



CITY OF SACRAMENTO

DEPARTMENT OF GENERAL SERVICES

RECEIVED
CITY CLERKS OFFICE
CITY OF SACRAMENTO

24

JAN 15 11 31 AM '86

FACILITY MAINTENANCE DIVISION
FLEET MANAGEMENT DIVISION
RISK MANAGEMENT & INS. DIVISION
SUPPORT SERVICES DIVISION

OFFICE OF THE DIRECTOR

January 15, 1985
GSA:86006

City Council
Sacramento, California

Honorable Members in Session:

Subject: Addition of Maintenance Worker Position

CITY MANAGER'S OFFICE
RECEIVED
JAN 15 1986

APPROVED
BY THE CITY COUNCIL

SUMMARY

JAN 21 1986

The Department of Personnel recently authorized the creation of a Maintenance Worker Career Development Program for the Fleet Management Division of the Department of General Services. This report requests that the Fleet Management Division's 1985-86 Approved Budget full time equivalent numbers be adjusted to reflect changes connected with this new program.

BACKGROUND

The Career Development Program was initiated in order to provide a method for transitioning employees, who might not otherwise have been eligible for permanent status, into career Civil Service positions. Under this program, personnel can be hired as non-career "trainees"; upon the successful completion of a six month training period, probationary status is granted in an appropriate career Civil Service class at the beginning step of the salary range. Progress throughout the training period is carefully monitored by the Department of Personnel.

ANALYSIS

A Career Development position was recently created for the Fleet Management Division to assist in 24th Street Corporation Yard and vehicle maintenance. It is intended that Mr. Booker McCoy, a former Solid Waste Division employee, would fill the new Maintenance Worker trainee slot. Mr. McCoy has previously worked as a Park Maintenance Worker as well as a Sanitation Worker; however, due to a recently discovered arthritic condition, it is no longer possible for him to handle the bending, stooping, lifting, and carrying tasks connected with these types of jobs. The proposed Maintenance Worker position would provide a light-duty alternative, permitting Mr. McCoy to remain as a City employee.

The requirements of the Career Development Program have been reviewed with the employee. Upon Council approval of the Approved Budget change, a formal training agreement which outlines his expected duties, indicates what performance standards will be applied during the training period, and notes what supervision will be provided, will be given to Mr. McCoy.

January 22, 1965
GSA 86002

City Council
San Francisco, California

Honorable Members of Council:

Subject: Job Title of Personnel in Position

SUMMARY

The Office of Personnel Policy Administration has been directed by the Board of Supervisors to study the position of the Department of General Services. This report is based on the report of the Department of General Services dated 1/15/65. The report contains a list of positions which are subject to change connected with the new program.

BACKGROUND

The Board of Supervisors has directed the Office of Personnel Policy Administration to study the position of the Department of General Services. This report is based on the report of the Department of General Services dated 1/15/65. The report contains a list of positions which are subject to change connected with the new program.

ANALYSIS

The position of the Department of General Services is a position which is subject to change connected with the new program. This report is based on the report of the Department of General Services dated 1/15/65. The report contains a list of positions which are subject to change connected with the new program.

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FINANCIAL


The incremental costs associated with this program for the remainder of the 1985-86 fiscal year are projected to total \$9,411. These expenses can be absorbed within the Fleet Management Division's existing budget and no new appropriation of funds will be required. The full time equivalent numbers for organization 1941 will be increased to 25, reflecting the incorporation of this additional position.

RECOMMENDATION

Based upon the proceeding, it is recommended that the City Council adopt the attached resolution which:


1. Adjusts the Fleet Management Division's employee service complement by one full time equivalent position for a Career Development Maintenance Worker.
2. Authorizes the Fleet Management Division to appoint Mr. Booker McCoy to its new Career Development Maintenance Worker position.

Respectfully submitted,



 FRANK MUGARTEGUI
 Director of General Services

RECOMMENDATION APPROVED:



 WALTER SLIPE
 City Manager

January 21, 1986
All Districts

The in general costs associated with this program to the... of the 1980-81 fiscal year are projected to total \$2.1 million. These expenses can be covered within the Total Management Division's existing budget. The no new appropriation of funds will be required. The full-time equivalent position will be increased to 2.0 full-time positions. The organization will be increased to 2.0 full-time positions.

RECOMMENDATION

Based upon the preceding, it is recommended that the City Council adopt the attached resolution.

1. Authorize the Total Management Division to employ a career position in the full-time equivalent position for a career position. The position will be located in the Total Management Division.

2. Authorize the Total Management Division to employ a career position in the full-time equivalent position for a career position. The position will be located in the Total Management Division.

Respectfully submitted,

TAMM HENNINGSEN
Director of Capital Services

RECOMMENDATION APPROVED:

CITY MANAGER

CITY CLERK



CITY OF SACRAMENTO

DEPARTMENT OF GENERAL SERVICES

OFFICE OF THE DIRECTOR

January 15, 1985
GSA:86007

FACILITY MAINTENANCE DIVISION
FLEET MANAGEMENT DIVISION
RISK MANAGEMENT & INS. DIVISION
SUPPORT SERVICES DIVISION

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

Subject: Addition of Maintenance Worker Position

SUMMARY

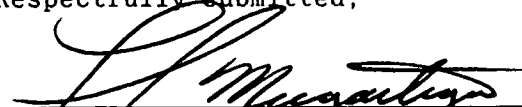
The Department of Personnel recently authorized the creation of a Maintenance Worker Career Development Program for the Fleet Management Division of the Department of General Services. This report requests authorization to adjust the Fleet Management Division's 1985-86 Approved Budget full time equivalent numbers to reflect changes connected with this new program.

RECOMMENDATION

It is requested that the Budget and Finance Committee recommend that the City Council approve the attached resolution which:


1. Adjusts the Fleet Management Division's employee service complement by one full time equivalent position for a Career Development Maintenance Worker.
2. Authorizes the Fleet Management Division to appoint Mr. Booker McCoy to its new Career Development Maintenance Worker position.

Respectfully submitted,



 FRANK MUGARTEGUI
 Director of General Services

RECOMMENDATION APPROVED:



 SOLON WISHAM, JR.
 Assistant City Manager

RESOLUTION NO. 86-046

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

**RESOLUTION AMENDING THE 1985-86 FLEET MANAGEMENT
DIVISION'S APPROVED BUDGET FOR THE CAREER
DEVELOPMENT PROGRAM**

WHEREAS, the Council has reviewed the report prepared by the Director of General Services and concurs with his recommendations.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The Fleet Management Division's employee service complement is hereby adjusted by one full time equivalent position for a Career Development Maintenance Worker.
2. The Fleet Management Division is hereby authorized to appoint Mr. Booker McCoy to its new Career Development Maintenance Worker position.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

JAN 21 1986

OFFICE OF THE
CITY CLERK

CITY CLERK

ATTN:

ROYAL

POSITION:

BOOKER HISSON TO HIS NEW CAREER DEVELOPMENT DISTRICTS WORKER
3. THE CITY MANAGEMENT DIVISION IS HEREBY AUTHORIZED TO SIGNIFY HIS

DISTRICTS WORKER:

1. THE CITY MANAGEMENT DIVISION'S EMPLOYEE RELATIONS COMMITTEE IS HEREBY

AND THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

GENERAL RELATES AND CONCURS WITH HIS RECOMMENDATIONS.

WHEREAS THE COUNCIL HAS REVIEWED THE REPORT PREPARED BY THE DIRECTOR OF

DEVELOPMENT PROGRAM
DIVISION'S APPROVED BUDGET FOR THE CAREER
RESOLUTION AMENDING THE 1982-83 FISCAL MANAGEMENT