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SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

August 3, 1981

CITY MANAGER'S OFFICE

Redevelopment Agency of the
City of Sacramento
Housing Authority of the
City of Sacramento
Sacramento, CA

APPROVED
SACRAMENTO REDEVELOPMENT AGENCY

RECEIVED
AUG 5 1981

Date 8/11/81

Honorable Members in Session:

SUBJECT: Establishment of Chief of Central Services
Classification

APPROVED
SACRAMENTO HOUSING AUTHORITY

Date 8/11/81

SUMMARY

The attached resolutions: (1) establish the Chief of Central Services classification and salary range as recommended in the Management Study Report No. 3; (2) amend the Employer-Employee Relations Policy to add this classification to the proper representation unit; and (3) amend the 1981 Agency Budget to include the Chief of Central Services position in the Department of Administration.

BACKGROUND

Management Study Report No. 3, adopted on March 17, 1981, recommended the Chief of Central Services classification necessary for implementation of the newly established Central Services Division in the organizational structure for the Sacramento Housing and Redevelopment Agency.

Management Study Report No. 3 indicated the Central Services Division was to be administered by the Director of Administration with staff support by the Community Services Supervisor, and that the Chief of Central Services position would not be established until such time as the responsibilities of the function warrants a full time position.

Recently the Community Services Supervisor has resigned effective July 31, 1981 leaving the Central Services function without direct supervision on a day-to-day basis. Based on the degree of responsibilities of the Division, the Chief of Central Services position is necessary to properly manage, coordinate and improve upon the activities of the Division.

8-11-81
All Districts

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The existing Community Services Supervisor position would be eliminated from the 1981 Agency Budget and be replaced with the Chief of Central Services position in the Department of Administration. The classification of Chief of Central Services would be placed in the exempt service. (Managerial and Confidential Unit).

FINANCIAL DATA

The proposed monthly salary range for the Chief of Central Services is \$2,462 to \$2,997. Funding in the Final 1981 Agency Budget for the Community Services Supervisor position would offset the cost of the new Chief of Central Services position to degree that the increase for the new position is \$2,200.

VOTE AND RECOMMENDATION OF COMMISSION

At its regular meeting of August 3, 1981, the Sacramento Housing and Redevelopment Commission recommended adoption of the attached resolution. The vote was recorded as follows:

AYES: Coleman, Luevano, A. Miller, Teramoto, B. Miller

NOES: None

ABSENT: Fisher, Knepprath, Serna, Walton

RECOMMENDATION

The staff recommends that the Housing Authority of the City of Sacramento adopt the attached resolutions (1) establishing Chief of Central Services classification pursuant to Management Report No. 3; (2) amending the Employer-Employee Relations Policy to add this classification to the proper representation

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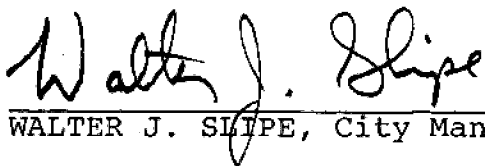
unit; and (3) amending the 1981 Agency Budget to include the Chief of Central Services in the Department of Administration.

Respectfully submitted,



WILLIAM H. EDGAR
Interim Executive Director

TRANSMITTAL TO COUNCIL:



WALTER J. SLUPE, City Manager

RESOLUTION NO. 81-074

Adopted by the Housing Authority of the City of Sacramento

August 11, 1981

ESTABLISHING CHIEF OF CENTRAL SERVICES
CLASSIFICATION AND SALARY RANGE
PURSUANT TO MANAGEMENT STUDY REPORT #3

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY
OF SACRAMENTO:

Section 1. Exempt Service. The following classifica-
tion is hereby established:

<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
Chief of Central Services	I	8	\$2462-\$2997

Section 2. The Employer-Employee Relations Policy is
hereby amended to add the above referenced classification to the
Managerial and Confidential Unit.

CHAIRMAN

ATTEST:

SECRETARY

APPROVED
SACRAMENTO HOUSING AUTHORITY

Date 8/11/81

RESOLUTION NO. 81-058

Adopted by the Redevelopment Agency of the City of Sacramento

August 11, 1981

ESTABLISHING CHIEF OF CENTRAL SERVICES
CLASSIFICATION AND SALARY RANGE
PURSUANT TO MANAGEMENT STUDY REPORT #3

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY
OF SACRAMENTO:

Section 1. Exempt Service. The following classifica-
tion is hereby established:

<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
Chief of Central Services	I	8	\$2462-\$2997

Section 2. The Employer-Employee Relations Policy is
hereby amended to add the above referenced classification to the
Managerial and Confidential Unit.

CHAIRMAN

ATTEST:

SECRETARY

APPROVED
SACRAMENTO REDEVELOPMENT AGENCY

Date 8/11/81

RESOLUTION NO. 81-075

Adopted by the Housing Authority of the City of Sacramento

August 11, 1981

AMENDING FINAL 1981 AGENCY BUDGET

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO:

Section 1. The purpose of this budget amendment is to accomplish the personnel and organizational changes recommended in Management Study Report #3, dated February 26, 1981.

Section 2. The 1981 Agency budget is hereby amended by appropriating an additional \$1,680 for employee services and an additional \$520 for other services and supplies, in the budget of the Central Services Division, Department of Administration.

CHAIRMAN

ATTEST:

SECRETARY

APPROVED
SACRAMENTO HOUSING AUTHORITY
Date 8/16/81

RESOLUTION NO. 81-059

Adopted by the Redevelopment Agency of the City of Sacramento

August 11, 1981

AMENDING FINAL 1981 AGENCY BUDGET

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

Section 1. The purpose of this budget amendment is to accomplish the personnel and organizational changes recommended in Management Study Report #3, dated February 26, 1981.

Section 2. The 1981 Agency budget is hereby amended by appropriating an additional \$1,680 for employee services and an additional \$520 for other services and supplies, in the budget of the Central Services Division, Department of Administration.

CHAIRMAN

ATTEST:

SECRETARY

APPROVED
SACRAMENTO REDEVELOPMENT AGENCY
Date 8/11/81

CHIEF OF CENTRAL SERVICES

DEFINITION:

To plan, organize, direct, assign and supervise the activities of the Central Services Division of the Department of Administration, and to provide highly responsible and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Director of Administration.

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

EXAMPLES OF DUTIES:

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

Plan, organize and direct the activities of the Central Services Division.

Direct, coordinate, and supervise the Agency purchasing and central stores, safety program, telephone services, mail and messenger services, major duplication services, word processing, facility maintenance for all Agency-owned buildings of a non-residential nature, contracted janitorial services, operation of Agency car pool and parking garage assignments and Agency office machine maintenance.

Conduct special studies, prepare reports and make recommendations.

Prepare and administer the division budget.

Supervise, train and evaluate assigned personnel.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and practices of administration, organization and budgeting.

Purchasing methods and procedures including bid specifications, buying, inspection, storage and inventory control.

Accounting practices as applied to procurement procedures.

Applicable Federal, State and local laws, regulations, ordinances and policies.

Ability to:

Plan, organize, assign and coordinate the activities of professional, technical and clerical staff.

Present ideas effectively orally and in writing.

Interpret and analyze laws, rules, regulations, ordinances, and policies.

Supervise, train and evaluate subordinates.

EXPERIENCE AND EDUCATION:

Any combination of 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 experience in purchasing and general administrative work in a medium scale governmental or commercial facility, including two years in a supervisory capacity.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in business administration, public administration or a closely related field.