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DEPARTMENT OF
PERSONNEL

PERSONNEL MANAGEMENT
SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

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SACRAMENTO, CA
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DONNA L. GILES
DIRECTOR OF
PERSONNEL

November 30, 1988

APPROVED
BY THE CITY COUNCIL

DEC 6 1988

OFFICE OF THE
CITY CLERK

City Council
Sacramento, California

Honorable Members in Session

SUBJECT: NEW CLASSIFICATION - PUBLIC INFORMATION COORDINATOR, PARKS AND
COMMUNITY SERVICES

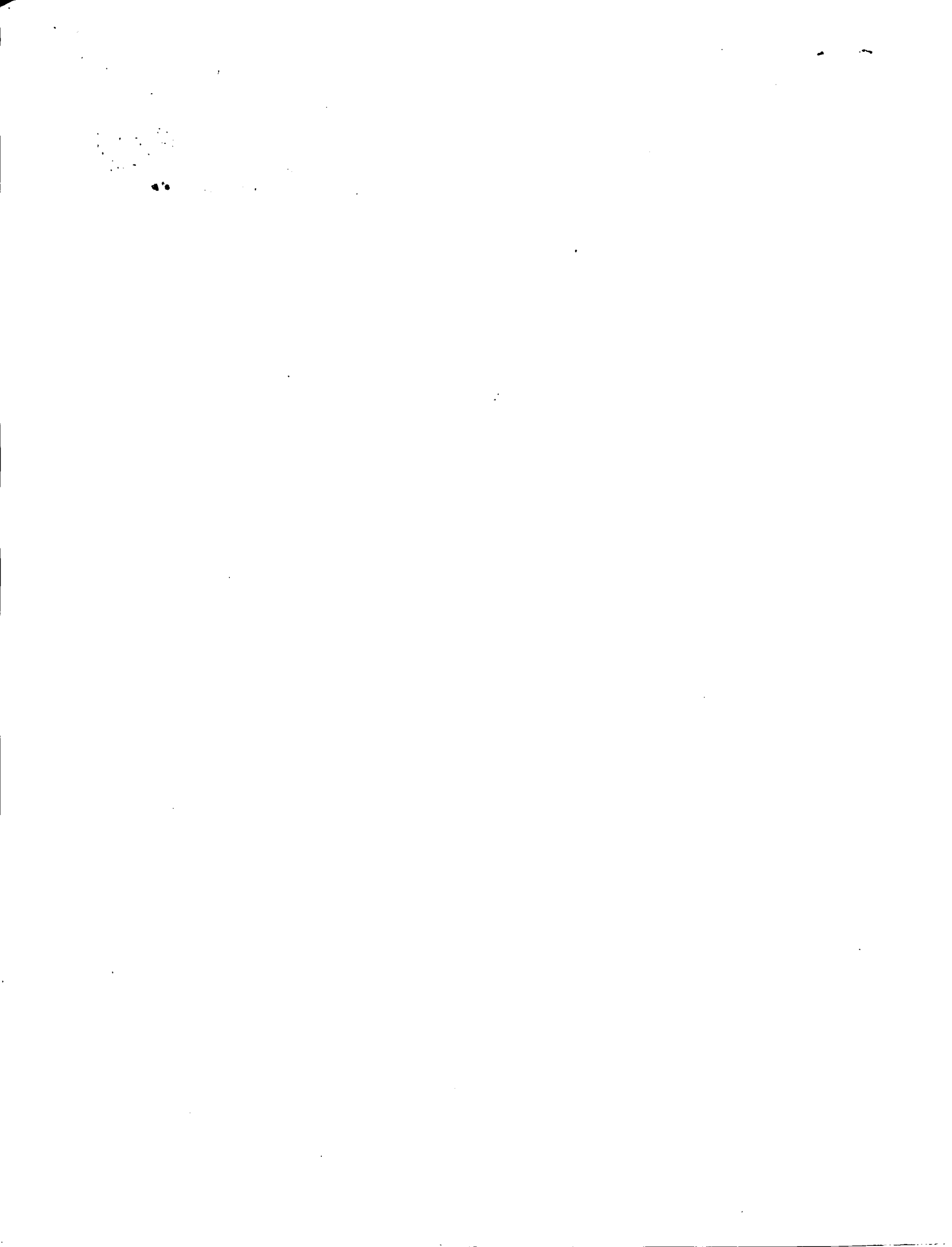
SUMMARY:

This report recommends salary and bargaining unit placement for the new classification of Public Information Coordinator, Parks and Community Services.

BACKGROUND AND ANALYSIS

On November 17, 1987, the City Council approved the use of a Staff Aide position in the Department of Parks and Community Services, Administration Division, until a class could be developed which would be responsible for writing and designing a variety of informational materials and publications and coordinating promotional and special events. A new class specification has been developed for Public Information Coordinator, Parks and Community Services, and the classification was established by the Civil Service Board on December 6, 1988.

The class of Public Information Coordinator, Parks and Community Services, is unique because it requires professional skills in both writing and graphic design. The primary duties of the classification involve researching and writing informational material for departmental publications and promotions, including the writing of brochures, reports, magazine articles, newsletters, public service announcements, press releases, and related materials; designing graphics to accompany the written material; and coordinating and staging special events to introduce City programs and facilities.



The proposed salary range for the new classification is \$2,167.53 - \$2,634.67 per month. The salary range is based upon internal salary relationships. It is proposed that this classification be placed in the Professional Unit due to the comparable nature of the class with other classifications within the unit. Local 39 is in agreement with both salary and bargaining unit placement.

No conflict of interest disclosure is necessary for this classification.

FINANCIAL IMPACT

Funding for the Staff Aide position was appropriated in the 88/89 Parks and Community Services, General Fund Budget. The Staff Aide is currently paid \$10.607 per hour. The proposed salary range for Public Information Coordinator, Parks and Community Services is approximately \$12.504 - \$15.200 per hour. The additional funding is available through a department-wide salary savings in the Department of Parks and Community Services.

RECOMMENDATION

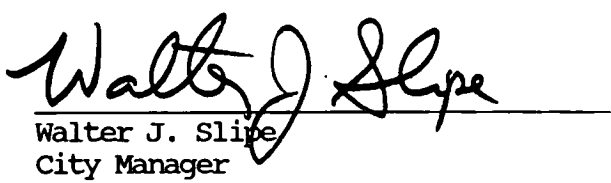
It is recommended that the City Council approve the attached amendment to Resolution 88-007 to effect the establishment of the Public Information Coordinator, Parks and Community Services classification described in this report.

Respectfully submitted,



Donna L. Giles
Director of Personnel

RECOMMENDATION APPROVED:


Walter J. Slupe
City Manager

DLG/CB/itt

All Districts
12/6/88

RESOLUTION NO. 88-1026

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

December 6, 1988

APPROVED
BY THE CITY COUNCIL

DEC 6 1988

OFFICE OF THE
CITY CLERK

AMENDING RESOLUTION 88-007 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 88-007
IS AMENDED AS FOLLOWS, EFFECTIVE DECEMBER 10, 1988:

Section 1.

Exhibit A, Salary Schedules, Schedule 17, Professional salaries is
amended by:

- a. The addition of the classification of Public Information Coordinator,
Parks and Community Services with a salary of \$2,167.53 - \$2,634.67 per
month.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by the:

- a. Addition of the classification of Public Information Coordinator, Parks
and Community Services as Professional.

MAYOR

ATTEST:

CITY CLERK