



APPROVED
BY THE CITY COUNCIL

AUG 25 1987

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CITY CLERK

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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

August 17, 1987

CITY MANAGER'S OFFICE

RECEIVED

AUG 19 1987

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: REQUEST FOR EXTENSION OF STAFF AIDE POSITION IN THE LIBRARY

SUMMARY

This report recommends the extension of a Staff Aide position in the Library, Administration Division, until November 30, 1987.

BACKGROUND INFORMATION

A classification study for all positions in the City/County library system has been in progress since January, 1986. Professional consultants were hired to conduct the study, and the results of the study are currently being reviewed by City and County management staff. At the conclusion of the study, necessary revisions will be made to Library class specifications

The Library has a continuing need for someone to prepare budget information and handle fiscal activities for the City/County library system. The requirements needed for the position are a combination of the duties which appear in the class specifications for Deputy Director of Library Administration and Administrative Assistant II. There is no classification that encompasses the necessary duties, and it is recommended that the Staff Aide classification be utilized until the recommendations made in the classification study are adopted. It is anticipated that the City and County will adopt the recommendations of the class study prior to November 30, 1987, at which time a new classification will be utilized to perform the duties currently being performed by the Staff Aide.

SALARY AND FUNDING

The salary for the position will be shared by the City and the County, and funds are available through the current Library budget. It is recommended that

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SALARY AND FUNDING

The salary for the position will be shared by the City and the County, and funds are available through the current Library budget. It is recommended that

City Council

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August 17, 1987

the salary be set at \$18.00 per hour, a rate which is between the classes of Deputy Director of Library Administration and Administrative Assistant II.

RECOMMENDATION

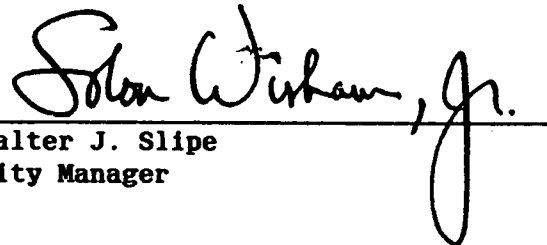
It is recommended that the City Council extend the use of the Staff Aide classification in the Library until November 30, 1987, at \$18.00 per hour.

Respectfully submitted,


Donna L. Giles
Director of Personnel

DLG/CB/itt

RECOMMENDATION APPROVED:


Per: Walter J. Slipe
City Manager

All Districts
8/18/87

August 17, 1987

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City Manager

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