



# CITY OF SACRAMENTO

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## DEPARTMENT OF PERSONNEL

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DIRECTOR OF PERSONNEL

December 10, 1984

City Council  
Sacramento, California

CITY MANAGER'S OFFICE  
**RECEIVED**  
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Honorable Members in Session:

SUBJECT: REQUEST FOR STAFF AIDE POSITION IN THE POLICE DEPARTMENT'S DATA SYSTEMS UNIT

### SUMMARY

This report recommends approval of a Staff Aide position to meet an immediate staffing need in the Police Data Systems Unit of the Police Department until an appropriate class specification can be developed.

### BACKGROUND INFORMATION

The Police Data Systems Unit is responsible for the data processing needs of such functions as the 911 emergency-line message center, Computer Aided Dispatch, the Sacramento Crime and Arrest Reporting System (SCARS), the Sacramento Traffic Analyzing System (STARS), etc. The number and extent of these and other similar data processing activities have expanded to the point where a full-time career Senior Police Systems Analyst position was created and approved in the 1984-85 City budget to manage the Unit. This is a new class for which there is no class specification.

Currently, there are two Police System Analysts who are handling the Unit under the direction of a Lieutenant in the Planning and Fiscal Section. The Analysts are seriously overloaded, and the Lieutenant does not have the time or the technical skills that are now needed to supervise the Unit. Therefore, there is an urgent need to bring someone in on an interim basis to provide both administrative and technical support.

### DISCUSSION

We are currently developing a series of class specifications for computer system specialists that will be needed in at least three City departments; the proposed Senior Police Systems Analyst class is an integral part of this series. Due to the complexity of the proposed classes and the large number of interested departments, the class specification will take longer than the Police Department can reasonably wait to fill their position. There are also a number of unanswered questions about the proposed supervisory class in such

areas as salary level, availability of applicants, final responsibilities, and inter-departmental reporting relationships. Since we have not been able to find any comparable positions within the State of California, a trial period using a Staff Aide classification will, in addition to meeting an immediate need, allow a much more thorough and accurate classification of the position. The Staff Aide classification will be used for no more than twelve months.


SALARY

This position will be supervising two Police Systems Analysts. After reviewing the internal relationships involved (both within the Police Department and between the Police Department and the Data Processing Department), we recommend a salary of \$18.50 per hour.

RECOMMENDATION

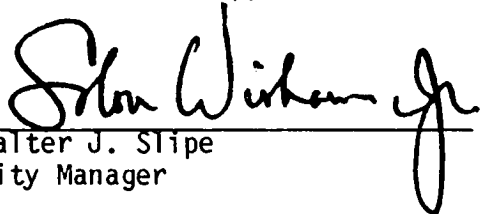
It is recommended that the City Council approve the use of the Staff Aide class, at a salary of \$18.50 per hour, to be used in the Police Department Data Systems Unit for up to twelve months.

Respectfully submitted,

  
Donna L. Giles  
Director of Personnel

DLG/WHT/sch

Recommendation Approved:

  
for: Walter J. Slife  
City Manager

All Districts  
1/15/85