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DEPARTMENT OF
PERSONNEL

CITY OF SACRAMENTO
CALIFORNIA

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SACRAMENTO, CA
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PERSONNEL MANAGEMENT
SERVICES DIVISION

October 24, 1989

APPROVED
BY THE CITY COUNCIL

916-449-5726

City Council
Sacramento, California

OCT 31 1989

DONNA L. GILES
DIRECTOR OF
PERSONNEL

OFFICE OF THE
CITY CLERK

Honorable Members in Session:

SUBJECT: REQUEST FOR STAFF AIDE POSITION IN THE DEPARTMENT OF PUBLIC
WORKS, TRANSPORTATION DIVISION

SUMMARY

This report recommends approval of a Staff Aide position to meet an immediate staffing need in the Department of Public Works, Transportation Division, until an appropriate classification specification can be developed.

BACKGROUND

The Transportation Systems Management program adopted by the City Council requires developers and employers to reduce the number of employees commuting to work in single occupant vehicles by 30 percent. Ordinance 88-882, which added Chapter 77 to the City Code, requires entities employing 100 or more people to prepare Transportation Management Plans to insure a balanced mix of commute modes such as light rail and bus ridership, bicycle commuting and car pooling. To assist employers in the preparation and implementation of the plans, as well as to monitor and insure compliance, four positions were budgeted this fiscal year; a program coordinator to supervise the program, two assistants and one clerk typist.

To insure adherence to the TSM Program implementation schedule, it is necessary to immediately hire the two TSM Program Assistants. It is therefore recommended a staff aide classification be established for a period of six months to begin program activities until the proper classifications can be developed and career appointments made.

The duties for the staff aide classification will include assisting employers in the development of Transportation Management Plans, developing marketing and public education materials to promote the use of alternative commute modes, and compiling and analyzing data for the preparation of reports related to the progress of employers meeting TSM program goals.

The proposed salary for the staff aide position is \$2,250 per month. This salary is consistent with salaries for similar positions with Sacramento area employers.

FISCAL IMPACT

Funding for the proposed salary is currently included in the 1989-90 Transportation Division Budget, Employee Services Account and, therefore will create no additional fiscal impact.

POLICY CONSIDERATIONS

None.

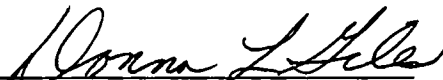
MBE/WBE EFFORTS

No impact.

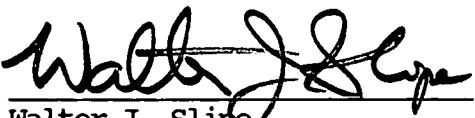
RECOMMENDATION

It is recommended that the City Council approve the use of the Staff Aide classification for the two assistant positions needed in the Department of Public Works, Transportation Division, with a salary of \$2,250 per month for up to six (6) months.

Respectfully Submitted,


Donna L. Giles
Director of Personnel

Recommendation Approved:


Walter J. Slips
City Manager

All Districts
October 31, 1989

Contact Person to Answer Questions:
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