



APPROVED
BY THE CITY COUNCIL

SEP 3 1991

OFFICE OF THE
CITY CLERK

2.14

DEPARTMENT OF
PERSONNEL

PERSONNEL SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA
August 22, 1991

921 TENTH STREET
SECOND FLOOR
SACRAMENTO, CA
95814-2693

916-449-5726

CITY COUNCIL
SACRAMENTO, CALIFORNIA

DONNA L. GILES
DIRECTOR OF
PERSONNEL

HONORABLE MEMBERS IN SESSION:

SUBJECT: NEW CLASSIFICATION - ADMINISTRATIVE TECHNICIAN

LOCATION: CITY

SUMMARY

This report recommends salary and Administrative/Confidential designation for the new classification of Administrative Technician, which will be a bridging class between the advanced clerical classifications and the Administrative Analyst series. This classification will perform a variety of general technical and paraprofessional duties within assigned City Departments.

COMMITTEE ACTION

None.

STAFF RECOMMENDATION

It is recommended that the City Council amend Resolution 91-024 to establish the monthly salary of \$2116.92 - \$2573.13 for the classification of Administrative Technician and that the classification be designated as Administrative/Confidential.

BACKGROUND

On August 6, 1991, the Civil Service Board approved the establishment of a new classification entitled Administrative Technician. This classification will be used to perform a variety of general technical and paraprofessional duties in City Departments. The need to develop a paraprofessional class to bridge clerical and professional classes evolves naturally in many specialized classes when support functions involved are more complex and

in many specialized classes when support functions involved are more complex and technical than those performed at the clerical level, yet are more routine and require less independent judgment than those performed at the professional level. Accounting Technician, for example, bridges Account Clerk to the Accountant/Auditor classification; Planning Technician bridges the II level clerical class with Junior Planner. Like the more specialized classes, a need for a general paraprofessional class has arisen which would bridge the advanced clerical classes with the Administrative Analyst series.

The new class of Administrative Technician will perform a combination of complex clerical and technical duties, including preparing and processing a variety of administrative documents; assisting in coordinating programs and municipal activities among City Departments; and providing research assistance to higher level administrative staff. It is anticipated that this general classification will be utilized in many City Departments.

The proposed salary range for the new classification is \$2116.92 - \$2573.13 per month. This is the same salary range as Personnel Technician, a more specialized bridging classification which has a similar level of responsibility.

It is proposed that the classification be designated as Administrative/Confidential due to its compatibility to other Administrative/Confidential classes such as Personnel Technician, and due to its direct promotional line to the Administrative Analyst series, which is assigned to the same unit.

No conflict of interest codes are necessary for this new classification.

FINANCIAL CONSIDERATIONS

There will be no financial impact due to this action as positions to be allocated to this classification will result from either a reallocation from an existing classification, or through the usual budget approval process.

POLICY CONSIDERATIONS

None

MBE/WBE

Not applicable.

City Council

August 22, 1991

Respectfully Submitted By:

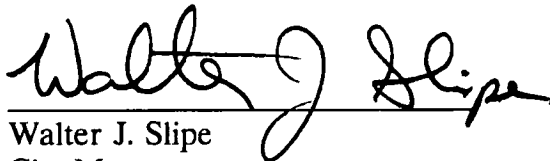


Catheryn Pearson
Personnel Analyst



Donna L. Giles
Director of Personnel

APPROVED BY:



Walter J. Slipe
City Manager

FOR COUNCIL MEETING OF: September 3, 1991

CONTACT FOR MORE INFORMATION:

Catheryn Pearson
Personnel Analyst
449-2143

RESOLUTION NO. 91-691

ADOPTED BY THE SACRAMENTO CITY COUNCIL

APPROVED
BY THE CITY COUNCIL

SEP 3 1991

OFFICE OF THE
CITY CLERK

ON DATE OF _____

AMENDING RESOLUTION 91-024 RELATING TO
SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS
POLICY, AND DESIGNATION OF EXEMPT JOB CLASSI-
FICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT
RESOLUTION 91-024 IS AMENDED AS FOLLOWS, EFFECTIVE SEPTEMBER 7,
1991.

Section 1.

Exhibit A, Salary Schedules, Schedule #10,
Administrative/Confidential, is amended by the addition of the
classification of Administrative Technician with a monthly salary
range of \$2116.92 - 2573.13.

Section 2.

Exhibit B, Employer - Employee Relations Policy, is amended by
the addition of the classification of Administrative Technician to
Administrative/Confidential.

ATTEST:

CITY CLERK

MAYOR

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____