



APPROVED  
BY THE CITY COUNCIL

MAR 20 1990

OFFICE OF THE  
CITY CLERK

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DEPARTMENT OF  
PERSONNEL

PERSONNEL MANAGEMENT  
SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA CITY MANAGER'S OFFICE

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SACRAMENTO, CA  
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DONNA L. GILES  
DIRECTOR OF  
PERSONNEL

March 27, 1990

City Council  
Sacramento, California

Honorable Members in Session

**SUBJECT: SALARY AND BARGAINING UNIT PLACEMENT FOR NEW CLASSIFICATION -  
DEPARTMENTAL DATA TECHNICIAN**

**SUMMARY**

This report recommends salary and bargaining unit placement for the new classification of Departmental Data Technician which will be responsible for performing a variety of para-professional data processing work in assisting users of a computer operation in various City departments.

**BACKGROUND AND ANALYSIS**

Over the past few years, the City has dealt with the rapid computer technological changes in several ways. First, we established a class called Microcomputer Systems Specialist which was used for a couple of years. We soon realized that this class was too limiting because it specified equipment size so the Departmental Data Analyst I/II classes were developed to provide professional data processing assistance and direction to users in various City departments. The next stage of dealing with the City's computer work involved establishing the Data Entry Technician series to provide computer clerical support such as data entry, maintenance of computer records and documents, and the preparation of routine reports.

We have now come to a point in our computer classification plan to add a paraprofessional, technical level to bridge the gap between the professional Departmental Data Analyst series and the clerical Data Entry Technician series. There is currently a need in some City departments to have a position that will be responsible for duties such as developing and modifying data base, spreadsheet, and graphics program applications, preparing user's procedures and documentations and provide training to users, and tracking and coordinating computer equipment maintenance and repair. In response to this need, the Civil

Service Board established the class of Departmental Data Technician which will provide paraprofessional, technical support to users of computer systems in various City departments.

It is recommended that the Council set the salary for the new Departmental Data Technician classification at \$1,935.61 - \$2,352.65 per month which is the same salary range as Senior Computer Operator and Senior Data Processing Technician. In addition, it is recommended that the class be placed in the Office and Technical Unit because of its comparability to other classes in that unit. Local 39 has reviewed the proposals and is in agreement.

No conflict of interest disclosure is necessary for this class.

#### FINANCIAL IMPACT

There will be no financial impact as departments will need to go through the usual budget and personnel process to either fund a new position or reallocate an existing position before hiring.

#### POLICY CONSIDERATIONS

None.

#### MBE/WBE EFFORTS

No impact.

#### RECOMMENDATIONS

It is recommended that the City Council amend Resolution 90-008 to effect the following changes:

1. Set the salary for the classification of Departmental Data Technician at \$1,935.61 - \$2,352.65 per month.
2. Place the Departmental Data Technician in the Office and Technical bargaining unit.

Recommendation Approved:

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

Contact Person to Answer Questions:  
BRONDA SILVA, SENIOR PERSONNEL ANALYST  
449-5726

Respectfully Submitted,

*Donna L. Giles*

Donna L. Giles  
Director of Personnel

March 27, 1990  
All Districts

# RESOLUTION NO. 90-201

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF March 27, 1990  
AMENDING RESOLUTION 90-008 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 90-008 IS AMENDED AS FOLLOWS, EFFECTIVE MARCH 31, 1990:

## Section 1.

Exhibit A, Salary Schedules, Schedule #16, Office and Technical, salaries is amended by the addition of the Departmental Data Technician classification with a salary of \$1,935.61 - \$2,352.65 per month.

## Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by the addition of the Departmental Data Technician classification to the Office and Technical Unit.

**APPROVED**  
BY THE CITY COUNCIL

MAR 20 1990

OFFICE OF THE  
CITY CLERK

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

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DATE ADOPTED: \_\_\_\_\_