary to establish the exempt classification of Confidential Secretary which would be outside the General Clerical Unit.

The Confidential Secretary II, as Secretary to the Director of Administration, would also provide secretarial assistance to the Executive Director, accomplishing those duties previously performed by the Secretary to the Executive Director, a position which was eliminated by the adoption of the 1981 Agency Budget. The duties prior to assuming such additional responsibilities was equivalent to a Stenographer Clerk III.

8-25-81
All Districts

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

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The Confidential Secretary I, as Secretary to the Personnel Officer, would be a position that has increased responsibility, including duties related to labor relations and Affirmative Action Plan implementation. The present duties are equivalent to a Typist Clerk II.

Because of the exempt status of Confidential Secretary, those appointed would not accrue paid overtime. In order to maintain good working relationships and to appropriately compensate this exempt class, it is important that the Confidential Secretary receive no less than comparable clerical positions which do receive paid overtime. Therefore, the Confidential Secretary II should have a salary range 5% above the Stenographer Clerk III. The salary for the Confidential Secretary I classification should be 5% above the Typist Clerk II range. Benefits would be the same as other non-represented non-management classes.

These positions would be subject to review in the course of the Agency classification and pay study anticipated to be completed by December, 1981.

FINANCIAL DATA

The proposed salary ranges for Confidential Secretary I and II are \$989-\$1205 and \$1229-\$1496, respectively. The estimated salary cost increase for these classification changes for 1981 is \$3,000. There will be no additional cost for medical, dental and insurance benefits.

RECOMMENDATION

The staff recommends that the Redevelopment Agency and Housing Authority of the City of Sacramento adopt the attached resolutions establishing the classification of Confidential Secretary I/II, applicable salaries and placing this classification in the Managerial and Confidential Unit of the Agency Employer-Employee Relations Policy.

Respectfully submitted,

William H. Edgar
WILLIAM H. EDGAR
Interim Executive Director

TRANSMITTAL TO COUNCIL:

Walter J. Slupe

WALTER J. SLUPE, City Manager

RESOLUTION NO. HA- 81-078

Adopted by the Housing Authority of the City of Sacramento

August 25, 1981

ESTABLISHING CLASSIFICATIONS AND
SALARY RANGE FOR
CONFIDENTIAL SECRETARY I AND II

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY
OF SACRAMENTO:

The Exempt Classification of Confidential Secretary
I/II is hereby established:

<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
Confidential Secretary I	I	1	\$989 - \$1205
Confidential Secretary II	I	1A	\$1229 - \$1496

The Employer-Employee Relations Policy is hereby amended to add
the above referenced classification to the Managerial and Con-
fidential Unit.

CHAIRMAN

ATTEST:

SECRETARY

APPROVED
SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO

AUG 25 1981

RESOLUTION NO. HA- 81-079

Adopted by the Housing Authority of the City of Sacramento

August 25, 1981

AMENDING CALENDAR YEAR 1981 BUDGET

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO:

1. The purpose of this budget amendment is to establish the exempt classifications of Confidential Secretary I/II.

2. The calendar year 1981 Budget is hereby amended by deleting the Stenographer Clerk III position; adding a Confidential Secretary II position; and appropriating an additional \$1635 (\$1290 in employee services; \$345 in other services/supplies) to the Administration Department.

3. The calendar year 1981 Budget is hereby amended by deleting the Typist Clerk II position; adding the Confidential Secretary I position; and appropriating an additional \$1365 (\$1080 in employee services; \$285 in other services/supplies) to the Personnel Division, Administration Department.

CHAIRMAN

ATTEST:

SECRETARY

AUG 28 1981

APPROVED
SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO

AUG 25 1981

RESOLUTION NO. RA- 81-064

Adopted by the Redevelopment Agency of the City of Sacramento

AMENDING CALENDAR YEAR 1981 BUDGET

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

1. The purpose of this budget amendment is to establish the exempt classifications of Confidential Secretary I/II.

2. The calendar year 1981 Budget is hereby amended by deleting the Stenographer Clerk III position; adding a Confidential Secretary II position; and appropriating an additional \$1635 (\$1290 in employee services; \$345 in other services/supplies) to the Administration Department.

3. The calendar year 1981 Budget is hereby amended by deleting the Typist Clerk II position; adding the Confidential Secretary I position; and appropriating an additional \$1365 (\$1080 in employee services; \$285 in other services/supplies) to the Personnel Division, Administration Department.

CHAIRMAN

ATTEST:

SECRETARY

APPROVED
SACRAMENTO REDEVELOPMENT AGENCY
CITY OF SACRAMENTO

AUG 25 1981

CONFIDENTIAL SECRETARY I
CONFIDENTIAL SECRETARY II

DEFINITION:

Under general direction to perform a variety of confidential and complex secretarial and administrative duties for a department head or division chief involved in Agency Employer - Employee Relations.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the department head or division chief. The position may provide direct or indirect supervision to other clerical staff.

EXAMPLES OF DUTIES:

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

Acts in a confidential capacity in secretarial and office tasks.

Composes routine correspondence not requiring the department head or division chief's personal attention.

Acts as a receptionist, screens calls and visitors, and refers inquiries as appropriate; responds to complaints and requests for information regarding the intent of instructions, precedents, and regulations.

Participates and assists in the administration of a department or division, prepares comprehensive reports, compiles annual budget requests, and recommends expenditure requests for designated accounts.

Recommends organization or procedural changes affecting clerical activities.

Relieves the department head or division chief of routine personnel, budget, payroll, and purchasing duties.

Researches, compiles, and analyzes data for special projects and various reports.

Initiates and maintains a variety of files and records of information such as payroll, personnel, attendance, budget, production and cost records; maintains manuals and updates resource materials.

Makes routine appointments and arranges conferences and meetings.

Provides assistance to staff working with labor negotiations. Gathers and types confidential material relating to labor relations.

May supervise, train, and evaluate subordinates.

Performs related duties as assigned.

CONFIDENTIAL SECRETARY I
CONFIDENTIAL SECRETARY II

EXAMPLES OF DUTIES (cont.):

Confidential Secretary II - In addition to the above duties:

May take and transcribe dictation from rough draft, shorthand notes, or dictaphone recordings.

May serve as Secretary to a board or commission, preparing the agenda, assembling background materials, and taking minutes of the meetings.

QUALIFICATIONS:

Knowledge of:

English usage, spelling, grammar, punctuation; business letter writing; modern office methods, procedures, and equipment; organization, procedures and operating details of the department or division to which assigned; principles of supervision, training and performance evaluation.

Ability to:

Understand the organization and operation of the Agency and of outside agencies as necessary to assume assigned responsibilities; communicate effectively, orally and in writing; work cooperatively with other departments and outside agencies; interpret and apply departmental policies, laws and rules; type at a speed of 60 words per minute; work independently in the absence of supervision; analyze situations carefully and adopt effective courses of action; compile and maintain complex and extensive records and prepare related reports; understand and carry out oral and written directions; supervise, train and evaluate subordinates.

Confidential Secretary II - In addition to the above:

Ability to:

Take dictation at a speed of not less than 100 words per minute may be required.

EXPERIENCE AND EDUCATION:

Any combination of 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:

Confidential Secretary I -

Three years of increasingly responsible clerical experience including one year experience comparable to that of Typist

CONFIDENTIAL SECRETARY I
CONFIDENTIAL SECRETARY II

EXPERIENCE AND EDUCATION (cont.):

Clerk III classification in the Agency.

Confidential Secretary II -

Four years of increasingly responsible clerical experience including two years experience comparable to that of Stenographer Clerk III in the Agency.

Education:

Equivalent to the completion of the twelfth grade including or supplemented by specialized clerical courses.

Education beyond twelfth grade may be substituted for up to two years of the required experience on the basis that one year of education is equivalent to six months of experience.