



APPROVED  
BY THE CITY COUNCIL

MAR 23 1999

OFFICE OF THE  
CITY CLERK

1.19

OFFICE OF  
LABOR RELATIONS

CITY OF SACRAMENTO  
CALIFORNIA

921 10TH STREET  
ROOM 601  
SACRAMENTO, CA  
95814-2711

PH 916-264-5424  
FAX 916-264-8110

March 15, 1999

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: Resolution Approving Staffing and Supplies  
Budget Augmentation For Negotiations**

**LOCATION/COUNCIL DISTRICT:** City-wide

**RECOMMENDATION:** That City Council adopt the attached resolution authorizing the creation of a new classification of Administrative Clerk (Confidential) assigned to the Confidential/Administrative unit; and authorize the Administrative Services Department to increase budgeted staffing by the addition of one Administrative Clerk (Confidential) and the purchase of equipment and supplies necessary for negotiations; and approve funding for services including training, room rental and other professional support for year 2000 labor negotiations.

**CONTACT PERSON:** Dec. Contreras, Director of Labor Relations, 264-5424

**FOR COUNCIL MEETING OF:** March 23, 1999 (afternoon)

**SUMMARY:** The City's ten collective bargaining agreements covering twelve bargaining units expire on June 30, 2000. Since the last negotiations, which lasted from early 1994 through November 1996, the City has adopted binding arbitration covering both the Police Department and Fire Department bargaining units. In addition, the City is seeking to utilize

a cooperative negotiations process focused on collaborative problem-solving which requires training for all of the participants, both union and management.

We are anticipating that these negotiations will require a significant amount of time and support. The need for facilities, computer equipment, and additional clerical support will be critical. Without anticipating the outcome, the City must be prepared to proceed with the negotiations with the specter of binding arbitration at the fore. Additional professional staff has been hired and the supplemental support staff, services and supplies are identified within this report.

**COMMITTEE/COMMISSION ACTION:** None

**BACKGROUND INFORMATION:** Given the impact of the protracted negotiations in 1994-96, it is clear that we must anticipate and prepare for the year 2000 bargaining. This will require training of City staff and the union negotiating teams in the collaborative problem-solving process; obtaining laptop computers and printers for negotiations; and creating a new support classification of Administrative Clerk (Confidential), for which the classification specification is attached. The negotiations process typically requires additional funding for space allocation for meetings, travel and meals. In addition, professional services may be required to address specific issues including retirement and benefits, as well as those necessary to address binding arbitration.

**FINANCIAL CONSIDERATIONS:**

This report requests approval of one full-time Administrative Clerk (Confidential) at an annual cost of \$38,600; equipment including 5 laptop computers, carrying cases, software, 2 printers, 2 photocopier/fax machines and 2 portable computer work stations at a cost of \$16,600; training for collaborative teams at a cost of \$17,000; funding for rooms, meals and travel for meetings at a cost of \$24,000; and funding for professional services at a cost of \$40,000. The total cost is \$46,000 in fiscal year 99 which will be absorbed with the prior year carry-over savings in the Administrative Services budget, and \$111,000 in fiscal year 2000 which will be included in the FY 1999-2000 budget, for a total of \$155,000.

**ENVIRONMENTAL CONSIDERATIONS:** Not applicable

**POLICY CONSIDERATIONS:** Preparation for negotiations is consistent with the City's policy of addressing our labor relations obligations fully while insuring the City's financial and management operating capacity is also preserved.


**MBE/WBE EFFORTS:** Not applicable

Respectfully Submitted,



DEE CONTRERAS  
Director of Labor Relations

Recommendation Approved:



WILLIAM H. EDGAR  
City Manager

Attachments

**ADMINISTRATIVE CLERK (Confidential)**  
**(Exempt)**

**DEFINITION**

To perform a wide variety of confidential and complex clerical duties in the Office of Labor Relations and Administrative Services Department.

**DISTINGUISHING CHARACTERISTICS**

This is an advanced-journey classification that performs a variety of highly difficult and complex secretarial and administrative duties for a manager (s). There is preparation of and routine access to confidential labor relations information and other sensitive personnel materials such as discipline files, labor relations files, eligible lists, selection instruments, affirmative action data, employee benefit information, workers' compensation claims, and other confidential information.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision will be provided by a higher level clerical or management position. Responsibilities may include the direct or indirect supervision of lower level clerical positions.

**EXAMPLES OF DUTIES**

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

- Provide assistance to the professional staff working with labor negotiations.
- Handle sensitive documents and information.
- Compile and maintain confidential materials and records related to labor negotiations.
- Maintain manuals and update resource materials.
- Research, compile, and analyze data for special projects and various reports.
- Screen calls and visitors and refer inquiries as appropriate.
- Respond to complaints and request for information regarding the intent of instructions, precedents, and regulations.
- Type and proofread a wide variety of materials.
- Compose correspondence.
- Perform general clerical work including filing, scheduling appointments, and processing personnel, payroll, and purchasing information.
- Operate a variety of office machines and equipment.
- Provide supervision to clerical personnel.
- Perform related duties as assigned.

ADMINISTRATIVE CLERK (Confidential)  
(Exempt)

March 1999

## QUALIFICATIONS

### Knowledge of:

- Principles of supervision and training.
- Principles of excellent customer service.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and equipment.
- Recordkeeping principles and procedures.
- Arithmetic through percentages.

### Ability to:

- Type at a speed of not less than 50 net words per minute.
- Maintain the confidentiality of selected documents and records as required.
- Set up and type reports, correspondence, memos, charts, and related documents.
- Operate modern office machines and equipment.
- Learn department policies, procedures, organization, and operating details.
- Understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply a body of technical information beyond normal department policies and procedures.
- Plan and assign work, and train other clerical employees.
- Communicate effectively, orally and in writing.
- Work cooperatively with other departments and outside agencies.

### Experience:

Three years of clerical experience, including one year at a level where only occasional instruction or assistance was given and work was reviewed only on completion.

Adopted: 3/23/99  
Revised:  
Title Change:  
Abolished:  
Class Code: 10105/60105

The salary range for Administrative Clerk (Confidential) is as follows:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6/A	Step 7/B	Step 8/C	Step 9/D	Step 10/E
1,658.59 9.5688	1,741.51 10.0472	1,828.60 10.5496	1,920.03 11.0771	2,016.04 11.6310	2,116.83 12.2125	2,222.67 12.8231	2,333.81 13.4643	2,450.50 14.1375	2,573.03 14.8444

# RESOLUTION NO. 99-131

ADOPTED BY THE SACRAMENTO CITY COUNCIL

APPROVED  
BY THE CITY COUNCIL

ON DATE OF \_\_\_\_\_

MAR 23 1999

OFFICE OF THE  
CITY CLERK

A RESOLUTION AMENDING RESOLUTION NO. 93-018  
REGARDING SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS  
POLICY, AND EXEMPT CLASSIFICATIONS; AND AMENDING THE  
DEPARTMENT OF ADMINISTRATIVE SERVICES FISCAL YEAR 1998/99 ANNUAL OPERATING  
BUDGET TO ADD ONE ADDITIONAL FULL-TIME EMPLOYEE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO, that effective March 23, 1999:

Section 1.

The classification of Administrative Clerk (Confidential) is added to the Salary Schedules, Schedule 10, with a salary of \$1,658.59 - \$2,573.03.

Section 2.

The classification of Administrative Clerk (Confidential) is added to the Employer-Employee Relations Policy and is designated as Confidential/Administrative.

Section 3.

The classification of Administrative Clerk (Confidential) is added to the Exempt listing.

Section 4.

The operating budget of the Office of Labor Relations in the Department of Administrative Services is increased for salary and benefits totaling \$19,300 and for services and supplies totaling \$26,700 to fund one additional FTE and related operating costs.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_