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APPROVED  
BY THE CITY COUNCIL

MAR 10 1987

OFFICE OF THE  
CITY CLERK

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

CITY MANAGER'S OFFICE  
**RECEIVED**  
MAR 4 1987

March 5, 1987

City Council  
Sacramento, California

Honorable Members in Session

SUBJECT: NEW CLASSIFICATION - SERVICE CONTRACT INSPECTOR

SUMMARY

This report recommends salary and bargaining unit placement for the new classification of Service Contract Inspector who will be responsible for performing janitorial, pest control, halon, and elevator maintenance inspections to ensure compliance with contract specifications.

BACKGROUND AND ANALYSIS

In June 1986, the City Council approved a report from the Director of General Services addressing the issue of a custodial quality assurance program. Specifically, the report recommended that the City utilize an in-house program to monitor janitorial performance. Then in September 1986, the City Council approved the use of a Staff Aide classification in order to get someone on board to get the program started until the proper classification could be developed.

The new classification of Service Contract Inspector was developed as the in-house position that will be responsible for ensuring vendor compliance with their contract specifications. The class will be responsible for visiting all of the City's facilities on a daily basis, conducting regular meetings with various vendors to discuss concerns outlined in the service contracts, and coordinating staff complaints and vendor repeat visits. This class will also be responsible for conducting on-site inspections of pest control, fire suppression systems, and elevator maintenance contractors, as well as participating in the preparation of the technical specifications for building service contracts.

The proposed salary for the Service Contract Inspector is \$1,730.73 - \$2,103.57 per month which is the same salary range as Code Enforcement Officer, a class that is similar in level and responsibility and which also performs inspection duties.

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Local 39 has reviewed the proposed the new class and is in agreement.

FINANCIAL IMPACT

There will be no financial impact for this position since funds already exist in the current budget of the General Services Department.

RECOMMENDATION

It is recommended that the City Council amend Resolution 87-013 to effect the following changes:

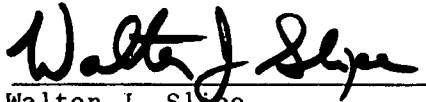
- 1. Placement of the Service Contract Inspector in the Office and Technical Unit.
- 2. Setting the salary for the Service Contract Inspector at \$1,730.73 - \$2,103.57 per month.

Respectfully Submitted



Donna L. Giles  
Director of Personnel

Recommendations Approved:



Walter J. Slupe  
City Manager

March 10, 1987

Attachment

# RESOLUTION NO. 87-155

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

**APPROVED**  
BY THE CITY COUNCIL

March 10, 1987

MAR 10 1987

OFFICE OF THE  
CITY CLERK

AMENDING RESOLUTION 87-013 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  
87-013 IS AMENDED AS FOLLOWS, EFFECTIVE MARCH 14, 1987:

Section 1.

Exhibit A, Salary Schedules, Schedule 16, Office and Technical,  
salaries are amended by:

The addition to Schedule 16 of the the classification of Service  
Contract Inspector with a salary of \$1,730.73 - \$2,103.57 per month.

Section 2.

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

Addition of the classification of Service Contract Inspector to the  
Office and Technical Unit.

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MAYOR

ATTEST:

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CITY CLERK