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CITY MANAGER
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DEPARTMENT OF
PERSONNEL

PERSONNEL MANAGEMENT
SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA
APPROVED
BY THE CITY COUNCIL

801 NINTH STREET
ROOM 210
SACRAMENTO, CA
95814-2693

DEC 12 1989

916-449-5726

OFFICE OF THE
CITY CLERK

DONNA L. GILES
DIRECTOR OF
PERSONNEL

December 4, 1989

City Council
Sacramento, California

Honorable Members in Session

SUBJECT: NEW EXEMPT CLASSIFICATIONS - TYPIST CLERK I/II (EXEMPT)

SUMMARY

This report recommends establishing the new classifications of Typist Clerk I/II (Exempt), which will perform a wide variety of general legal clerical duties in the City Attorney's Office.

BACKGROUND AND ANALYSIS

The classification series of Typist Clerk I/II (Exempt) has been developed in order to provide a classification group which encompasses positions involving a wide variety of general legal clerical duties in the City Attorney's Office. Specifically, the incumbents of these classifications will perform the distinctive duties of maintaining the law library, keeping legal records, and processing forms and court documents under the general supervision of the City Attorney and other management staff in the City Attorney's Office.

The proposed monthly salary ranges for the new classifications of Typist Clerk I/II (Exempt) are \$1351.13 - \$1642.33 and \$1514.41 - \$1840.97, respectively, which are appropriate given the level of responsibility of the positions. The classifications are proposed to be assigned to Confidential/Administrative because their duties are primarily confidential in nature and due to their similarity in the level of responsibility to other Confidential/Administrative classes such as Typist Clerk (Exempt). The positions report to the City Attorney, which, under the City Charter (Article VI, Section 72), is a criterion for being exempt.

No conflict of interest disclosure is necessary for either the Typist Clerk I (Exempt) or Typist Clerk II (Exempt) classification.

FINANCIAL DATA

There is no additional financial impact as this is currently budgeted by the City Attorney's Office.

POLICY CONSIDERATIONS

None.

MBE/WBE EFFORTS

No impact.

RECOMMENDATION

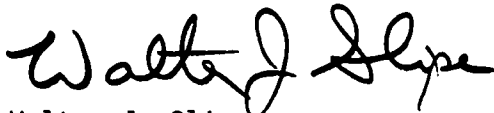
It is recommended that the City Council amend Resolution 89-049 to establish the classifications of Typist Clerk I/II (Exempt).

Respectfully submitted,



Donna L. Giles
Director of Personnel

RECOMMENDATION APPROVED:



Walter J. Slipe
City Manager

Contact Person to
Answer Questions:

Jonita Whitaker
Personnel Analyst II
449-5726

All Districts
December 12, 1989

APPROVED
BY THE CITY COUNCIL

DEC 12 1989

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 89-93/

ADOPTED BY THE SACRAMENTO CITY COUNCIL

December 12, 1989

ON DATE OF _____

AMENDING RESOLUTION 89-049 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
89-049 IS AMENDED AS FOLLOWS, EFFECTIVE DECEMBER 16, 1989.

Section 1.

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

The addition of the classifications of Typist Clerk I/II (Exempt), with
a salary range of \$1351.13 - \$1642.33 and \$1514.41 - \$1840.97 per month,
respectively.

Section 2.

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

Addition of the classifications of Typist Clerk I/II(Exempt) to
Administrative/Confidential.

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended as
follows:

The classifications of Typist Clerk I/II (Exempt) are added.

ATTEST:

CITY CLERK

MAYOR

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____