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DEPARTMENT OF PERSONNEL

PERSONNEL MANAGEMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

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DONNA L. GILES
DIRECTOR OF
PERSONNEL

December 18, 1986

CITY COUNCIL
Sacramento, California

Honorable Members in Session

SUBJECT: REQUEST FOR A STAFF AIDE POSITION IN THE REVENUE DIVISION OF THE FINANCE DEPARTMENT

SUMMARY

This report recommends approval of a Staff Aide position to meet an immediate need in the Revenue Division of the Finance Department until an appropriate class specification can be developed.

BACKGOUND INFORMATION

A classification study is in progress for all the cashier positions in the Revenue Division of the Finance Department. At this point in the study, it has been determined that the Revenue Cashiers are incorrectly classified due to the fact that they handle a greater variety of transactions involving duties of a much more complex nature than Cashiers in other departments. Because of this situation, a new classification will have to be developed that will encompass the duties and responsibilities of the Revenue Cashiers.

There is currently a vacant Cashier position in Revenue, but because a study is in progress that will result in a reclassification, it would be inappropriate to fill the position at the Cashier level. Instead, it is proposed to establish a Staff Aide position for a six month duration, hire on a limited-term basis, and test for the position once the class has been approved.

SALARY AND FINANCIAL IMPACT

It is proposed to set the Staff Aide salary at $1,450.63 per month which is a comparable salary to other similar City classifications. There will be no financial impact since funds for this position have already been approved in the 1986-87 budget.

RECOMMENDATION

It is recommended that the City Council approve the use of the Staff Aide classification within the Revenue Division of the Finance Department for up to six months at $1,450.63 per month ($8.469 per hour).

Respectfully submitted,

Donna L. Giles
Director of Personnel

RECOMMENDATION APPROVED:

For: Walter J. Slipe
City Manager

All Districts
December 30, 1986