



# CITY OF SACRAMENTO

14

**DEPARTMENT OF PERSONNEL**  
PERSONNEL MANAGEMENT SERVICES DIVISION  
801 NINTH STREET, ROOM 210  
SACRAMENTO, CALIF. 95814  
TELEPHONE (916) 449-5726/5729

CITY MANAGER'S OFFICE  
**RECEIVED**  
JUN 30 1983

DONNA L. GILES  
DIRECTOR OF PERSONNEL

June 29, 1983

**APPROVED**  
BY THE CITY COUNCIL

City Council  
Sacramento, CA

JUL 5 1983

OFFICE OF THE  
CITY CLERK

Honorable Members in Session:

**SUBJECT: REQUEST FOR CONCURRENCE IN CONTINUING AN EMPLOYEE IN THE STAFF AIDE POSITION IN THE DEPARTMENT OF FINANCE, REVENUE DIVISION**

## SUMMARY

This report recommends your concurrence in continuing an employee in the Staff Aide position to meet the immediate staffing needs of the Revenue Division until an appropriate classification can be developed by the Personnel Department.

## BACKGROUND AND ANALYSIS

In January of this year, the Council approved continuing a Staff Aide position for the Finance Department, Revenue Division. The Staff Aide position was originally approved last July. Due to the merging of Revenue and Collections and Utility Services, a Claims Collector was needed. The position requires skills in the areas of credit collection, small claims, accounts receivable review, etc. The class which will cover these duties is currently in the process of being established. The entire Revenue Division was involved in a classification study and this position was included in the study. The class specification needs to be reviewed by Local 39, adopted by the Civil Service Board, and have a salary set by Council.

The Staff Aide position was filled in July by a Utility Services Inspector who was scheduled for layoff. The City Code requires that no person shall hold the position of Staff Aide for a period to exceed six months, without concurrence of the City Council.

In order to continue a smooth operation, the incumbent should be continued in the Staff Aide position until the new class is adopted. It is anticipated that the class will be established within three months.

RECOMMENDATION

It is recommended that the City Council concur in extending the incumbent in the Staff Aide position in the Department of Finance, Revenue Division, an additional three months.

Respectfully submitted,

*John Worcester*  
Donna L. Giles *for*  
Director of Personnel

DLG/TV/sch

Recommendation Approved:

*Walter J. Slipe*  
Walter J. Slipe  
City Manager

All Districts  
July 5, 1983