

CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL
PERSONNEL MANAGEMENT SERVICES DIVISION
801 NINTH STREET, ROOM 210
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5726/5729

DONNA L. GILES
DIRECTOR OF PERSONNEL

APPROVED
BY THE CITY COUNCIL

APR 28 1981

OFFICE OF THE
CITY CLERK

April 15, 1981

City Council
Sacramento, CA.

Honorable Members in Session:

SUBJECT: CLASSIFICATION STUDY BY RALPH ANDERSEN AND ASSOCIATES

SUMMARY

On March 31, 1981, the Civil Service Board adopted civil service classifications proposed by the Andersen Study. Salaries for new classifications have been negotiated with employee associations. The classifications are now ready for Council action to place them in bargaining units and in the salary schedules.

BACKGROUND AND DISCUSSION

The Andersen Study represents an analysis of over 750 positions in more than 150 job classifications. After an extensive study of the positions, and considerable input to and from employees, City management, and employee associations, the Consultants produced a classification manual for the City, which was discussed with the Council last November.

On January 20, 1981, the Council, in Executive Session, authorized the Staff to negotiate salaries for new classifications proposed by the Andersen Study. The Staff negotiated the salaries within the guidelines of the Council, and also concurrently worked with employee associations to answer questions and resolve disputes regarding proposed classifications. Following two hearings, the Civil Service Board adopted the proposed civil service classifications.

The Board decided to consider appeals of exempt classifications and allocations separately, and has scheduled a Special meeting for that purpose on May 1, 1981. (The Board was asked by the City Manager to hear and make recommendations to him on such appeals). After the City Manager has reviewed any appeals and Board recommendations, he will recommend to the Council action on the classifications.

If the Council adopts the attached resolutions placing the classes in bargaining units and the salary schedules, the Director of Personnel will then issue allocation notices to affected employees. The employees would have a right of appeal to the Civil Service Board regarding the allocations.


FISCAL IMPACT

The salaries agreed to with associations were as presented to the Council in Executive Session. The new salaries, and the reallocations resulting from the Study, will have for the civil service classes a net annual increase of approximately \$28,000. This includes 39 upgrades costing \$49,000 and 18 downgrades saving \$21,000. (If proposed exempt allocations are adopted, they would save a total of \$13,000; total cost combining civil service and exempt allocations would be an increase of \$15,000 annually). It should be noted that the full effect of decreases may not be realized for five years due to a Civil Service Board Rule which could defer a portion of downgrades for up to that long. It should also be noted that the Study adds a number of new, lower level classes, which should result in considerable savings because departments will be able to appoint to them instead of higher level classes.

RECOMMENDATION

It is recommended that the City Council approve the attached resolutions, which revise the salary schedules and labor relations policy bargaining units to incorporate civil service classes proposed by the Andersen Study.

Respectfully submitted,

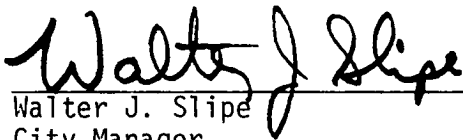


Donna L. Giles
Director of Personnel

DLG/JW/sch

att.

Recommendation Approved:



Walter J. Slipe
City Manager

RESOLUTION NO. 81-307

Adopted by The Sacramento City Council on date of

A RESOLUTION AMENDING RESOLUTION
NO. 77-348 ADOPTED JUNE 28, 1977
RELATING TO EMPLOYER-EMPLOYEE RELATIONS

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

SECTION 1

Exhibit "A", Item A of Resolution 77-348, adopted June 28, 1977, is hereby amended by deleting therefrom the classification as set forth in Exhibit I, attached hereto and incorporated herein by this reference.

SECTION 2

Exhibit "A", Item A of Resolution 77-348, adopted June 28, 1977, is hereby amended by adding thereto the classification as set forth in Exhibit II, attached hereto and incorporated herein by this reference.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

APR 2

OFFICE OF THE
CITY CLERK

EXHIBIT I

CLASSES TO BE DELETED FROM EMPLOYER-EMPLOYEE RELATIONS POLICY

3. Water and Sewer Unit

Water and Sewer Foreman
Water and Sewer Serviceman II
Water and Sewer Serviceman I

4. Traffic Engineering Unit

Traffic Control Foreman
Traffic Control Maintenance Man III
Traffic Control Maintenance Man II
Traffic Control Maintenance Man I

5. Fire Department Unit

Senior Dispatcher (Fire)
Dispatcher (Fire)

7. Professional Unit

Landscape Architect
Senior Accountant
Accountant
Assistant to the Art Gallery Director
Assistant Landscape Architect

8. Confidential Unit

Associate Personnel Analyst
Assistant Personnel Analyst
Administrative Assistant III
Senior Stenographer Clerk
Senior Legal Stenographer
Legal Stenographer
Department Secretary
Police Records System Analyst

9. Office and Technical Unit

Field Representative
Senior Cashier
Traffic Engineering Technician
Senior Draftsman
Draftsman
Senior Field Representative
Construction Inspection Aide
Parking Meter Checker
Equipment Specification Writer
Senior Account Clerk
Account Clerk
EDP Programmer Analyst
Data Processing Technician II
Key Data Operator II
Real Estate Associate
Real Estate Assistant

9. Office and Technical Unit (cont'd)

Intermediate Stenographer Clerk
Junior Stenographer Clerk
Senior Typist Clerk
Intermediate Typist Clerk
Junior Typist Clerk
Senior Clerk
Intermediate Clerk
Junior Clerk
Senior Dispatcher
Dispatcher
Audio-Visual Technician
Buyer Trainee
Stores Clerk

10. Operations and Maintenance Unit

Parking Lot Attendant II
Parking Lot Attendant I
Parking Meter Repairman
Fire Alarm Technician
Storekeeper

11. General Supervisory Unit

Parking Control Foreman
Parking Lot Foreman
Parking Meter Foreman
Supervising Traffic Signal Technician
Supervising Fire Alarm Technician
Events Supervisor
Senior Offset Equipment Operator
Supervising Clerk
Auditorium Maintenance Supervisor

13. Automotive/Equipment Mechanics Unit

Shop Foreman
Equipment Serviceman II
Equipment Serviceman I
Park Equipment Mechanic
Automotive Stores Clerk
Car Pool Supervisor

EXHIBIT II
CLASSES TO BE ADDED TO EMPLOYER-EMPLOYEE RELATIONS POLICY

3. Water and Sewer Unit

Water and Sewer Supervisor
Water and Sewer Leadworker
Water and Sewer Serviceworker

4. Traffic Engineering Unit

Traffic Supervisor
Traffic Worker III
Traffic Worker II
Traffic Worker I

5. Fire Department Unit

Dispatcher III (Fire)
Dispatcher II (Fire)
Dispatcher I (Fire)

7. Professional Unit

Accountant III
Accountant II
Accountant I
Accountant Trainee

8. Confidential Unit

Personnel Analyst II
Personnel Analyst I
Insurance Programs Supervisor
Senior Administrative Assistant
Stenographer Clerk III
Legal Secretary II
Legal Secretary I
Secretary
Police Systems Analyst

9. Office and Technical Unit

Revenue Inspector
Utility Service Representative
Traffic Investigator
Landscape Architectural Technician
Drafting Technician I
Drafting Technician II
Building Technician
Code Enforcement Officer
Construction Inspector III
Electrical Construction Inspector III
Fleet Management Technician
Account Clerk II
Account Clerk I
Programmer Analyst
Senior Data Processing Technician

9. Office and Technical Unit (cont'd)

Senior Key Data Operator
Real Property Agent II
Real Property Agent I
Benefits Technician
Stenographer Clerk II
Stenographer Clerk I
Typist Clerk III
Typist Clerk II
Typist Clerk I
Clerk III
Clerk II
Clerk I
Curator of Education
Art Museum Registrar
Events Coordinator
Police Clerk III
Police Clerk II
Police Clerk I
Dispatcher III
Dispatcher II
Dispatcher I
Media Production Specialist
Buyer III
Storekeeper
Stores Clerk II
Stores Clerk I

10. Operations and Maintenance Unit

Senior Parking Lot Attendant
Parking Lot Attendant
Parking Enforcement Officer
Parking Meter Repairworker
Senior Electronic Maintenance Technician
Electronic Maintenance Technician
Meter Reader

11. General Supervisory Unit

Parking Lot Supervisor
Parking Meter Repair Supervisor
Parking Enforcement Supervisor
Traffic Signal Supervisor
Office Supervisor
Community Center Facilities Supervisor
Supervisor - Records Section
Supervising Police Clerk
Central Stores Supervisor
Central Services Supervisor
Treasury Operations Supervisor

12. Engineering Unit

Junior Architect
Assistant Architect
Associate Architect

12. Engineering Unit (cont'd)

- Landscape Architect
- Assistant Landscape Architect

13. Automotive/Equipment Mechanics Unit

- Equipment Maintenance Supervisor
- Equipment Mechanic III
- Equipment Serviceworker
- Vehicle Pool Serviceworker
- Fuel Island Attendant
- General Repairworker

81-308

RESOLUTION NO.

Adopted by The Sacramento City Council on date of

A RESOLUTION AMENDING RESOLUTION
NO. 80-415 DATED JUNE 27, 1980
RELATING TO CLASSIFICATIONS,
COMPENSATION RATES AND SALARY RANGES

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

SECTION 1

Effective immediately Section 1 of Resolution No. 80-415, adopted by the City Council on June 27, 1980, is hereby amended by deleting the classification and related salary data as specified in Attachment A.

SECTION 2

Effective immediately Section 1 of Resolution No. 80-415, adopted by the City Council on June 27, 1980, is hereby amended by adding the classifications and related salary data as specified in Attachment B.

MAYOR

ATTEST:

CITY CLERK

CLASSES TO BE DELETED FROM SALARY RESOLUTION

ATTACHMENT A

<u>Code No.</u>	<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
03497	Field Representative	V	59	\$1186-1444
03464	Senior Cashier	V	27	1042-1269
03424	Draftsman	V	83	1281-1560
03469	Senior Draftsman	V	107	1444-1758
03472	Traffic Engineering Technician	V	91	1327-1616
03467	Senior Field Representative	V	89	1303-1586
03418	Construction Inspector II	V	144	1768-2153
03417	Construction Inspector I	V	121	1585-1929
03416	Construction Inspection Aide	V	93	1337-1628
03492	Electrical Construction Inspector II	V	147	1791-2181
03491	Electrical Construction Inspector I	V	136	1684-2051
03223	Parking Lot Foreman	V	54	1160-1413
03668	Parking Lot Attendant II	V	31	1054-1283
03627	Parking Lot Attendant I	V	9	992-1208
03222	Parking Control Foreman	V	47	1137-1385
03452	Parking Meter Checker	V	28	1044-1271
03224	Parking Meter Foreman	V	96	1356-1650
03629	Parking Meter Repairman	V	49	1145-1394
08004	Traffic Control Foreman	II	4	1538-1872
08003	Traffic Control Maintenance Man III	II	3	1398-1702

<u>Code No.</u>	<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
08002	Traffic Control Maintenance Man II	II	2	1331-1621
08001	Traffic Control Maintenance Man I	II	1	1212-1475
07003	Water & Sewer Foreman	VII	3	1609-1959
07002	Water & Sewer Serviceman II	VII	2	1400-1704
07001	Water & Sewer Serviceman I	VII	1	1271-1548
03481	Equipment Specification Writer	V	135	1666-2028
12012	Shop Foreman	X	10	1640-1997
12004	Equipment Mechanic II	X	9	1518-1848
12003	Equipment Mechanic I	X	8	1432-1744
12006	Equipment Serviceman II	X	4	1106-1347
12013	Car Pool Supervisor	X	5	1226-1492
*03240	Supervising Traffic Signal Technician	V	148	1795-2186
03238	Supervising Fire Alarm Technician	V	138	1693-2061
03615	Fire Alarm Technician	V	117	1565-1905
12010	Park Equipment Mechanic	X	6	1283-1562
03122	Senior Accountant	V	116	1550-1888
03101	Accountant	V	95	1345-1638
03463	Senior Account Clerk	V	36	1091-1328
03401	Account Clerk	V	15	977-1189
10003	Administrative Assistant III	VIII	13	1922-2340
*12005	Equipment Serviceman I	X	2	1008-1227

<u>Code No.</u>	<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
03426	EDP Programmer Analyst	V	154	1903-2318
03421	Data Processing Technician II	V	80	1266-1541
03444	Key Data Operator II	V	24	1024-1246
03459	Real Estate Associate	V	146	1783-2170
03458	Real Estate Assistant	V	115	1545-1881
10005	Associate Personnel Analyst	VIII	12	1895-2307
10004	Assistant Personnel Analyst	VIII	8	1576-1919
10015	Senior Legal Stenographer	VIII	5	1156-1408
10008	Legal Stenographer	VIII	2	1021-1243
10006	Department Secretary	VIII	6	1182-1439
03236	Supervising Clerk	V	67	1215-1479
10016	Senior Stenographer Clerk	VIII	3	1132-1378
03438	Intermediate Stenographer Clerk	V	19	988-1203
03441	Junior Stenographer Clerk	V	5	903-1099
03468	Senior Typist Clerk	V	30	1046-1274
03439	Intermediate Typist Clerk	V	7	921-1122
03442	Junior Typist Clerk	V	2	840-1023
03465	Senior Clerk	V	30	1046-1274
03437	Intermediate Clerk	V	7	921-1122
03440	Junior Clerk	V		

<u>Code No.</u>	<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
03109	Asst. to the Art Museum Director	V	98	1380-1680
03202	Auditorium Maintenance Supervisor	V	82	1279-1557
03466	Senior Dispatcher	V	72	1236-1505
03423	Dispatcher	V	47	1137-1385
03484	Audio-Visual Technician	V	103	1421-1730
03412	Buyer II	V	143	1759-2141
03411	Buyer I	V	112	1526-1858
03413	Buyer Trainee	V	94	1341-1633
03635	Storekeeper	V	60	1195-1454
12001	Automotive Stores Clerk	X	3	1069-1302
03489	Stores Clerk	V	32	1061-1291
03260	Senior Offset Equipment Operator	V	78	1257-1531

<u>Code No.</u>	<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
03109	Asst. to the Art Museum Director	V	98	1380-1680
03202	Auditorium Maintenance Supervisor	V	82	1279-1557
03466	Senior Dispatcher (Police)	V	72	1236-1505
05061	Senior Dispatcher (Fire)	IV	2	1235-1503
03423	Dispatcher (Police)	V	47	1137-1385
05060	Dispatcher (Fire)	IV	1	1130-1380
03484	Audio-Visual Technician	V	103	1421-1730
03412	Buyer II	V	143	1759-2141
03411	Buyer I	V	112	1526-1858
03413	Buyer Trainee	V	94	1341-1633
03635	Storekeeper	V	60	1195-1454
12001	Automotive Stores Clerk	X	3	1069-1302
03489	Stores Clerk	V	32	1061-1291
03260	Senior Offset Equipment Operator	V	78	1257-1531

CLASSES TO BE ADDED TO SALARY RESOLUTION

Attachment B

<u>Code No.</u>	<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
03497	Revenue Inspector	V	59	\$1186-1444
03464	Supervising Cashier	V	27	1042-1269
03498	Utility Service Representative	V	59	1186-1444
03469	Drafting Technician II	V	107	1444-1758
03424	Drafting Technician I	V	83	1281-1560
03472	Traffic Investigator	V	91	1327-1616
03499	Landscape Architectural Technician	V	107	1444-1758
11015	Associate Architect	IX	3	2215-2697
11014	Assistant Architect	IX	2	1825-2222
11013	Junior Architect	IX	1	1497-1822
03410	Building Technician	V	107	1444-1758
03415	Code Enforcement Officer	V	89	1303-1586
03418	Construction Inspector III	V	144	1768-2153
03417	Construction Inspector II	V	121	1585-1929
03416	Construction Inspector I	V	93	1337-1628
03492	Electrical Construction Inspector III	V	147	1791-2181
03491	Electrical Construction Inspector II	V	136	1684-2051
03425	Electrical Construction Inspector I	V	113	1531-1863
03223	Parking Lot Supervisor	V	54	1160-1413
03668	Senior Parking Lot Attendant	V	31	1054-1283
03627	Parking Lot Attendant	V	9	992-1208
03222	Parking Enforcement Supervisor	V	47	1137-1385
03452	Parking Enforcement Officer	V	28	1044-1271
03224	Parking Meter Repair Supervisor	V	96	1356-1650
03629	Parking Meter Repairworker	V	49	1145-1394
08004	Traffic Supervisor	II	4	1538-1872

<u>Code No.</u>	<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
08003	Traffic Worker III	II	3	1398-1702
08002	Traffic Worker II	II	2	1331-1621
08001	Traffic Worker I	II	1	1212-1475
07003	Water and Sewer Supervisor	VII	3	1609-1959
07002	Water and Sewer Leadworker	VII	2	1400-1704
07001	Water and Sewer Serviceworker	VII	1	1271-1548
03621	Meter Reader	V	10	951-1158
03481	Fleet Management Technician	V	135	1666-2028
12012	Equipment Maintenance Supervisor	X	10	1640-1997
12004	Equipment Mechanic III	X	9	1518-1848
12003	Equipment Mechanic II	X	8	1432-1744
12009	Equipment Mechanic I	X	11	1302-1585
12006	Equipment Serviceworker	X	4	1105-1347
12013	Vehicle Pool Serviceworker	X	5	1226-1492
12005	Fuel Island Attendant	X	2	1008-1227
03240	Traffic Signal Supervisor	V	148	1795-2186
03238	Senior Electronic Maintenance Technician	V	138	1693-2061
03615	Electronic Maintenance Technician	V	117	1565-1905
12010	General Repairworker	X	6	1283-1562
03102	Accountant III	V	156	1706-2077
03122	Accountant II	V	116	1550-1888
03101	Accountant I	V	95	1345-1638
03103	Accountant Trainee	V	157	1223-1489

<u>Code No.</u>	<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
03463	Account Clerk II	V	36	1091-1328
03401	Account Clerk I	V	15	977-1189
10003	Senior Administrative Assistant	VIII	13	1922-2340
03426	Programmer Analyst	V	154	1903-2318
03421	Senior Data Processing Technician	V	80	1266-1541
03444	Senior Key Data Operator	V	24	1024-1246
03459	Real Property Agent II	V	146	1783-2170
03458	Real Property Agent I	V	115	1545-1881
10022	Insurance Programs Supervisor	VIII	7	1550-1888
03405	Benefits Technician	V	50	1146-1395
10005	Personnel Analyst II	VIII	12	1895-2307
10004	Personnel Analyst I	VIII	8	1576-1919
10015	Legal Secretary II	VIII	5	1156-1408
10008	Legal Secretary I	VIII	2	1021-1243
10006	Secretary	VIII	6	1182-1439
03236	Office Supervisor	V	67	1215-1479
10016	Stenographer Clerk III	VIII	3	1132-1378
03438	Stenographer Clerk II	V	19	988-1203
03441	Stenographer Clerk I	V	5	903-1099
03468	Typist Clerk III	V	30	1046-1274
03439	Typist Clerk II	V	7	921-1122
03442	Typist Clerk I	V	2	840-1023
03465	Clerk III	V	30	1046-1274
03437	Clerk II	V	7	921-1122
03440	Clerk I	V	2	840-1023
03406	Curator of Education	V	158	1595-1942

<u>Code No.</u>	<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
03451	Art Museum Registrar	V	109	1449-1765
03255	Events Coordinator	V	81	1271-1548
03202	Community Center Facilities Supervisor	V	82	1279-1557
03233	Supervisor - Records Section	V	159	1922-2340
03243	Supervising Police Clerk	V	67	1215-1479
03454	Police Clerk III	V	30	1046-1274
03455	Police Clerk II	V	7	921-1122
03488	Police Clerk I	V	2	840-1023
03466	Dispatcher III	V	72	1236-1505
03423	Dispatcher II	V	47	1137-1385
03500	Dispatcher I (Police)	V	160	1024-1247
05059	Dispatcher I (Fire)	IV	24	1020-1242
03484	Media Production Specialist	V	103	1421-1730
03412	Buyer III	V	143	1759-2141
03411	Buyer II	V	112	1526-1858
03413	Buyer I	V	94	1341-1633
03635	Central Stores Supervisor	V	60	1195-1454
03501	Storekeeper	V	161	1167-1420
03489	Stores Clerk II	V	32	1061-1291
03502	Stores Clerk I	V	152	964-1174
03260	Central Services Supervisor	V	78	1257-1531

<u>Code No.</u>	<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
03451	Art Museum Registrar	V	109	1449-1765
03255	Events Coordinator	V	81	1271-1548
03202	Community Center Facilities Supervisor	V	82	1279-1557
03233	Supervisor - Records Section	V	159	1922-2340
03243	Supervising Police Clerk	V	67	1215-1479
03454	Police Clerk III	V	30	1046-1274
03455	Police Clerk II	V	7	921-1122
03488	Police Clerk I	V	2	840-1023
03466	Dispatcher III (Police)	V	72	1236-1505
05061	Dispatcher III (Fire)	IV	2	1235-1503
03423	Dispatcher II	V	47	1137-1385
05060	Dispatcher II (Fire)	IV	1	1130-1380
03500	Dispatcher I (Police)	V	160	1024-1247
05059	Dispatcher I (Fire)	IV	24	1020-1242
03484	Media Production Specialist	V	103	1421-1730
03412	Buyer III	V	143	1759-2141
03411	Buyer II	V	112	1526-1858
03413	Buyer I	V	94	1341-1633
03635	Central Stores Supervisor	V	60	1195-1454
03501	Storekeeper	V	161	1167-1420
03489	Stores Clerk II	V	32	1061-1291
03502	Stores Clerk I	V	162	964-1174
03260	Central Services Supervisor	V	78	1257-1531