



3.6

DEPARTMENT OF  
PERSONNEL

PERSONNEL MANAGEMENT  
SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

**APPROVED**  
BY THE CITY COUNCIL

801 NINTH STREET  
ROOM 210  
SACRAMENTO, CA  
95814-2693

916-449-5726

DONNA L. GILES  
DIRECTOR OF  
PERSONNEL

January 3, 1990

JAN 9 1990

OFFICE OF THE  
CITY CLERK

City Council  
Sacramento, California

Honorable Members in Session

**SUBJECT: SALARY AND BARGAINING UNIT PLACEMENT FOR BUYER TRAINEE - NEW CLASSIFICATION**

**SUMMARY**

This report recommends that the Council approve the salary and bargaining unit placement for the new classification entitled Buyer Trainee. This class will provide an entry-level classification into the Buyer series and will be responsible for performing beginning professional and routine technical duties in the purchase of equipment, materials, services, and supplies.

**BACKGROUND AND ANALYSIS**

The current method of providing an entry into the Buyer I class is either by experience as an Administrative Trainee with the City of Sacramento or with one year of experience in the volume purchasing of a variety of general and specialized items and a Bachelor's Degree. Because the duties and responsibilities of Administrative Trainees seldom involve purchasing, the Civil Service Board established the new Buyer Trainee class to provide an entry-level that would allow the recruitment of individuals with the education and/or experience needed to perform purchasing duties. This would better prepare an incumbent to perform the more difficult purchasing work of the Buyer I/II classes than would experience as an Administrative Trainee who is responsible for performing more general administrative functions.

It is proposed that the Buyer Trainee salary be set at \$1,935.61 - \$2,352.65 per month which is very close to other entry-level professional classes. It is also proposed that the Buyer Trainee be placed in the Office and Technical unit which is the same bargaining unit placement as Buyer I/II.

Local 39 has reviewed the proposed salary and bargaining unit placement and is in agreement.

Since the Buyer I/II classifications require the conflict of interest disclosure categories of 5 and 6, the same will be required of the Buyer Trainee class.

**FINANCIAL IMPACT**

Since there will be no hires in this class until a vacancy occurs in a Buyer I/II slot or until a new budgeted position is approved by the City Council, there will be no financial impact.

**POLICY CONSIDERATIONS**

None.

**MBE/WBE EFFORTS**

No impact.

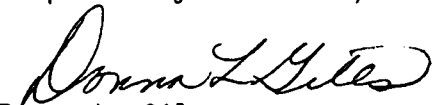
**RECOMMENDATIONS**

It is recommended that the City Council amend Resolution 90-008 to add the Buyer Trainee classification to the Office and Technical unit with a salary of \$1,935.61 - \$2,352.65 per month.

Recommendation Approved:

  
Walter J. Slupe  
City Manager

Respectfully Submitted,

  
Donna L. Giles  
Director of Personnel

January 9, 1990  
All Districts

Contact Person to Answer Questions:  
BRONDA SILVA, SR. PERSONNEL ANALYST  
449-5726

**APPROVED**  
BY THE CITY COUNCIL

JAN 9 1990

OFFICE OF THE  
CITY CLERK

**RESOLUTION NO. 90-029**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF January 9, 1990

AMENDING RESOLUTION 90-008 RELATING TO SALARY  
SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY,  
AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 90-008  
IS AMENDED AS FOLLOWS, EFFECTIVE JANUARY 13, 1990:

Section 1.

Exhibit A, Salary Schedules, Schedule #16, Office and Technical, salaries  
is amended by the addition of Buyer Trainee with a salary of \$1,935.61 -  
\$2,352.65 per month.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by the addition  
of Buyer Trainee to the Office and Technical unit.

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

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**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

**APPROVED**  
BY THE CITY COUNCIL

JAN 9 1990

OFFICE OF THE  
CITY CLERK

**RESOLUTION NO. 90-030**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF January 9, 1990

RESOLUTION AMENDING RESOLUTION 89-140 RELATING TO THE  
CONFLICT OF INTEREST CODE FOR THE GENERAL SERVICES DEPARTMENT

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

That Resolution 89-140, Exhibit A, relating to Conflict of Interest is hereby amended to add the following designated classification and disclosure categories in the General Services Department:

Designated Classification

Disclosure Categories

Buyer Trainee

5, 6

ATTEST:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

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**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_