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FEB 1 1988

DEPARTMENT OF
PERSONNEL

CITY OF SACRAMENTO
CALIFORNIA

801 NINTH STREET
ROOM 210
SACRAMENTO, CA
95814-2693

PERSONNEL MANAGEMENT
SERVICES DIVISION

916-449-5726

DONNA L. GILES
DIRECTOR OF
PERSONNEL

February 16, 1988

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: NEW CLASSIFICATION - TYPIST CLERK III (CONFIDENTIAL)

SUMMARY

This report recommends salary and bargaining unit placement for the new classification of Typist Clerk III (Confidential).

BACKGROUND AND ANALYSIS

The classification of Typist Clerk III (Confidential) has been developed in order to provide a classification which encompasses advanced clerical positions involving extensive confidential duties. This classification will serve under the general supervision of a division manager or other supervisory positions.

The proposed salary range for Typist Clerk III (Confidential) is \$1520.13 - \$1847.56 per month, which is the same salary range as the classification of Typist Clerk III. The class is proposed to be assigned to Confidential/Administrative because its duties are primarily confidential in nature and because it is similar in its level of responsibility to other Confidential/Administrative classes such as Typist Clerk (Exempt).

APPROVED
BY THE CITY COUNCIL

FEB 23 1988

OFFICE OF THE
CITY CLERK

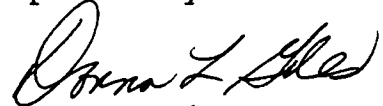
FISCAL IMPACT

There is no additional fiscal impact since funds are currently available in the Personnel Department's budget.

RECOMMENDATION

It is recommended that the City Council approve the attached amendment to Resolution 88-007 to effect the changes described in this report.

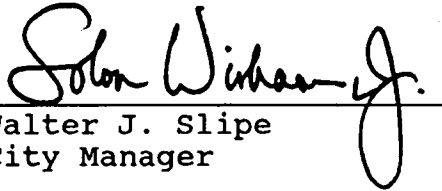
Respectfully submitted,



Donna L. Giles
Director of Personnel

DLG/JW

RECOMMENDATION APPROVED:



for: Walter J. Slipe
City Manager

February 23, 1988
All Districts

RESOLUTION NO. 88-143

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

February 23, 1988

AMENDING RESOLUTION 88-007 RELATING TO SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 88-007 IS AMENDED AS FOLLOWS, EFFECTIVE FEBRUARY 27, 1988:

Section 1.

Exhibit A, Salary Schedules, Schedule 10, Confidential/Administrative, salaries is amended by:

- a. The addition of the classification of Typist Clerk III (Confidential), with a salary of \$1520.13 - \$1847.56 per month.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by:

- a. Addition of the classification of Typist Clerk III (Confidential) to Confidential/Administrative.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

FEB 23 1988

OFFICE OF THE
CITY CLERK