



# CITY OF SACRAMENTO

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**DEPARTMENT OF PERSONNEL**  
PERSONNEL MANAGEMENT SERVICES DIVISION  
801 NINTH STREET, ROOM 210  
SACRAMENTO, CALIF. 95814  
TELEPHONE (916) 449-5726

CITY MANAGER'S OFFICE  
**RECEIVED**  
SEP 12 1983

DONNA L. GILES  
DIRECTOR OF PERSONNEL

September 6, 1983

City Council  
Sacramento, CA

Honorable Members in Session:

SUBJECT: NEW CLASSIFICATION - DEVELOPMENT OFFICER, DEPARTMENT OF  
COMMUNITY SERVICES

**APPROVED**  
BY THE CITY COUNCIL

SEP 20 1983

OFFICE OF THE  
CITY CLERK

## SUMMARY

This report recommends that a new classification which will be responsible for planning and directing major public and corporate fund raising activities of the Department of Community Services be exempted from Civil Service, designated as an unrepresented classification, and paid \$2813.37-\$3419.87 per month.

## BACKGROUND AND ANALYSIS

It has become increasingly important that new sources of funds be secured to maintain City services at their current level. The Department of Community Services, in 1982-83, initiated a number of fund raising activities which have been quite profitable. The ultimate goal of the Department is to reduce the level of General Fund support of Department operations by securing corporate and public funds. If the Department is to be successful in securing these funds, it is necessary that a full time position be assigned to manage the fund raising plan. The Development Officer, Department of Community Services, is the newly proposed classification responsible for managing the Department's fund raising activities.

The proposed new position will plan, organize, and direct the fund raising activities of the Department. It will report to the Director of Community Services and will provide highly responsible professional administrative staff assistance. A class specification which provides more detail regarding the duties and qualifications is attached.

The classification is proposed to be exempted from Civil Service and designated as unrepresented. This is appropriate because of its management responsibility and reporting relationship to the Department Head. Resolutions

75-164 (Exempt Positions) and 81-885 (Employer-Employee Relations Policy) will be amended to add the proposed classification.

Proposed salary for the new classification, \$2813.37-\$3419.87 per month, is based on an internal alignment with the unrepresented classification of Risk Manager. The alignment was made because of the similar level of duties, responsibilities, and qualifications. Resolution 83-523 will be amended to add the proposed classification.

FINANCIAL DATA


The Development Officer position is included in the 1983-84 budget at a maximum cost of \$51,134 including salary and benefits.

RECOMMENDATION:

It is recommended that the City Council do the following with respect to the classification of Development Officer, Department of Community Services:


1. Add the new classification to the Exempt Listing.
2. Designate the new classification as unrepresented.
3. Set a salary of \$2813.37-\$3419.87 per month.

Respectfully submitted,

  
 Donna L. Giles  
 Director of Personnel

DLG/VB/sch  
att.

Recommendation Approved:

  
 \_\_\_\_\_  
 Walter J. Slipe  
 City Manager

All Districts  
9/20/83

DEVELOPMENT OFFICER, DEPARTMENT OF COMMUNITY SERVICES  
(Exempt)

DEFINITION:

To plan, organize, and direct the public and corporate fund raising activities of the Department of Community Services and to provide highly responsible professional administrative staff assistance.

SUPERVISION RECEIVED AND EXERCISED:

Administrative direction is provided by the Director of Community Services.

Responsibilities may include the direct and indirect supervision of professional, technical, and clerical staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to:

In cooperation with division chiefs, develop annual fund raising plan to support the Department's programs.

Secure public and corporate funding for programs specified in the Department's annual fund raising plan.

Provide training classes for Department personnel on funding readiness, techniques, and methods to use on fund raising activities.

Develop new and innovative programs to secure ongoing sources of revenue for Department activities.

Coordinate with division support organizations in fund raising activities.

Develop marketing and promotional materials for fund raising activities.

QUALIFICATIONS:

Knowledge of:

Principles, methods, and specialized techniques involved in fund raising activities.

Recent developments, current literature, and sources of information in the management of public and corporate fund raising.

QUALIFICATIONS: (Continued)

Ability to:

Plan, organize, and implement the public and corporate fund raising activities of the Department.

Prepare written reports, marketing, and promotional material for fund raising activities.

Successfully generate new sources of income based upon the objectives of the Department's annual fund raising plan.

Represent the Department in an articulate and responsible manner in a variety of corporate and governmental settings.

Analyze development strategies and identify priority revenue opportunities.

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:

Five years of progressively responsible experience in the management of public and corporate fund raising.

Education:

Graduation from an accredited college or university with major course work in public administration, community organization, public relations, communications, or other related field.

Adopted:

Revised:

Change Title:

Abolished:

Class Code:

# RESOLUTION NO. 83-728

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

September 20, 1983

A RESOLUTION APPROVING THE REPORT AND RECOMMENDATION OF THE DIRECTOR OF PERSONNEL, APPROVED BY THE CITY MANAGER, DATED SEPTEMBER 6, 1983, RELATING TO THE ESTABLISHMENT OF THE CLASSIFICATION OF DEVELOPMENT OFFICER, DEPARTMENT OF COMMUNITY SERVICES (EXEMPT), AND THE SALARY, BENEFITS, EMPLOYER-EMPLOYEE RELATIONS REPRESENTATION UNIT, AND CIVIL SERVICE EXEMPTION OF THE CLASSIFICATION.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

The report and recommendation of the Director of Personnel, approved by the City Manager, dated September 6, 1983, relating to the establishment of the classification of Development Officer, Department of Community Services (Exempt), and the salary, benefits, Employer-Employee Representation Unit, and Civil Service exemption of the classification, a copy of which is attached hereto, is hereby approved.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**APPROVED**  
BY THE CITY COUNCIL

SEP 20 1983

OFFICE OF THE  
CITY CLERK



# CITY OF SACRAMENTO

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## DEPARTMENT OF ENGINEERING

915 I STREET  
CITY HALL ROOM 207

SACRAMENTO, CALIFORNIA 95814  
TELEPHONE (916) 449-5281

CITY MANAGER'S OFFICE  
**RECEIVED**  
SEP 12 1983

J.F. VAROZZA  
CITY ENGINEER  
M.H. JOHNSON  
ASSISTANT CITY ENGINEER

September 6, 1983

**APPROVED**  
BY THE CITY COUNCIL

City Council  
Sacramento, California

SEP 20 1983

Honorable Members in Session

OFFICE OF THE  
CITY CLERK

SUBJECT: Approval of Change Order No. 2 for Backstop Improvements  
at Grant Union High School

### SUMMARY:

This report is submitted to the City Council for approval of Change Order No. 2 to the subject contract.

### BACKGROUND:

The subject contract called for the construction of baseball diamond improvements at Grant Union High School. During the course of construction, it was discovered that it would be necessary to increase the quantity of concrete to accomplish the design as shown on the drawings. The current Change Order covers the cost of the additional slab work as well as some minor grading and drainage changes. The current Change Order also includes a credit for the deletion of some improvements to a secondary baseball diamond which the School District felt was not used enough to warrant the expenditure of the funds. The Change Order covers the following:

1. Additional 480 tons of AB	\$ 5,760.00
2. Additional 2808 sq. ft. concrete slab	3,931.20
3. Additional 898 lin. ft. header board	987.80
4. Additional grading	250.00
5. Storm drain revisions	200.00
6. Additional A.C. paving	500.00
7. Credit for deletion of 1 team bench	(100.00)
8. Credit for deletion of 2-3 rows bleachers	(1,250.00)
9. Credit for deletion of irrigation, electrical and storm drain for secondary baseball field	(2,722.43)

TOTAL \$ 7,556.57

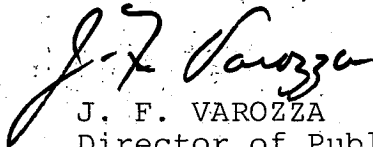
FINANCIAL:

The original contract was in the amount of \$53,791.75. Change Order No. 1 was in the amount of \$9,939.50. Change Order No. 2 is for \$7,556.57, making a total contract cost of \$71,287.82. Funds are available in the project to cover.

RECOMMENDATION:

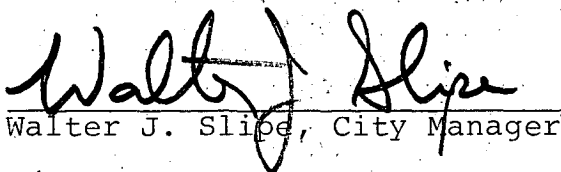
It is recommended that the City Council approve Change Order No. 2 for the additional work in connection with the Backstop Improvements at Grant Union High School.

Respectfully submitted,



J. F. VAROZZA  
Director of Public Works

RECOMMENDATION APPROVED:

  
Walter J. Slipe, City Manager

September 20, 1983  
District No. 2