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RESOLUTION NO. 80-412

Adopted by The Sacramento City Council on date of

JUNE 27, 1980

A RESOLUTION APPROVING GROUP INSURANCE AND
TRANSPORTATION BENEFITS TO EMPLOYEES IN THE
CLASSIFICATIONS OF EXECUTIVE SECRETARY AND
CONFIDENTIAL SECRETARY

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

1. The City Manager is hereby authorized and directed to provide medical, dental and other group insurance benefits, including and not limited to group life and disability benefits, which are equal to \$126.58 per month, per employee, to all employees in the classifications of Executive Secretary and Confidential Secretary.

2. Employees in the classifications of Executive Secretary and Confidential Secretary may purchase a monthly Regional Transit bus pass at one-half cost upon notifying the Department of Finance before the first of the month for which a bus pass is purchased. The 50% discount shall not include the cost of zone stickers.

MAYOR

ATTEST:

CITY CLERK



CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL

801 NINTH STREET, ROOM 201
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5270

DONNA L. GILES
DIRECTOR OF PERSONNEL

June 26, 1980

City of Sacramento Council Members
Sacramento, California

Honorable Members in Session:

SUBJECT: 1980 - 81 Recommended Compensation for Non-Represented
Confidential Employees

BACKGROUND

The Confidential Employees Association and the City formally agreed to remove five positions from the Confidential Representation Unit. These positions were removed from the Representation Unit by Council Resolution on May 16, 1980. This action was taken because of the functions they performed relating to confidential labor relations matters.

Three of the positions were in the class of Executive Secretary - exempt; two positions were in the class of Senior Stenographer-Clerk. The Executive Secretaries were moved as a class.

Since representative units listed in the Employer-Employee Relations Policy include classification, not individual positions, in order to remove the two Senior Stenographer-Clerk positions from the Confidential Unit, a new classification had to be created. The exempt class of Confidential Secretary was established and the two Senior Stenographer-Clerks were appointed to this class.

In creating the Confidential Secretary classification, the level of work was considered at least at the same level as that of the Departmental Secretary (proposed revision to the Secretary in the Andersen Study) with the addition of confidential duties associated with labor relations activities. It was titled Confidential Secretary to denote special duties and to distinguish it from other secretary positions that may be established as a result of the study.

Although the salary should have been set at least at the Departmental Secretary level, it was set at the Senior Stenographer-Clerk level, and was not adjusted at that time because of the sensitivity surrounding the removal of these positions from the Confidential Unit. It was anticipated that the salaries could be adjusted July 1, as an inequity adjustment. The Andersen Study recommended that these two Senior Stenographer-Clerk positions be

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reallocated to "Secretary" even without consideration of the confidential duties. The Andersen Study recommended that the salary for the class of Secretary should be 5% over Senior Stenographer-Clerk and 5% under the Executive Secretary class. The Study also recommended a 9.56% increase in order to compare to the labor market.

The current percent difference between the Executive Secretary salary and that of Confidential Secretary is 14.66%. The ideal percent difference should be 5%. This is also recommended by the Andersen Study. The proposed 1980 - 81 salary increases bring the Confidential Secretary up to the Departmental Secretary level, and decreases the percent difference between the Confidential Secretary and the Executive Secretary classifications to 12%.

Because of the exempt status of the Confidential Secretaries, they will no longer accrue paid overtime. In order to maintain good working relationships and to appropriately compensate these exempt classes, it is very important that the Executive Secretaries and the Confidential Secretaries receive compensation no less than comparable positions within the Represented Confidential Unit (Departmental Secretary).

If the salary for the proposed new class of Secretary is increased as a result of the implementation of the Andersen Study, the Confidential Secretary salary should also be adjusted at that time. The Confidential Secretary should be 5% above the Departmental Secretary because of the additional duties and responsibilities associated with confidential labor relations activities.

RECOMMENDATION

1.	<u>Salary</u>	<u>Increase</u>	<u>Approx. New Salary</u>
	Executive Secretary	12%	\$1324 - 1612
	Confidential Secretary	14.6%	1180 - 1439
2.	<u>Medical, Dental & Insurance</u>	An increase of \$13.06 to \$126.58 per month.	
3.	<u>Special Benefit</u>	50% of the cost of a monthly Regional Transit Bus Pass, excluding zone stickers.	

FINANCIAL IMPACT

The estimated cost of this compensation package is as follows:

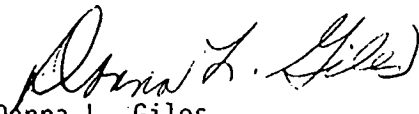
1.	Salary increases 1980 - 81	\$13,457
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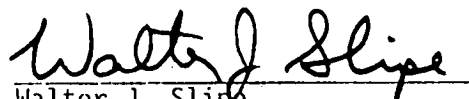
2.	Increased medical, dental & insurance	\$783.60
3.	Special benefit	192.00
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	TOTAL	\$14,432.60

It is recommended that the City Council approve the proposed compensation for Non-Represented Confidential Employees, and the attached resolution.

Respectfully submitted:


Donna L. Giles
Director of Personnel

Recommendation Approved:


Walter J. Slipe
City Manager

NON-REPRESENTED CONFIDENTIAL SALARY

RECOMMENDATIONS

Current Class Title	Current Salary Range	Inequities "E" Step \$ / %	General Salary Increase "E" Step \$ / %	New Salary Range 1980 - 81	Total Increase % / %
Executive Secretary	\$1182 - \$1439		1612 \$173 12%	1324 - 1612	\$173 12%
* Departmental Secretary	\$1079 - 1310		1439 \$129 9.7%	1182 - 1439	\$129 7.9%
Confidential Secretary	\$1031 - 1255	\$1310, \$55 4.3%	1439 \$129 9.7%	1182 - 1439	\$184 14.66%
*Represented by Confidential Employees Association. Used					
as comparison class in this chart only.					