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DEPARTMENT OF
PERSONNEL

CITY OF SACRAMENTO
CALIFORNIA

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SACRAMENTO, CA
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PERSONNEL MANAGEMENT
SERVICES DIVISION

August 9, 1988

916-449-5726

DONNA L. GILES
DIRECTOR OF
PERSONNEL

City Council
Sacramento, California

APPROVED
BY THE CITY COUNCIL

AUG 23 1988

OFFICE OF THE
CITY CLERK

Honorable Members in Session:

SUBJECT: REQUEST FOR STAFF AIDE POSITION IN THE DEPARTMENT OF PUBLIC
WORKS, SOLID WASTE DIVISION

SUMMARY

This report recommends approval of a Staff Aide position to meet an immediate staffing need in the Department of Public Works, Solid Waste Division, until an appropriate class specification can be developed.

BACKGROUND

Due to the pending closure of the City's landfill in 1990, the City will direct haul waste to the County landfill. Utilizing the County landfill will add significant hauling cost by increasing the City's labor, transportation and fuel. The City recognizes that steps must be taken to reduce the amount of waste going to the disposal site. The Department of Public Works has therefore requested that the Personnel Department begin work to develop a new classification which would design and promote recycling programs for the City. Recycling programs will facilitate the reduction of waste which will, in turn reduce the costs of hauling.

The City Council has placed a high priority on recycling and waste reduction activities. Given the importance of the proposed classification to recycling activities, it is recommended a staff aide position be established for a period of six months to begin preliminary program activities until the proper classification can be developed and a career appointment made.

The staff aide position will be responsible for laying the groundwork of the new program. This would include obtaining and reviewing all pertinent materials on recycling in the State of California, such as copies of

applicable laws and ordinances, pending legislation and current City policies. The duties would also include contacting other agencies to learn about their recycling and waste reduction strategies, and beginning to explore the marketing aspects of the recycling effort. The individual in the staff aide position will not begin the actual program; however, he or she will conduct valuable preliminary research and compile a resource library which will accelerate program efforts once a career appointment is made.

A current City employee from the Solid Waste Division will be reassigned to the Staff Aide position. It is therefore proposed that the salary be set at \$1,715.65 per month which is equivalent to this individual's current salary.


FISCAL IMPACT

Funds for the proposed salary is currently included in the 1988-89 Solid Waste Division Budget, Employee Services Account and, therefore will create no additional fiscal impact.

RECOMMENDATION

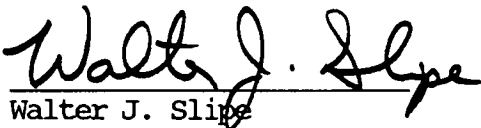
It is recommended that the City Council approve the use of the Staff Aide classification for the position needed in the Department of Public Works, Solid Waste Division, for up to six (6) months.

Respectfully Submitted,



Donna L. Giles
Director of Personnel

Recommendation Approved



Walter J. Slips
City Manager

All Districts
August 23, 1988

DLG/SCC