



CITY OF SACRAMENTO

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DEPARTMENT OF PERSONNEL
PERSONNEL MANAGEMENT SERVICES DIVISION
801 NINTH STREET, ROOM 210
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CITY MANAGER'S OFFICE
RECEIVED
JAN 8 1986

DONNA L. GILES
DIRECTOR OF PERSONNEL

January 8, 1986

APPROVED
BY THE CITY COUNCIL

City Council
Sacramento, California

JAN 14 1986

Honorable Members in Session:

OFFICE OF THE
CITY CLERK

SUBJECT: REVISED TITLES FOR PROPERTY ASSISTANT I, II, III, AND PROPERTY SUPERVISOR AND PROPOSED SALARY ADJUSTMENT FOR PROPERTY SUPERVISOR

SUMMARY

This report recommends revising the Salary Schedule and Employee Relations Policy to reflect the revised class titles for Property Assistant I, II, III, and Property Supervisor to Property Assistant, Senior Property Assistant, Supervising Property Assistant, and Supervisor - Property Management Section and also recommends a 18.54% increase for the revised classification of Property Supervisor.

BACKGROUND AND ANALYSIS

Classification revisions and retitlings have been approved by the Civil Service Board for Property Assistant I, II, III, and Property Supervisor to Property Assistant, Senior Property Assistant, Supervising Property Assistant, and Supervisor - Property Management Section. All these positions are used in the Police Department.

Classification specifications had not been revised since March, 1975 for Property Assistant I, II, and III and since October, 1966, for Property Supervisor. It was necessary to update the classifications so that the format and class titles were consistent with the current City classification plan.

There are no salary changes or bargaining unit changes for Property Assistant I, II, and III. It is necessary that the Salary Schedule and Employee Relations Policy be changed to reflect the revised class titles. Also, there is no bargaining unit change recommendation for Property Supervisor; however, it is recommended that the salary be increased by 18.54%.

At the time the class specification for Property Supervisor was being revised, it was determined that the duties of the class have expanded from performing clerical work to that of assisting police management in the operation and

function of the Property Management Section. The class is one of the most responsible non-sworn supervisory positions in the Police Department. The proposed increase is recommended due to the increase in duties and responsibilities. The recommended salary of \$2,184.00 - \$2,654.60 per month strongly reflects an internal tie with comparable City of Sacramento classes represented by the General Supervisory Unit of Local 39.

Local 39 has been contacted with regard to the proposed salary increase and is in agreement.

FINANCIAL DATA

It is recommended that the new salary be effective January 18, 1986. The proposed salary increase for the class will result in an approximate annual increase of \$3,173.67 for the Police Department.

RECOMMENDATION

It is recommended that the City Council approve the attached amendment to Resolution 85-998 to effect the changes described in this report.

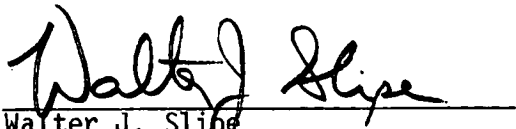
Respectfully submitted,



Donna L. Giles
Director of Personnel

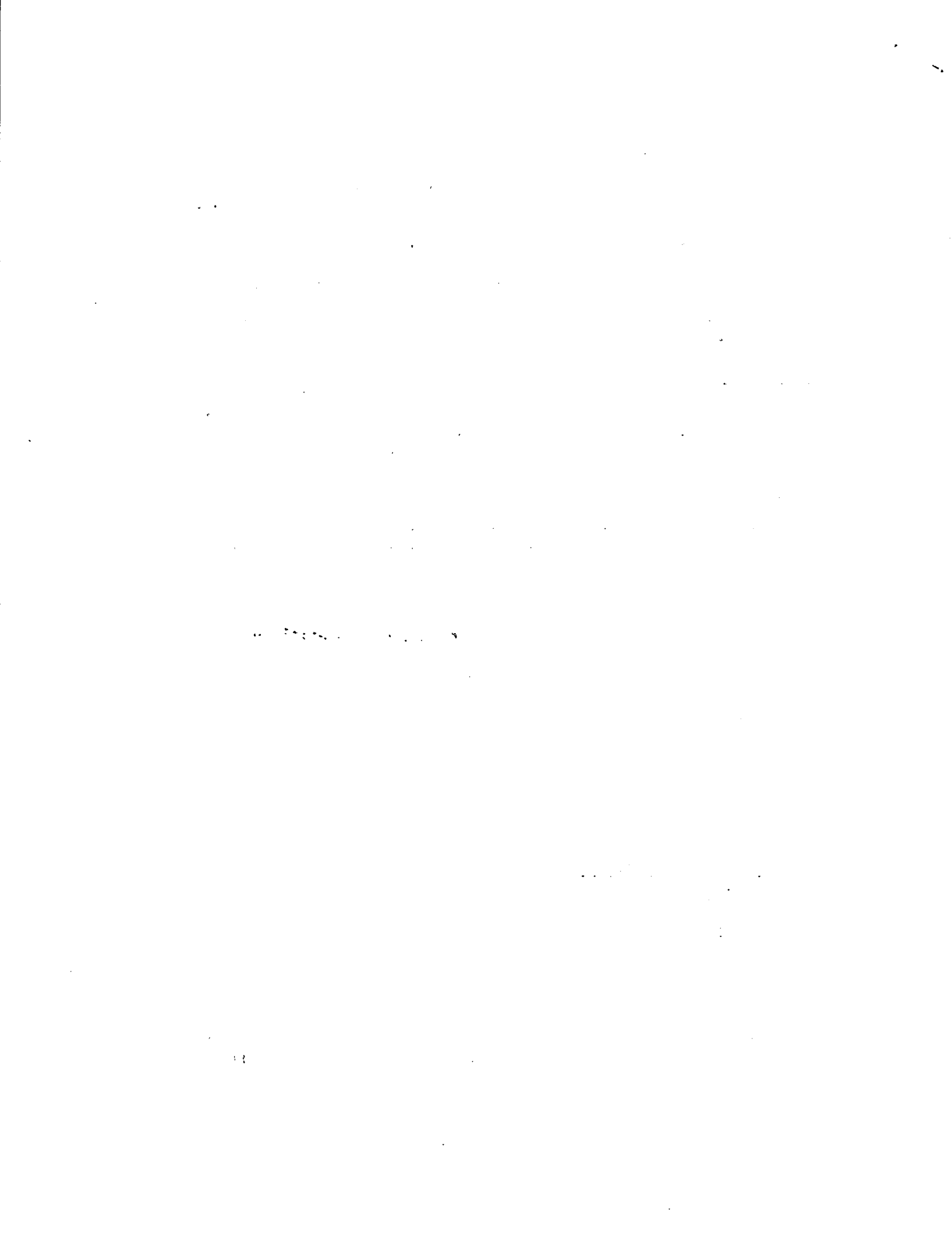
DLG/TV (583p)

RECOMMENDATION APPROVED:



Walter J. Slise
City Manager

January 14, 1986
All Districts



RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

JANUARY 14, 1986

AMENDING RESOLUTION 85-998 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 85-998 IS AMENDED AS FOLLOWS, EFFECTIVE JANUARY 18, 1986:

Section 1.

Exhibit A, Salary Schedules is amended by:

- a. Schedule 15, General Supervisory Unit, retitling of the classification of Property Supervisor to Supervisor - Property Management Section and modification of salary from \$1,842.53 - \$2,239.47 to \$2,184.00 - \$2,654.60 per month.
- b. Schedule 16, Office and Technical Unit, retitling of the classifications of Property Assistant I, II, and III to Property Assistant, Senior Property Assistant and Supervising Property Assistant.

Section 2.

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

- a. Retitling of the classification of Property Assistant I, II, and III to Property Assistant, Senior Property Assistant, and Supervising Property Assistant in the Office and Technical Unit.
- b. Retitling of the classification of Property Supervisor to Supervisor - Property Management Section in the General Supervisory Unit.

MAYOR

ATTEST:

CITY CLERK

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RESOLUTION NO. 86-017

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

JANUARY 14, 1986

AMENDING RESOLUTION 85-998 RELATING TO SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY, AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

APPROVED
BY THE CITY COUNCIL

JAN 14 1986

OFFICE OF THE
CITY CLERK

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 85-998 IS AMENDED AS FOLLOWS, EFFECTIVE JANUARY 18, 1986:

Section 1.

Exhibit A, Salary Schedules is amended by:

- a. Schedule 15, General Supervisory Unit, retitling of the classification of Property Assistant III to Supervising Property Assistant and retitling of Property Supervisor to Supervisor - Property Management Section and modification of salary from \$1,842.53 - \$2,239.47 to \$2,184.00 - \$2,654.60 per month.
- b. Schedule 16, Office and Technical Unit, retitling of the classifications of Property Assistant I and II to Property Assistant and Senior Property Assistant.

Section 2.

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

- a. Retitling of the classification of Property Assistant I and II to Property Assistant and Senior Property Assistant in the Office and Technical Unit.
- b. Retitling of the classifications of Property Assistant III and Property Supervisor to Supervising Property Assistant and Supervisor - Property Management Section in the General Supervisory Unit.

MAYOR

ATTEST:

CITY CLERK