

CITY OF SACRAMENTO



DEPARTMENT OF PERSONNEL  
PERSONNEL MANAGEMENT SERVICES DIVISION  
801 NINTH STREET, ROOM 210  
SACRAMENTO, CALIF. 95814  
TELEPHONE (916) 449-5726/5728

CITY MANAGER'S OFFICE  
**RECEIVED**  
JUN 19 1981

DONNA L. GILES  
DIRECTOR OF PERSONNEL

June 16, 1981

City Council  
Sacramento, CA.

**APPROVED**  
BY THE CITY COUNCIL

JUN 23 1981

OFFICE OF THE  
CITY CLERK

Honorable Members in Session:

SUBJECT: CONVERSION OF FOUR EXEMPT EMPLOYEES AND FOUR EXEMPT CLASSIFICATIONS TO THE CLASSIFIED SERVICE

SUMMARY

This item implements Council direction to convert the following current exempt employees and classifications to the classified service:

Kenneth Noblett  
Carl Provost

Zoo Herpetologist  
Assistant Real Property and Assessment  
District Supervisor

Toni Ellingson  
Harold Ayres

Booking Coordinator  
(Will be allocated to existing classified  
service class of Administrative  
Assistant II)

(Vacant as of  
June 27, 1981)

Tax and License Supervisor

In addition, an attached resolution deletes the classes of Police Statistician and Youth Recreation Coordinator.

BACKGROUND

Last December, Personnel staff did a study which was presented to the Personnel and Public Employees Committee and the full Council regarding exempt classifications in the City. The study recommended that six classifications and their incumbents be converted to the classified service. The Council adopted the recommendations and directed the staff to negotiate with employee associations the conversion of the incumbents.

Regarding incumbents, negotiations have been completed, and the employee associations are agreeable to the conversion. The incumbents will be converted June 27, 1981, and will incur no change in salary, benefits, or employee association representation. The City Attorney has advised that the Council has the authority, as a necessary incident of its authority under Charter Section 83, to effect the conversion.

Two of the six incumbents, as of last December, do not need Council action. One, who was in the classification of Youth Recreation Coordinator competed for and has been appointed to the classified service as a Recreation Program Coordinator. The other will retire effective June 26, 1981, from the classification of Business License Supervisor (which is being retitled Tax and License Supervisor as a result of the Andersen Study).

Regarding classifications, the Civil Service Board established, at its June 16, 1981 meeting, the four classifications which needed conversion. In making the conversions, the Board retitled two classifications as a result of the Andersen Study: Assistant Real Estate Supervisor was changed to Assistant Real Property and Assessment District Supervisor, and Business License Supervisor was changed as noted above to Tax and License Supervisor. No action was necessary by the Board on the Youth Recreation Coordinator and Police Statistician classifications, because they will not be used any more and will be deleted by one of the attached resolutions.

#### RECOMMENDATION

It is recommended that the City Council approve the attached resolutions, which convert four exempt employees and classifications to the classified service, and delete two classifications which are no longer needed.

Respectfully submitted,




Donna L. Giles  
Director of Personnel

DLG/JW/sch

Attachments

Recommendation Approved:

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Walter J. Slipe  
City Manager

June 23, 1981

ZOO HERPETOLOGIST

DEFINITION:

To perform specialized work developing and maintaining all reptile and amphibian exhibits at the William Land Park Zoo, and performing related work as required.

SUPERVISION RECEIVED:

Direction is provided by the Zoo Superintendent.

EXAMPLES OF DUTIES:

Plans appropriate layouts and decorates reptile and amphibian enclosures in an artistic manner which effectively simulate the natural environment.

Stimulates public interest by speaking and writing authoritatively on the subject of reptiles and amphibians.

Feeds and waters reptiles and amphibians according to a predetermined schedule. Prepares diet and determines food requirements and environmental conditions required for reproductions.

Cleans and disinfects all exhibits, utensils, display pools and other fixtures.

Maintains a live food colony as a primary source of feeding.

Handles dangerous and harmless specimen as maintenance schedule requires.

Keeps records as may be required.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Technical and scientific information on the exhibition requirements of reptiles, including their identification, food, shelter, and care, and the requirements for reproduction.

Emergency treatment for reptile envenomation and the occupational hazards of working with dangerous specimens.

Ability to:

Handle extremely dangerous specimens and effectively prevent injury to self and others.

Recognize and treat injuries and diseases common to all specimens held for display.

QUALIFICATIONS: (Continued)

Train and supervise employees providing assistance in the care of specimens.  
Meet and deal effectively with the public; speak and write effectively.  
Establish and maintain effective working relationships with other employees and the general public.

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:

Six years of professional zoo experience working with reptiles and amphibians, including at least one year in planning, building, and maintaining displays.

Education:

Equivalent to the completion of the twelfth grade. Education in Zoology or a closely related field beyond the twelfth grade may be substituted on a year-for-year basis for up to four years of experience.

Adopted: 1/20/70

Revised:

Title Change:

Abolished:

Class Code: 03123

DEFINITION

To assist the Real Property and Assessment District Supervisor in the planning, administration, and coordination of real property and assessment district activities and to provide highly responsible and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Real Property and Assessment District Supervisor.

Responsibilities require the direct and indirect supervision of professional, technical and clerical personnel.

EXAMPLES OF DUTIES

Assist in the more general aspects of special assessment proceedings, prepare estimates of assessment costs, lists of owners and notices of improvements, and coordinate assessment district proceedings with other City departments.

Prepare and check legal descriptions, prepare parcel maps and computations of divided areas, and coordinate the preparation of deeds, reconveyances, agreements, and other documents involving property acquisitions and assessment districts.

Negotiate with owners for the purchase of property and easement agreements, arrange escrow details, secure, examine, and interpret title reports on property to be acquired, and assist in the preparation and execution of necessary documents to obtain clear title.

Prepare reassessments on existing districts as requested by property owners.

Prepare and submit estimates and approvals of right-of-ways and property costs.

Collect, assemble, and classify data relative to acquisition projects, evaluate data, prepare written and graphic reports and analyze tentative and final disposition proceedings and records.

Respond to citizen complaints and requests for information.

Assist in the preparation and administration of the division budget.

Supervise and train assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Real estate title preparation and the principles and practices of title search; title transfer, and title guarantee.

## Assistant Real Property and Assessment District Supervisor

### Knowledge of:

Real property appraisal and management.

Applicable Federal, State, and local laws, regulations, codes, and policies related to real property services, and pertaining to various improvement and bond acts and abandonments.

Principles of supervision and training.

### Ability to:

Assist in the planning, scheduling, and supervision of real property services activities.

Evaluate real property and to negotiate real estate transactions.

Prepare clear and concise reports.

Properly interpret and make decisions in accordance with applicable laws, regulations, codes, and policies.

Supervise and train assigned staff.

### 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:

Three years of responsible engineering or related experience in the assessment, appraisal, acquisition, and management of public property.

#### Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in business administration, engineering, economics, real estate, or a closely related field.

## BOOKING COORDINATOR

### DEFINITION

To direct, supervise and coordinate pre-event activities associated with the scheduling, contract preparation, and confirmation of Sacramento Community Convention Center events.

### SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Community Center Director or the Assistant Community Center Director.

Responsibilities include the direct and indirect supervision of clerical staff.

### EXAMPLES OF DUTIES

Plan and direct the work of a clerical staff involved in securing booking information in relation to planned events, and the preparation and verification of contractual agreements.

Prepare and execute necessary forms and documents relevant to confirmation and scheduling of events.

Perform studies of operations procedures, policies, and practices, and recommend amendments and changes as necessary.

Assist in the planning and preparation of the annual budget.

Review contracts to ascertain compliance with terms and conditions.

Prepare periodic schedules of events and related correspondence.

Assist with the design and revision of record controls, reporting and work flow procedures.

Prepare statistical and financial reports and other correspondence.

Supervise, train, and evaluate subordinates.

Perform related duties as assigned.

### QUALIFICATIONS

Knowledge of:

Modern office management methods, materials and equipment.

## QUALIFICATIONS

### Knowledge of:

Applicable policies, rules and ordinances related to community center operations.

Principles of administration, budget, and personnel management.

### Ability to:

Supervise and participate in the preparation of documents and arrangements for community center activities.

Communicate clearly and concisely, orally and in writing.

Read and comprehend a variety of complex documents including statistical and financial reports and legal contracts.

Establish and maintain effective relationships with those contacted in the course of work.

Supervise, train and evaluate subordinates.

### 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:

One year of general administrative and clerical supervisory experience preferably in a community convention center or similar facility.

#### Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in business administration, public administration or a closely related field.



DEFINITION

To supervise the collection of City taxes, licenses, and miscellaneous revenues.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Revenue and Collections Manager.

Responsibilities include direct supervision of field inspection and clerical personnel.

EXAMPLES OF DUTIES

Plan, organize and review the work of clerical employees engaged in the issuance of licenses and the collection of taxes, licenses, permit fees and other charges.

Direct and supervise the work of Revenue Inspectors.

Develop and implement new procedures which implement new departmental policies and changes in laws and ordinances.

Respond to complaints and requests for information regarding license and permit fees.

Interpret rules, regulations and City ordinances relating to tax and license fees.

Meet with promoters, stadium managers and ticket agents in connection with the admissions tax.

Assist in the preparation of the budget.

Provide administrative and staff assistance to the Revenue and Collections Manager as required.

Serve as Revenue and Collections Manager as required.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

General law relating to the issuance of licenses and special permits and the collection of taxes and fees.

Auditing principles.

Ability to:

Supervise, train and evaluate technical and clerical personnel.

Understand and interpret laws and City ordinances.

Prepare a variety of statistical reports and maintain financial records.

Understand and write specifications for data processing systems utilized in billing and collection activities.

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:

Three years of progressively responsible administrative work involving the collection and accounting for money.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with specialization in accounting, business or public administration or a closely related field.

**RESOLUTION No. 81-466**

**Adopted by The Sacramento City Council on date of**

A RESOLUTION AMENDING RESOLUTION  
NO. 75-164 RELATING TO THE  
DESIGNATION OF EXEMPT EMPLOYEES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1.

Resolution No. 75-164 is hereby amended effective June 27, 1981, by deleting the following classifications from the list of exempt classifications:

Booking Coordinator  
Assistant Real Property Supervisor  
Zoo Herpetologist  
Business License Supervisor  
Police Statistician  
Youth Recreation Coordinator

SECTION 2.

The following employees presently incumbents of positions within the classifications removed from the list of exempt classifications under Section 1 above, are granted permanent Civil Service status in the following positions effective June 27, 1981:

<u>Name</u>	<u>Classification</u>
Toni Ellingson	Booking Coordinator
Carl Provost	Assistant Real Property Supervisor
Kenneth Noblett	Zoo Herpetologist
Harold Ayres	Administrative Assistant II

\_\_\_\_\_  
MAYOR

ATTEST:

**APPROVED**  
BY THE CITY COUNCIL

**JUN 23 1981**

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CITY CLERK

OFFICE OF THE  
CITY CLERK

RESOLUTION NO. 81-467

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING RESOLUTION  
NO. 77-348 ADOPTED JUNE 28, 1977  
RELATED TO EMPLOYER-EMPLOYEE RELATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1.

Resolution No. 77-348, adopted June 28, 1977, is hereby amended, effective June 27, 1981, by deleting the following classifications from the list of representation units as shown on Exhibit A, Item A:

8. CONFIDENTIAL UNIT

Police Statistician

11. GENERAL SUPERVISORY UNIT

Youth Recreation Coordinator

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MAYOR

ATTEST:

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CITY CLERK

APPROVED  
BY THE CITY COUNCIL

JUN 23 1981

OFFICE OF THE  
CITY CLERK

# RESOLUTION NO. 81-468

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AMENDING RESOLUTION  
NO. 80-415, DATED JUNE 27, 1980,  
RELATING TO CLASSIFICATIONS,  
COMPENSATION RATES AND SALARY RANGES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

## SECTION 1

Effective June 27, 1981 Section 1 of Resolution No. 80-415, adopted by the City Council on June 27, 1980 is hereby amended by deleting the following classification:

### ASSISTANT REAL ESTATE SUPERVISOR

<u>Code No.</u>	<u>Department &amp; Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
14009	Engineering Assistant Real Estate Supervisor	XIII	6	\$1943---\$2366

## SECTION 2

Effective June 27, 1981, Section 1 of Resolution No. 80-415, adopted by the City Council of June 27, 1980 is hereby amended by adding the following classification:

### ASSISTANT REAL PROPERTY AND ASSESSMENT DISTRICT SUPERVISOR

<u>Code No.</u>	<u>Department &amp; Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
14009	Engineering Assistant Real Property and Assessment Supervisor	XIII	6	\$1943---\$2366

**APPROVED**  
BY THE CITY COUNCIL

JUN 23 1981

OFFICE OF THE  
CITY CLERK

SECTION 3.

Effective June 27, 1981, Section 1 of Resolution No. 80-415, adopted by the City Council on June 27, 1980 is hereby amended by deleting the following classification:

BUSINESS LICENSE SUPERVISOR

<u>Code No.</u>	<u>Department &amp; Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
03204	Finance Business License Supervisor	V	113	\$1531-1863

SECTION 4.

Effective June 27, 1981, Section 1 of Resolution No. 80-415, adopted by the City Council on June 27, 1980 is hereby amended by adding the following classification:

TAX AND LICENSE SUPERVISOR

<u>Code No.</u>	<u>Department &amp; Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
03204	Finance Tax and License Supervisor	V	113	\$1531-1863

SECTION 5

Effective June 27, 1981, Section 1 of Resolution No. 80-415, adopted by the City Council on June 27, 1980 is hereby amended by deleting the following classification:

POLICE STATISTICIAN

<u>Code No.</u>	<u>Department &amp; Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
10010	Police Police Statistician	VIII	9	\$1753-2134

SECTION 6.

Effective June 27, 1981, Section 1 of Resolution No. 80-415, adopted by the City Council on June 27, 1980 is hereby amended by deleting the following classification:

YOUTH RECREATION COORDINATOR

<u>Code No.</u>	<u>Department &amp; Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
03250	Community Services Youth Recreation Coordinator	V	125	\$1597-1945

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MAYOR

ATTEST:

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CITY CLERK