



CITY OF SACRAMENTO

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DEPARTMENT OF PERSONNEL
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CITY MANAGER'S OFFICE
JAN 2 1985

DONNA L. GILES
DIRECTOR OF PERSONNEL

December 28, 1984

City Council
Sacramento, CA

APPROVED
BY THE CITY COUNCIL

JAN 29 1985

OFFICE OF THE
CITY CLERK

Honorable Members in Session:

SUBJECT: REQUEST FOR STAFF AIDE POSITION IN PARKS AND COMMUNITY SERVICES

SUMMARY

This report recommends approval of a Staff Aide position to meet an immediate staffing need in the Department of Parks and Community Services until an appropriate class specification can be developed.

BACKGROUND INFORMATION

The Department of Parks and Community Services is in the process of developing a complex, integrated facility reservation system. The department currently has fifteen microcomputers at remote sites and will soon also have a miniframe computer. The development, operation, and training on the new system will not be handled through Central Data Processing; therefore, the department needs provision for a staff person to coordinate and implement all aspects of the department's computer systems. The person selected must have the skills and technical expertise required to implement the program, must have the ability to assist and train department employees in software programs, and must have the ability to develop and program specific software applications.

DISCUSSION

A series of class specifications are currently being developed for computer system specialists which will be utilized in at least three City departments. Due to the complexity of the proposed classes and the number of interested departments, the class specification will take longer than the Department of Parks and Community Services can reasonably wait to fill the position. It is recommended that the Staff Aide classification be utilized to meet the immediate need within the department, also allowing time to develop a more appropriate class specification. The Staff Aide classification will be used for no more than twelve months at 20 hours per week.

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SALARY AND FUNDING

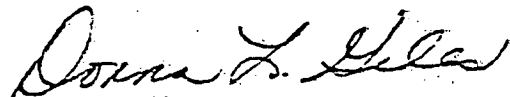
Because of the technical expertise required to coordinate and implement a new computer system for the Department of Parks and Community Services, the lack of benefits to be paid, and the short term, part-time nature of the job, it is recommended that the salary be set at \$25.00 per hour. This will have no effect on the salaries of the computer system classifications which are being developed.

Funds for the position will be made available through the General Fund due to a current Data Processing Technician I vacancy within the department.

RECOMMENDATION

It is recommended that the City Council approve the use of the Staff Aide class within the Department of Parks and Community Services for up to twelve months, 20 hours per week, at \$25.00 per hour.

Respectfully submitted,



Donna L. Giles
Director of Personnel

DLG/CB/sch

Recommendation Approved:



Walter J. Slupe
City Manager

All Districts

January 15, 1985