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DEPARTMENT OF  
PERSONNEL

CITY OF SACRAMENTO  
CALIFORNIA

801 NINTH STREET  
ROOM 210  
SACRAMENTO, CA  
95814-2693

PERSONNEL MANAGEMENT  
SERVICES DIVISION

CITY MANAGER'S OFFICE  
**RECEIVED**  
JAN 21 1987

916-449-5726

ANNETTE GILES  
DIRECTOR OF  
PERSONNEL COUNCIL

January 21, 1987

City Council  
Sacramento, California

JAN 27 1987

Honorable Members in Session:

OFFICE OF THE  
CITY CLERK

SUBJECT: REQUEST FOR STAFF AIDE POSITION IN PARKS AND COMMUNITY SERVICES,  
ADMINISTRATION DIVISION

SUMMARY

This report recommends approval of a Staff Aide position to meet an immediate staffing need in the Department of Parks and Community Services, Fund Development, until an appropriate class specification can be developed.

BACKGROUND AND ANALYSIS

The Development Officer, Parks and Community Services, recently resigned his City employment. Due to his departure and to recent tax reforms regarding corporate grants, Community Services is reviewing ways to restructure the public and corporate fund raising activities of the Department. Until a decision is made on how the fund raising section will be organized, there are some activities which must be continued. There is a need for someone to coordinate the publication of the Gifts to Share Catalogue, coordinate the volunteer recruitment and training program, and train department employees concerning outside revenue opportunities. The responsibility for corporate fund raising will not be included in the duties of the Staff Aide. Since there is no current classification that encompasses the necessary duties, it is recommended that the Staff Aide classification be utilized for six months to give the Department of Parks and Community Services an opportunity to restructure fund raising activities and until an appropriate class specification can be developed.

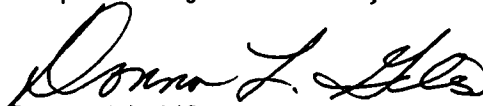
FINANCIAL IMPACT

Funds for the position are available through the current Parks and Community Services Department budget. It is recommended that the salary be set at \$12,323 per hour. The rate is the same as Step A of Administrative Assistant I, a classification which has different duties but a similar level of responsibility.

RECOMMENDATION

It is recommended that the City Council approve the use of the Staff Aide classification within the Department of Parks and Community Services, Fund Development, for up to six months at \$12.323 per hour.

Respectfully submitted,



Donna L. Giles  
Director of Personnel

Recommendation Approved:



Walter J. Slive  
City Manager

All Districts  
January 27, 1987