



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
APR 9 1986

April 9, 1986

City Council
Sacramento, Ca.

APPROVED
BY THE CITY COUNCIL

Honorable Members in Session:

APR 15 1986

SUBJECT: NEW CLASSIFICATION - RELIEF CLERICAL ASSISTANT

OFFICE OF THE
CITY CLERK

SUMMARY

This report recommends establishment of a classification which will be used to provide relief clerical assistance. Use of the classification will save money and provide better service to City departments.

BACKGROUND

City departments need relief clerical help occasionally due to lengthy absences of career staff and short term excess workloads. Presently, temporary clerical help companies are used to fill such vacancies. However, some inefficiencies result from this process due to the lack of direct control over hiring and high turnover. In addition, it costs more to use temporary help agencies than it would to use the proposed classification.

To improve service and reduce costs, the staff plans to set up a relief clerical list. Many agencies use this approach, including Sacramento County and various State of California departments. The Relief Clerical Assistant classification will be used only on an as-needed basis, that is, when absences or excess workload occur. There will not be employees working in a pool who would be referred out - they will work only when the need arises. Three levels will exist in the classification: level A for journey level clerical work; level B for advanced level clerical work; and level C for advanced level clerical work requiring stenography skills.

The Personnel Department will give exams for and maintain lists of eligibles who will be referred from the relief list. Feedback on the performance of relief personnel will be sought from departments, so that a core of trained, experienced staff can be maintained.

The classification will be placed in the Office and Technical unit. Exempt status is proposed due to the fact that the classification will be for temporary, relief employees only. The salaries will be equivalent to Step A of Typist Clerk II for level A; Step A of Typist Clerk III for level B; and Step A of Stenographer Clerk III for level C. Local 39, which represents the unit, is in agreement.

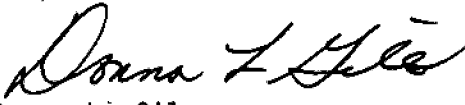
FISCAL IMPACT

Annual savings of approximately \$19,000 are anticipated.

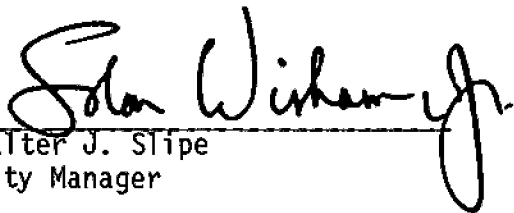
RECOMMENDATION

It is recommended that the City Council approve the attached resolution establishing the Relief Clerical Assistant classification.

Respectfully Submitted,


Donna L. Giles
Director of Personnel

RECOMMENDATION APPROVED:

for: 
Walter J. Slipe
City Manager

All Districts
4/15/86

531p

Attachments

RESOLUTION NO. 86-266

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

APRIL 15, 1986

AMENDING RESOLUTION 85-998 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 85-998 IS AMENDED AS FOLLOWS, EFFECTIVE APRIL 19, 1986:

Section 1.

Exhibit A, Salary Schedules, Schedule 16, Office and Technical unit, is amended by the addition of Relief Clerical Assistant, Level A \$7.299 per hour, Level B \$8.107 per hour, and Level C \$8.509 per hour.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by the addition of the classification of Relief Clerical Assistant to the Office and Technical unit.

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended by the addition of the classification of Relief Clerical Assistant.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL
APR 15 1986
OFFICE OF THE
CITY CLERK

RELIEF CLERICAL ASSISTANT
(Exempt)

DEFINITION:

To provide temporary assistance in a wide variety of clerical duties.

DISTINGUISHING CHARACTERISTICS:

Level A - This is journey level clerical work. Incumbents perform assigned duties with minimal instruction or assistance, and work is typically reviewed only on completion.

Level B - This is advanced journey level clerical work. The difficulty and complexity of the work is greater than that of Level A work, and typically involves performing a variety of secretarial and administrative duties for a division head, including preparation of confidential correspondence and detailed reports, primary responsibility for screening calls and visitors, scheduling meetings and maintaining calendars.

Level C - This is advanced journey level clerical work and is distinguished from Level B by the taking and transcribing of dictation.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by management, professional, technical, or higher level clerical positions. Functional or technical supervision may also be received from department staff. Functional or technical supervision may be provided to other lower level clerical classes.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include, but are not limited to, the following:

All levels -

Type and proofread a variety of documents including reports, memos, and statistical data from oral direction, rough draft, forms, copy, notes, or transcribing machine recordings.

Perform a wide variety of routine clerical work including filing, billing, checking and recording information on records.

Record, compile, and maintain information and data for statistical and

4

EXAMPLES OF DUTIES: (Continued)

financial reports.

Act as receptionist at front desk or front counter; answer telephone and wait on the general public, giving information on department policies and procedures.

Operate typewriters, copy machines, calculators, word processors, computer terminals, telephone and radio equipment, and related devices.

Sort and file documents and records.

Schedule appointments and various meetings.

Issue, receive, type, and process various applications, permits, and other forms.

Levels B and C -

Independently compose correspondence related to responsibilities assigned. Work with other departments coordinating and insuring the timely processing of permits, applications, etc.

Work with other departments to assemble background materials requested by outside agencies or individuals.

Research, compile, and analyze data for special projects; collect and assemble data and background materials for a variety of reports.

Level C -

Take and transcribe dictation.

QUALIFICATIONS:

Knowledge of:

All levels -

English usage, spelling, grammar, and punctuation.

Office methods and equipment.

Arithmetic through percentages.

Levels B and C -

Record keeping principles and procedures.

Ability to:

All levels:

Perform clerical work.

Operate office equipment and learn office rules, policies, and procedures.

QUALIFICATIONS: (Continued)

Establish effective working relationships.
Set up and type reports, correspondence, memos, charts, and related documents.

Level A -

Type at a speed not less than 40 net words per minute.

Levels B and C -

Type at a speed not less than 50 net words per minute.
Understand the organization and operation of the City and of outside agencies.
Communicate effectively, orally and in writing.
Work cooperatively with other departments and outside agencies.
Understand, interpret, and apply a body of technical information beyond normal department policies and procedures.

Level C -

Take dictation at a speed of not less than 90 net words per minute.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Level A - One year of clerical experience.

Levels B and C - Two years of increasingly responsible clerical experience.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:

(174s)