



10

DEPARTMENT OF  
PERSONNEL

PERSONNEL MANAGEMENT  
SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

CITY MANAGER'S OFFICE  
**RECEIVED**  
DEC 19 1986

801 NINTH STREET  
ROOM 210  
SACRAMENTO, CA  
95814-2693

916-449-5726

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

**APPROVED**  
BY THE CITY COUNCIL

DEC 30 1986

OFFICE OF THE  
CITY CLERK

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.

BACKGROUND 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.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze the data. This includes both primary and secondary data collection techniques. The primary data was gathered through direct observation and interviews, while secondary data was obtained from existing reports and databases.

The third section details the statistical analysis performed on the collected data. This involves the use of descriptive statistics to summarize the data and inferential statistics to test hypotheses. The results of these analyses are presented in a clear and concise manner, highlighting the key findings of the study.

Finally, the document concludes with a discussion of the implications of the findings. It suggests that the results have significant implications for the field of study and provides recommendations for further research. The author also acknowledges the limitations of the study and offers suggestions for how these can be addressed in future work.

10

City Council

-2-

December 18, 1986

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

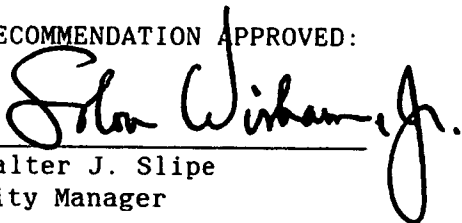
It is recommended that the City Council approve the use of the Staff Aide classification within the Revenue Division of the Finance Department for up to six months at \$1,450.63 per month (\$8.469 per hour).

Respectfully submitted,



Donna L. Giles  
Director of Personnel

RECOMMENDATION APPROVED:



for: Walter J. Slipe  
City Manager

All Districts  
December 30, 1986

