



CITY OF SACRAMENTO

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DEPARTMENT OF PERSONNEL
PERSONNEL MANAGEMENT SERVICES DIVISION
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CITY MANAGER'S OFFICE
RECEIVED
JUN 30 1983

DONNA L. GILES
DIRECTOR OF PERSONNEL

June 29, 1983

APPROVED
BY THE CITY COUNCIL

JUL 5 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 CITY TREASURER'S OFFICE

SUMMARY

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

BACKGROUND AND ANALYSIS

In January of this year, the Council approved a Staff Aide position for the Treasurer's Office. A management study and reorganization identified a set of duties which needed to be performed in the City Treasurer's office. The duties include handling controlled investment activities, and posting, balancing, and reconciling various investment reports.

The Staff Aide position was filled in January. 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 to provide the specialized assistance required by the City Treasurer to prudently invest monies, the incumbent should be continued in the Staff Aide position until an appropriate class is developed. It is anticipated that it will be possible to establish a class within six months.

RECOMMENDATION

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

the Staff Aide position in the City Treasurer's Office an additional six months.

Respectfully submitted,

Donna L. Giles
Donna L. Giles
Director of Personnel

DLG/TV/sch

Recommendation Approved:

Walter J. Slipe
Walter J. Slipe
City Manager

All Districts
July 5, 1983