



CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL
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CITY MANAGER'S OFFICE
RECEIVED
OCT 28 1981

DONNA L. GILES
DIRECTOR OF PERSONNEL

October 28, 1981

APPROVED
BY THE CITY COUNCIL

City Council
Sacramento, CA.

NOV 4 1981

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BY THE CITY COUNCIL

OFFICE OF THE
CITY CLERK

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OFFICE OF THE
CITY CLERK

Honorable Members in Session:

SUBJECT: MATRON CLERK CLASSIFICATION TITLE

SUMMARY

Personnel staff reviewed as requested by the Council other possible titles for Matron Clerk which would not have a sex-specific reference. Based on this review, Matron Clerk remains the most appropriate title, and no change is proposed.

DISCUSSION

At the October 13 Council meeting, in conjunction with an item that changed sex-specific classification titles to sexually neutral titles, the Council asked for further review of and a possible change to the Matron Clerk title, which had not been proposed for change.

Matron Clerks work in the Police Department. Their primary activities are clerical, but as a minor ancillary function they conduct body searches of female prisoners and escort the prisoners during incarceration. Only females are tested for and employed as Matron Clerks, which is legitimate under equal employment opportunity statutes and termed in the vernacular a "bonafide occupational qualification."

Personnel staff checked what other law enforcement agencies call similar positions. There are two approaches: Matron Clerks, such as the City uses, and female Police Officers where there is a sufficient number available to perform search and escort duties in addition to other Police Officer duties.

Personnel staff also combed the Dictionary of Occupational Titles for a bowdlerized title, and none was to be found. All were variations on the Matron Clerk theme.

Classification titles should be specific, accurate, and concise for several reasons, one of which is for effective recruitment. Prospective applicants should be able to tell from a classification title the nature

of the work performed. With this and the other factors discussed above in mind, the title of Matron Clerk is best. It should be noted that when sufficient numbers of female City Police Officers exist, the plan is that the Matron Clerk classification will be eliminated, and the search and escort duties handled by female Police Officers.

RECOMMENDATION

This is an informational report only, and no action is necessary. The Matron Clerk title would best be retained.

Respectfully submitted,


Donna L. Giles
Director of Personnel

DLG/JW/sch

APPROVED:


Walter J. Slipp
City Manager

