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CITY MANAGER'S OFFICE
RECEIVED
MAR 22 1990

DEPARTMENT OF
PERSONNEL

CITY OF SACRAMENTO
CALIFORNIA

801 NINTH STREET
ROOM 210
SACRAMENTO, CA
95814-2693

PERSONNEL MANAGEMENT
SERVICES DIVISION

APPROVED
BY THE CITY COUNCIL

916-449-5726

March 27, 1990

City Council
Sacramento, California

MAR 27 1990

DONNA L. GILES
DIRECTOR OF
PERSONNEL

OFFICE OF THE
CITY CLERK

Honorable Members in Session

SUBJECT: ADDITIONAL PERSONNEL DEPARTMENT POSITIONS NEEDED TO MEET
CITY DEPARTMENT HIRING REQUIREMENTS

SUMMARY

This report recommends as part of the Midyear Review increased staffing in the Personnel Department to meet the needs of the Police, Public Works, and Parks and Community Services Departments.

BACKGROUND AND ANALYSIS

As part of the 1989-90 Midyear Review, the Budget and Finance Committee considered unmet departmental needs. At its March 20 meeting, the Committee approved the attached report adding 5.3 positions in the Personnel Department and .25 in the Data Management Department to meet the hiring needs of City Departments. Please see the report for an explanation of the need for the staff and what they will do.

POLICY CONSIDERATIONS

The proposed additional staff represents a middle-of-the-road, incremental approach to reducing a serious backlog in examinations needed to help City departments fill positions. To meet all needs would require approximately twice the recommended staff increase. It seems more prudent to add the proposed staff and review the effects in 18-24 months.

MBE/WBE EFFORTS

No impact.

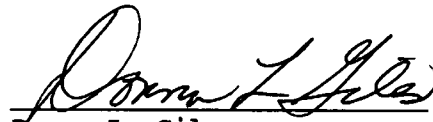
FINANCIAL IMPACT

The cost of the positions, assuming a May 1 start date, is \$85,027. This includes furniture, testing space, computers, and computer software. The annual cost is \$247,664. Please see the Committee report for a breakdown of costs. The funding will come from the General Fund.

RECOMMENDATION

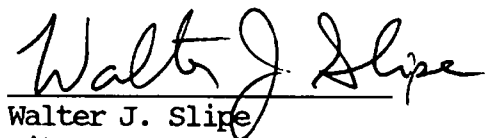
I recommend that the City Council approve the addition of 5.3 positions to the Personnel Department budget and .25 position to the Data Management Department budget as described in this and the accompanying Budget and Finance Committee report.

Respectfully submitted,



Donna L. Giles
Director of Personnel

Recommendation Approved:



Walter J. Slipe
City Manager

March 27, 1990
All Districts

RESOLUTION NO. 90-232

APPROVED
BY THE CITY COUNCIL

MAR 27 1990

ADOPTED BY THE SACRAMENTO CITY COUNCIL

OFFICE OF THE
CITY CLERK

ON DATE OF March 27, 1990

RESOLUTION AMENDING THE OPERATING BUDGET OF THE PERSONNEL SERVICES DIVISION OF THE PERSONNEL DEPARTMENT AND DATA MANAGEMENT DEPARTMENT BY THE ADDITION OF 5.55 POSITIONS AND TRANSFERRING FUNDS FOR THE POSITIONS

Be it resolved by the Council of the City of Sacramento that:

1. The following positions are added to the Personnel Services Division:

Personnel Services (Organization 1520)

<u>Classification</u>	<u>FTE</u>
Personnel Analyst II	2.0
Personnel Technician	3.0
Sr. Data Entry Technician	.3

The following position is added to the Technical Services Division:

Technical Services (Organization 1340)

Departmental Data Analyst I	.25
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2. Funds in the amount of \$84,937 are transferred from the General Fund (101-710-7012-4999) to the Personnel Services Division and Technical Services Division operating budgets.

101-150-1520-4101	\$36,696
101-150-1520-4462	1,500
101-150-1520-4630	44,500
101-130-1340-4101	2,241

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____



1

DEPARTMENT OF
PERSONNEL

CITY OF SACRAMENTO
CALIFORNIA

801 NINTH STREET
ROOM 210
SACRAMENTO, CA
95814-2693

PERSONNEL MANAGEMENT
SERVICES DIVISION

March 20, 1990

916-449-5726

DONNA L. GILES
DIRECTOR OF
PERSONNEL

Budget and Finance Committee
Sacramento, California

Honorable Members in Session

SUBJECT: ADDITIONAL PERSONNEL DEPARTMENT POSITIONS NEEDED TO
MEET CITY DEPARTMENT HIRING REQUIREMENTS

SUMMARY

This report recommends as part of the Midyear Review increased staffing in the Personnel Department to meet the needs of the Police, Public Works, and Parks and Community Services Departments.

BACKGROUND AND ANALYSIS

As part of the 1989-90 Midyear Review, the Budget and Finance Committee has been considering unmet departmental needs. At its March 13 meeting, the Committee conceptually approved additional staffing in the Personnel Department to meet the hiring needs of City Departments and requested this report-back.

For the past several years, the needs of our departments for hiring and classification work have considerably exceeded the resources available to us from the Personnel Department. The City workforce has increased 20% in the past five years, from 3200 in 1984/85 to 3900 this year. However, the number of Personnel Analysts and Technicians available to handle the recruiting, testing, classification and pay needs of this increased workforce has remained the same. And, our needs were not being met even before the increases began.

Attempts have been made to increase the staffing. Four years ago, Public Works funded a Personnel Analyst to try to reduce the backlog. Although this helped, tight budgets limited this to 18 months. The backlog resumed. Last year, the Personnel Department requested an Analyst for Public Works and Parks and Community Services, but the position could not be added because of funding constraints. However, during 1989-90, 130 positions - primarily non-general funded - were added which created further backlogs in recruitments, exams, and classification studies.

During 1989/90 budget hearings, the Budget and Finance Committee expressed concern regarding the time it takes to fill positions, and the effects of the "shortfall" in Personnel staffing. As part of the report back to the Committee (Attachment 1), the Personnel Department noted that the number of Analysts would have to be doubled in order just to come up to the average of staffing in our survey agencies. Support was voiced for adding positions mid-year. In the meantime, backlogs have continued to grow, particularly in the Police, Public Works, and Parks and Community Services Departments. Attachment 2 shows the workload status for each of these Departments. Without additional staffing, about half of the requests can realistically expect to be met.

Inadequate Personnel staffing causes a variety of problems. For example, Black Police Officer recruitment (part of #2 on Police priority list) will be minimal, which is very undesirable given the fact that there are now four fewer Black male officers than there were in 1980. Drug testing for Police Officers (see "Other Activities" on Police priority list) will be extremely difficult to incorporate into the testing process. Unfilled Parking Enforcement Officer positions (#31 on Public Works priority list of exams) result in unrealized revenues. Exams and classification projects which in some cases have been requested for years by Public Works and Parks and Community Services will continue not to be done. Plans of service predicated on full staffing cannot be met when positions go unfilled.

Another serious problem caused by inadequate Personnel staffing relates to labor relations. Representatives of Local 39 have told Employee Relations and Personnel staff that the inability of the Personnel Department to conduct exams will be an issue in negotiations this year unless staff are added. Local 39 members have been complaining to the union about working in a temporary capacity for years at a time. Local 39 feels this circumvents the civil service system, denies opportunities to its members, and causes inefficiencies.

To help alleviate these problems, we recommend the addition of two Personnel Analysts, three Personnel Technicians, a .25 Departmental Data Analyst, and .3 Sr. Data Entry Technician. One Analyst would be assigned to Public Works, and the other to Police. Based on workload data, it appears that having two Analysts assigned to each of these Departments, along with the additional Technicians, would eliminate significant backlogs and keep them from recurring. Public Works requires approximately 40 examination and classification projects per year. The one Analyst assigned to Public Works can handle about 20 of these projects. An additional Analyst and Technician should be able to handle the other 20 projects. The Police Department generates approximately 22 examination and classification projects per year. The one Analyst assigned to Police can handle about 10 of the projects. (The reason an Analyst can handle fewer Police than Public Works projects is the complexity and number of candidates involved in Police exams - e.g., 900 candidates in the current Police Officer exam - and the sensitivity of the promotional exams.) An additional Analyst and Technician should be able to handle the remaining projects. Parks and Community Services, along with the Community Center and Library, have approximately 25 exam and classification projects. One Analyst is responsible for these Departments and can handle about 17 projects. Some relief on the backlog can be provided by re-assigning the Community Center and Library responsibilities, which are minimal, but there will still be a backlog.

The three Technicians are needed to support the work of current and proposed Analysts. The Technicians have been delegated much work which used to be done by the Analysts. Virtually all aspects of examination administration, as well as personnel transactions are now handled by the Technicians. This is more cost-efficient; three Technicians cost about the same as two Analysts. An imbalance of Technicians and Analysts now exists - there are four and five, respectively. Ideally, there should be a one-to-one ratio. The proposed staffing would be seven each of Analysts and Technicians.

The part-time Data Analyst (which would be in the Data Management Department budget) and Data Technician positions and Local Area Network would support the computerized exam system used by the Analysts and Technicians. The Network would increase efficiency and productivity in several ways. It would allow the Data Technician and Personnel Technicians to access the system through any terminal, as opposed to our current setup which requires staff to wait until a particular stand-alone computer is available. Workload and affirmative action statistics could be easily generated for the entire system rather than compiling them for each stand-alone computer. Changes to the system would be done once rather than for each stand-alone computer.

POLICY CONSIDERATIONS

The proposed additional staff represents a middle-of-the-road, incremental approach to reducing our backlog. To meet all needs of City Departments would require approximately twice the recommended staffing increase. It seems more prudent to add the proposed staff and review the effects in 18-24 months.

MBE/WBE EFFORTS

No impact.

FINANCIAL IMPACT

The cost of the positions, assuming a May 1 start date, would be \$85,027. This includes furniture, testing space, computers, and computer software. The annual cost would be \$247,664. Please see the Table below for details. The positions and equipment would be funded by the General Fund.

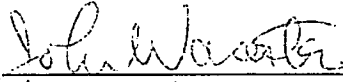
Staffing and Equipment Needs

<u>Item</u>	<u>FY 90 Cost</u>	<u>FY 91 Cost</u>
Personnel Analyst II (2.0 fte)	16,600	100,600
Personnel Technician (3.0 fte)	18,569	111,864
Dept. Data Analyst (.25 fte)	2,241	13,500
Sr. Data Entry Tech. (.30 fte)	1,527	9,200
Software Licenses (3)	1,500	0
Testing Space Lease	0	12,500
Workstations	15,000	0
Computers	7,500	0
Printers	3,600	0
Local Area Network	<u>18,400</u>	<u>0</u>
Total	84,937	247,664

RECOMMENDATION


I recommend that the Committee recommend to the City Council approval of the addition of 5.3 positions to the Personnel Department budget and .25 position to the Data Management Department budget as described in this report.

Respectfully submitted,



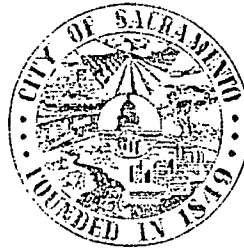
Donna L. Giles
Director of Personnel

Recommendation Approved:



Jack R. Crist
Deputy City Manager

March 20, 1990
All Districts



DEPARTMENT OF
PERSONNEL

CITY OF SACRAMENTO
CALIFORNIA

801 NINTH STREET
ROOM 210
SACRAMENTO, CA
95814-2693

PERSONNEL MANAGEMENT
SERVICES DIVISION

June 8, 1989

916-449-5726

DONNA L. GILES
DIRECTOR OF
PERSONNEL

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: TIME REQUIRED TO FILL POSITIONS AND EFFECTS OF PERSONNEL
STAFFING SHORTFALL

SUMMARY

The time it takes to fill positions ranges from a few weeks to several years. The effects of the Personnel staffing shortfall include increased use of overtime and "out of class" pay, inappropriately paid employees, minimal affirmative action recruitment, and various other problems. We are able to meet the most critical of the highest priority needs of departments. However, Personnel's staffing is, as with other City Departments, a level of service issue.

BACKGROUND AND ANALYSIS

At the hearing on the Personnel Department budget, the Committee requested reports back on the time it takes to fill positions and the effects of the Personnel Department staffing shortfall. Since these items are related, we are combining them in one report.

Time required to fill positions: It takes from a few weeks to several years to fill positions, depending on whether an eligible list exists and if not, the priority set by the hiring department for giving an examination to create an eligible list.

If an eligible list exists, it takes one to two weeks to contact referrals and have them set up an interview with the hiring department. Then, depending on whether the person hired has to give notice to a current employer, it can take from a few days to a few weeks for the new employee to start.

If no eligible list exists, it takes from three months to several years to fill a position, depending on the priority the hiring department assigns to filling the position. We operate under a performance contract concept with departments. At the beginning of each fiscal year, we give each department a set number of Personnel staff hours, and we tell departments

how many staff hours it takes to do examinations and classification studies. Then, departments identify the examinations and class studies they'll need in the upcoming year, determine whether sufficient Personnel staff hours exist to cover their needs, and prioritize their needs. The reason we let departments prioritize their needs, as opposed to our determining the priorities, is that the departments are in the best position to decide what they need most.

Under the "best case", if a department assigns first priority to a particular examination to fill a position, it takes about three months to do the recruitment, administer the examination, and refer eligibles. If a new classification is needed before the examination can be given, a minimum of an extra two months is added for civil service classes. The two months includes time to study the positions; develop class specifications; obtain union agreement; have Civil Service Board hearings; and have City Council action.

Under the "worst case", if a department assigns low priority to an examination, it can take literally years to fill a position on a permanent basis. The reason for this is that the examination and classification needs of departments considerably exceed Personnel's resources. There are many cases, particularly in Public Works and Parks and Community Services, where medium to low priority examinations and classification studies have been on our "to do" list for years, and do not have a definite date by when they will be done. We typically are able to do about half the examinations and classification studies needed by these departments each year. Since these two departments account for over 40% of positions in the City, we are not meeting the needs of a large segment of the City.

Effects of Personnel Staffing Shortfall: Although we are doing a good job, we clearly are understaffed. For the Committee's information, we have attached a survey of Personnel Analyst staffing in our survey cities. As can be seen, we have the leanest ratio of Analysts to employees, and would have to double our staff just to get up to the average. It should be noted that between the 1984/85 and proposed 1989/90 budgets, the number of full time positions has increased by over 700 positions - from about 3200 to 3900. The number of Analysts has remained the same - 5. This compounds the backlog of work we already had.

The effects of the staffing shortfall include:

- Increased use of overtime and "out of class" pay. In order to get the job done until career appointments can be made to fill positions, departments work existing employees overtime and above (or below) their classification. This can cost a good deal more than if the positions were filled with career appointments.

- Inappropriately paid employees. The first priority in almost all departments is to get positions filled. The result is that classification

studies tend not to get done. The idea, understandably, is that it is more important to have the positions filled and the work getting done, than to have all positions correctly classified. This can cause poor morale and turnover, which lessen productivity.

- Reduced affirmative action recruitment. One of our priorities is to increase the number of women and minorities in underrepresented classifications. The Mayor's Affirmative Action Advisory Committee continues to press this as a priority. However, such recruitments take about 40 hours of staff time, and given the even higher priority of just getting eligible lists established and positions filled, such outreach falls by the wayside.

- Miscellaneous problems. For example, since we are unable to fill many positions on a career basis for a lengthy time, temporary appointments are made. It is often difficult, especially if we have to recruit from outside the City workforce, to find someone who will leave a job and take a temporary one with the City. Such people are gambling that they will pass and be reachable on the eligible list when the examination is finally given. At the same time, this runs contrary to the merit principle, since temporary appointments do not result from an open competitive process, and a temporary employee tends to have an advantage in an examination by virtue of having been in the position. Another example is that since we concentrate our resources on filling positions, we are unable to devote needed time to training City employees in such areas as conducting hiring interviews in a job-related, bias free manner. Also, the quality of our exams suffers - we tend to recycle previous exam material and not to do the background job analysis that really should be done. The effect of this is that the quality of employees we give departments suffers. Finally, the Personnel Analysts experience a high degree of frustration, always juggling priorities and having two new requests replace the one they just completed. And, as new programs are added and existing ones expanded, we are able to handle fewer and fewer of the needs of departments.

We do have enough resources to meet the most critical of the highest priorities. For example, we are able to conduct most public safety employee examinations on a timely basis, and we meet many of the other needs of the Police and Fire departments. We are able to fill some of the basic, core positions in other departments.

FINANCIAL INFORMATION

No impact.

POLICY ISSUES

No impact.

MBE/WBE IMPACT

No impact.

CONCLUSION

Personnel Department staffing is a level of service issue, which most City departments face. With existing staff we're able to meet the most critical needs of the most visible City departments, and they in turn are able to meet the most important needs of the citizens.

RECOMMENDATION

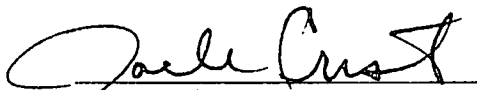
This information is submitted in response to the Committee's request, and no recommendation is made.

Respectfully Submitted,


_____ for

Donna L. Giles
Director of Personnel

Approved for Council Information:



Jack Crist
Deputy City Manager

PERSONNEL ANALYST STAFFING IN

THE SIX SURVEY CITIES, SACRAMENTO COUNTY, AND SMUD

<u>Jurisdiction</u>	<u>Number of Analysts</u>	<u>Number of Employees</u>	<u>Ratio</u>
SMUD	13*	3,100	1:238
Santa Ana	6	1,585	1:264
Oakland	11	3,457	1:311
Anaheim	6	1,980	1:360
Fresno	6	2,535	1:422
San Jose	10	4,876	1:487
Sacramento County	17**	8,500	1:500
Long Beach	9	5,000	1:555
Average	9	3,879	1:397

Sacramento City	5	3,900	1:780

*This understates the commitment of resources because SMUD has a very large contract with a consulting firm to provide testing and recruitment for Rancho Seco positions.

**10 positions are in the Personnel Department, and 7 are in departments. Two additional positions are likely to be added in departments in the new budget.

Personnel staffing included in this survey are analysts who work on recruitment, testing, and classification and pay. Labor relations, benefits, safety, etc. staff were not included.

7:budgett8 May 1989



DEPARTMENT OF PERSONNEL
PERSONNEL MANAGEMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

801 NINTH STREET
ROOM 210
SACRAMENTO, CA
95814-2693

916-449-5726

DONNA L. GILES
DIRECTOR OF PERSONNEL

March 13, 1990

MEMORANDUM

TO: Al Najera, Captain
SUBJECT: WORKLOAD STATUS

This report indicates the status of recruitment activities and projects for the Police Department.

1. Police Officer (Lateral Entry): The exam is continuous testing and opened for filing August 29, 1988. Group C eligible list was established October 20, 1989. The examination schedule for Group D is:
 Recruitment: cut off January 19, 1990
 Oral Interview: March 6 - 7, 1990
 Physical Agility: March 29, 1990
 Eligible List: March 30, 1990

2. Police Cadet/Police Officer and Community Service Officer: These two exams are scheduled together as follows:
 Recruitment: December, 1989 - February 27, 1990 for CSO
 February 12, 1990 - February 27, 1990 for PC/PO
 Extensive recruitment and coordination is required to reach targeted groups.
 Workshops: February 10, 1990 - Hagginwood Community Center Sat - 9:30 a.m.
 February 21, 1990 - Sac City Junior College, Career Center, Wed. - 7:00
 Written Test: February 28, 1990 - Applications to be filed at the time of the written test.
 Essay Test: March 7 - 9, 1990 - Correct essays from written test.
 Oral Interviews: February 28, 1990 - for candidates more than 3 hours driving distance from Sacramento
 March 26 - April 6, 1990
 Eligible List: April 30, 1990
 Physical Agility: May, 1990 (date to be scheduled) to be administered to top candidates. Will be administered again in September 1990 prior to February academy.

3. Dispatcher I: This exam is continuous testing. Groups will be tested every three to four months. Group J was established January 12, 1990. The examination schedule for group K is:
Recruitment: cut off February 2, 1990
Typing: March 3, 1990
Written: March 24, 1990
Performance Test: April 9 - 11, 1990
Eligible List: April 16, 1990
Personnel Technician: Gerriee Giffin
4. Police Clerk Classification Study: Classification study still in progress. After study is completed testing needs to occur for the entry, journey, and supervisory police clerk levels. This is high priority project and will take priority over other assignments.
5. Police Records Manager: City Council approved the exempt position of Police Records Manager.
6. Assistant ID Administrator: Class needs to be developed to assist the Superintendent - Identification Bureau by June 1990.
7. Property Assistant - "Armorer": Proposed changes to the class specification have been received from the Property Lieutenant. The revised class specification needs to be heard by the Civil Service Board.
8. Property Assistant: The class specification still needs to be presented to the Civil Service Board and an eligible list established by July 1, 1990.
9. Sr. Property Assistant: There is currently a vacancy. An eligible list needs to be established.
10. Property Administrator: Request to prepare exempt position for 90-91 Fiscal Year.
11. Media Production Specialist: Revised class specifications should be presented to the Civil Service Board in March.
12. Dispatcher III: List needs to be established since there will be a vacancy this month.
13. Identification Technician I: List will be extended. Recruitment will occur after class and salary structure reviews are completed.
14. Identification Technician Series: New class and salary structures need to be explored to counter the high turnover to Sacramento County.
15. Reserve Police Officer: Need to assist Department in recruiting for exempt class by developing job announcement information.
16. Police Trainee: Class specifications will need to be developed when I receive information from Captain Najera that agreements have been reached regarding the trainee concept.

17. Exams handled by other analysts: Accountant- Auditor III list to be established April 30, 1990.

OTHER ACTIVITIES

1. Drug Screening: High priority project to identify need, implementation aspects, and costs in adopting a drug screening program for applicants. Needs to be completed prior to September academy hire of for Police Cadet/Police Officer and Community Service Officer.
2. Psychological Testing: Process to undergo review with the Police Department. John Worcester is working on this project.
3. Selection Interview Training: Training provided to Police along with other City employees every two to three months.
4. Police Sergeant - Consultant will conduct job analysis and develop writtent test for Police Sergeant. Need to set test dates by June so candidates have sufficient notice of dates of exam.

ADDITIONAL INFORMATION

Please note that included with the examination schedule is the name of the Personnel Technician who will be responsible for the administration of the examination.

If you have any questions related to the following personnel transactions, please contact the assigned Personnel Technician:

Eligible List Extensions - Cathy Pearson
Flex Staffings - Gerrie Giffin
Leave of Absences - Helen Harris
Transfers, reemployments, reinstatements - Gerrie Giffin



Thelma Vanesian
Senior Personnel Analyst

cc: Donna L. Giles
John Worcester, Personnel Services Manager
Personnel Analysts and Technicians
John Kane, Lieutenant
Barry Codron, Admin. Asst. II

March 1, 1990

MEMORANDUM

TO: G. Erling Linggi, Assistant Director of Parks and Community Services
Walter S. Ueda, Deputy Director of Parks and Community Services
Sam J. Burns, Director of Community Center
Richard M. Killian, Library Director

FROM: Cathy Bodenhamer, Personnel Analyst II

SUBJECT: STATUS REPORT UPDATE FOR: PARKS AND COMMUNITY SERVICES, COMMUNITY CENTER, AND LIBRARY

This report indicates the status of all Personnel projects for the Department of Parks and Community Services, the Community Center, and the Library.

PARKS AND COMMUNITY SERVICES

1. PARK MAINTENANCE WORKER II
I have met with parks management regarding the scope of this study; we will be having further discussions.
2. LANDSCAPE ARCHITECT CLASS SERIES
A classification study is being conducted for several of the positions assigned to the landscape architect section; class specifications will be revised.
3. SCIENCE EDUCATION COORDINATOR (Technician: Gerrie Giffin)
Recruitment: March 19 - April 13, 1990
Orals: Week of May 7, 1990
4. SENIOR CITIZENS SERVICES SUPERVISOR (Technician: Gerrie Giffin)
Recruitment: March 5 - March 30, 1990
Orals: Week of April 30, 1990

5. ASSOCIATE CURATOR OF ART (Technician: Carl Setter)
Jan Driesbach has approved the proposed new class specification. The recommended salary will be discussed with Employee Relations.

Tentative Schedule:
Civil Service Board: April 3, 1990 (first & second readings)
City Council: April 10, 1990
Recruitment: May 29 - June 29, 1990
Orals: First week in August, 1990
6. PARK EQUIPMENT OPERATOR (Technician: Carl Setter)
The testing is complete; an eligible list has been established.
7. CHILD CARE SITE COORDINATOR AND CHILD CARE ACTIVITY PROGRAMMER
The Civil Service Board approved the revisions to the class specifications for first reading. Second CSB reading will be on March 6, 1990.

Recruitment: April 2 - April 20, 1990
Orals: June 4 - 15, 1990
8. UTILITY WORKER (Technician: Cathy Pearson)
The testing is complete; a non-career hiring list has been established.
9. MUSEUM ATTENDANT
I will be meeting with Kathryn Gaeddert, Barbara Gibbs, and Janet Larson (Library) to see whether we can develop a new class which would be suitable to all concerned facilities.
10. GENERAL REPAIR WORKER
Class study needed - Dianne Stiers is preparing a job description. A recruitment schedule will be developed following possible revisions to the class specification.
11. GOLF COURSE IRRIGATOR (Technician: Helen Harris)
The recruitment and departmental interview are complete; a non-career hiring list has been established.
12. SENIOR RECREATION LEADER (Technician: Carl Setter)
Recruitment: March 12 - March 23, 1990
Written Test: April 28, 1990 (Saturday)
Orals: Week of May 21, 1990
13. ARBORIST (Technician: Cathy Pearson)
Recruitment: May 14 - June 8, 1990
Orals: Week of July 1, 1990

1989/90
DEPARTMENT OF PUBLIC WORKS
REQUESTS FOR EXAMINATION AND CLASSIFICATION PROJECTS

<u>Brief Description</u>	<u>Status</u>
1. Engineering Technician "Deep" Class (Multiple New Class)	Work in Progress
2. Supervising Real Property Agent (Class, Salary Study, Oral Exam) (Technician: Helen Harris)	Recruit: 1/2 - 2/28/90 Video: 3/12 - 3/23/90. Oral Exam: 4/16 - 4/20
3. UCIS System Administrator (Job Audit, Possible New Class, Oral Exam)	Assigned to another analyst
4. Assistant Director of Public Works (Oral Exam - Technician: Cathy Pearson)	Recruit: 1/2 - 3/16/90 Test date to be arranged
5. Assoc. Engineer (Oral Exam)	Testing and recruitment plans are being drafted.
6. Machinist (Oral Exam) (Technician: Helen Harris)	Eligible list by 4/6/90
7. Street Cleaning Supervisor	Pending Recruitment
8. Senior Engineer - Design, Transp., Development, Flood (Oral Exam) (Technician: Gerrie Giffin)	Video Screening Complete. Oral Test: Week of 3/5/90 Referrals to City Manager by 3/30/90
9. TSM Program Coordinator (New Class, Oral Exam)	Pending
10. TSM Program Assistant (New Class, Oral Exam)	Pending, staff aide hired.
11. Plant Operator III	Pending Recruitment
12. Machinist Supervisor	Pending Recruitment
13. Water and Sewer Serviceworker (Technician: Cathy Pearson)	Eligible list by 3/30/90
14. Traffic Investigator (Salary Study)	To be addressed during 1990 negotiations.
15. Drafting Technician I/II (Written and Oral Exam)	Pending

<u>Brief Description</u>	<u>Status</u>
16. Survey Party Chief (Technician: Cathy Pearson)	Eligible list by 3/9
17. Traffic Worker I (Performance/Oral Exam)	Pending Recruitment
18. Traffic Leadworker	Pending Recruitment
19. Animal Control Officer (Written, Oral Exam)	Pending Recruitment
20. Machinist Helper (Oral Exam)	Pending Recruitment
21. Parking Lot Supervisor	Pending Recruitment
22. Senior Parking Lot Attendant (Oral Exam)	Pending Recruitment
23. Parking Lot Attendant (Career) (Performance/Oral Exam)	Pending Recruitment
24. Instrument Technician (Oral Exam)	Pending Recruitment
25. Solid Waste Customer Service Staff (Class Study)	To be assigned to another analyst
26. Junior Engineer	Recruit: 1/2 - 3/2/90 Oral test: 3/19 - 3/23
27. Special District Supervisor (New Class, Extensive Recruitment, Oral Exam)	Pending
28. Parking Enforcement Officer (Written/Oral Exam)	Pending Recruitment
29. Refuse Collection Supervisor	Pending Recruitment
30. Parking Meter Repair Supervisor (Salary Survey)	Pending
31. Sanitation Worker III (Performance/Oral Exam)	Pending Recruitment
32. Engineering Aide I	Pending Recruitment
33. Real Property Agent I/II (Extensive Recruitment, Oral Exam)	Pending Recruitment

<u>Brief Description</u>	<u>Status</u>
34. Parking Lot Attendant (Relief) (Technician: Helen Harris)	Recruit: 2/12 - 2/23/90 Written Test: 3/17/90 Eligible list: 3/26/90
35. Supervising Plant Operator	Pending Recruitment
36. Senior Maintenance Worker	Pending Recruitment
37. Equipment Operator I (Seasonal)	Recruit early spring if needed
38. Request for spec revision: Parking Meter Repair Supervisor	Pending
39. Request to study need for new classification: Engineering Student Assistant.	Recommendations by 3/30/90
40. Request to Study Parking Lot Supervisor	Pending
41. Request to Study Sr. Parking Meter Coin Collector	Pending
42. New Classification - Instrumentation Sup.	Pending
43. New Classification - Cross-Connection Control Specialist	Pending