



CITY OF SACRAMENTO

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DEPARTMENT OF PERSONNEL
PERSONNEL MANAGEMENT SERVICES DIVISION
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DONNA L. GILES
DIRECTOR OF PERSONNEL

CITY MANAGER'S OFFICE
RECEIVED
JAN 12 1983

January 12, 1983

APPROVED
BY THE CITY COUNCIL

JAN 18 1983

OFFICE OF THE
CITY CLERK

City Council
Sacramento, CA

Honorable Members in Session:

SUBJECT: REQUEST FOR CONCURRENCE IN CONTINUING AN EMPLOYEE IN THE STAFF AIDE POSITION IN THE DEPARTMENT OF FINANCE, REVENUE DIVISION

SUMMARY

This report recommends concurrence in continuing an employee in the Staff Aide position to meet the immediate staffing needs of the Revenue Division until an appropriate classification can be developed by the Personnel Department.

BACKGROUND AND ANALYSIS

In July of last year the Council approved a Staff Aide position for the Finance Department, Revenue Division. Due to the merging of Revenue and Collections and Utility Services a claims collector position was needed. The position requires skills in the areas of credit collection, small claims, accounts receivable review, etc. A class which provides this skill has not yet been established.

The Staff Aide position was filled in July by a Utility Services Inspector who was scheduled for lay-off. The City Code requires that no person shall hold the position of Staff Aide for a period to exceed six months, without the concurrence of the City Council.

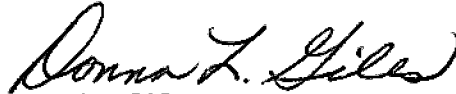
In order to continue a smooth operation, the incumbent should be continued in the Staff Aide position until an appropriate class is developed. It is anticipated that a class will be developed within six months.

RECOMMENDATION

It is recommended that the City Council concur in extending the incumbent

in the Staff Aide position in the Department of Finance, Revenue Division,
an additional six months.

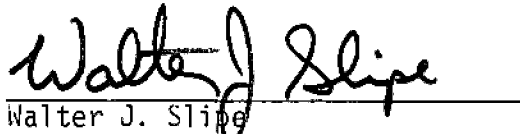
Respectfully submitted,



Donna L. Giles
Director of Personnel

DLG/TV/tac

Recommendation Approved:



Walter J. Slipe
City Manager

All Districts
1/18/83