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DEPARTMENT OF
PERSONNEL

PERSONNEL MANAGEMENT
SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

CITY MANAGER'S OFFICE

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BY THE CITY COUNCIL

JUN 23 1987

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DONNA L. GILES
DIRECTOR OF
PERSONNEL

June 16, 1987

City Council
Sacramento, California

Honorable Members in Session

SUBJECT: REQUEST FOR STAFF AIDE IN DATA MANAGEMENT, COMPUTER OPERATIONS
DIVISION

SUMMARY

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

BACKGROUND AND ANALYSIS

The Computer Operations Division of the Data Management Department is a 24 hour operation with six Computer Operators spread across three shifts. All the Operators are supervised by one Computer Operations Supervisor who works during the normal day hours.

Because there is only one supervisor over all three shifts, there has been some control problems over the other two shifts. There is a need for a lead Computer Operator who will be responsible for overseeing the operations on a particular shift and scheduling and assigning work, as well as the typical hands-on, technical computer operations work.

Since there is an immediate need to alleviate this control problem, it is recommended that the Staff Aide classification be utilized until an appropriate class specification can be developed. The Staff Aide classification will be needed for up to six months.

SALARY AND FUNDING

It is recommended that the rate of pay be set at \$9.938 per hour which is Step C of the Computer Operator salary range. Since this class will be a leadworker to the Computer Operators, it is appropriate to set the salary

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10% above the starting Computer Operator salary which is a typical differential between leadworker and subordinate. Funds for this position are currently in Data Management's budget since it will be filled by reallocating a vacant Computer Operator slot.

RECOMMENDATION

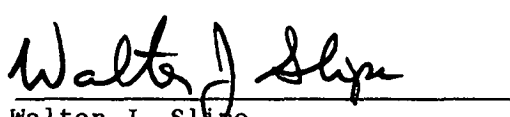
It is recommended that the City Council approve the use of the Staff Aide classification within the Data Management Department for up to six months at \$9.938 per hour.

Respectfully Submitted,



Donna L. Giles
Director of Personnel

RECOMMENDATION APPROVED:



Walter J. Slive
City Manager

All Districts
June 23, 1987