



CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL
PERSONNEL MANAGEMENT SERVICES DIVISION
801 NINTH STREET, ROOM 210
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5726/5729

CITY MANAGER'S OFFICE
RECEIVED

DONNA L. GILES
DIRECTOR OF PERSONNEL

MAR 24 1982

APPROVED
BY THE CITY COUNCIL

March 18, 1982

MAR 30 1982

OFFICE OF THE
CITY CLERK

City Council
Sacramento, CA.

Honorable Members in Session:

SUBJECT: CLARIFICATION OF APPOINTING AUTHORITY OF ADMINISTRATIVE ASSISTANT TO THE MAYOR AND EXECUTIVE SECRETARY

SUMMARY

The Personnel and Public Employees Committee considered the attached report and voted to recommend to the full Council that the Mayor appoint the Administrative Assistant to the Mayor, and that the Mayor and the Council jointly appoint their Executive Secretary. Resolutions accomplishing this are attached.

BACKGROUND

On March 3, the Personnel and Public Employees Committee discussed the appointing authority for positions in the Mayor's and Council's offices. The Committee agreed with the need for a resolution implementing the authority under Section 74 of the Charter for the Mayor to appoint the Administrative Assistant to the Mayor.

The Committee also discussed the options for appointing the Executive Secretary described in the attached report. The Committee decided that the best option was for the Mayor and Council jointly to make the appointment. The Committee would interview candidates either by itself and refer the top one(s) to the Mayor, or, if the Mayor desired, jointly interview with the Mayor.

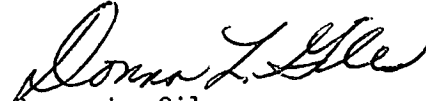
RECOMMENDATIONS

It is recommended that the City Council adopt the following resolutions, which provide that:

1. The Mayor is the appointing authority for the Administrative Assistant to the Mayor.

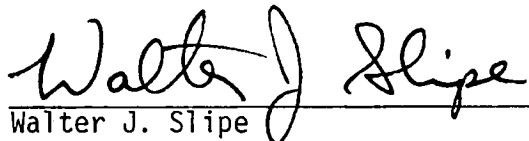
2. The Mayor and City Council shall jointly appoint their Executive Secretary.

Respectfully submitted,


Donna L. Giles
Director of Personnel

DLG/JW/sch
att.

RECOMMENDATIONS APPROVED:



Walter J. Slipe
City Manager

All Districts

RESOLUTION NO. 82-218

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

APPOINTMENT OF EMPLOYEES TO THE CLASSIFICATIONS
OF ADMINISTRATIVE ASSISTANT TO THE MAYOR I AND
ADMINISTRATIVE ASSISTANT TO THE MAYOR II

WHEREAS, Section 74 of the City Charter provides that the Mayor shall appoint such members of the Mayor's staff, exempt from the civil service system, as may be provided by resolution, and

WHEREAS, there exists on the Mayor's staff a position classified as Administrative Assistant to the Mayor I or II, depending on the incumbent's qualifications,

THEREFORE, BE IT RESOLVED BY THE CITY OF SACRAMENTO:

That the Mayor is the appointing authority for persons in the classifications of Administrative Assistant to the Mayor I and Administrative Assistant to the Mayor II.

MAYOR

ATTEST:

CITY CLERK

RESOLUTION NO. 82-219

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

APPOINTMENT OF EMPLOYEES IN THE MAYOR'S AND CITY
COUNCIL'S OFFICES TO THE CLASSIFICATION OF
EXECUTIVE SECRETARY

WHEREAS, Section 74 of the City Charter provides that the Mayor shall appoint such members of the Mayor's staff, as may be provided by resolution, and

WHEREAS, Section 70 of the City Charter provides that the City Council shall appoint, among others, such officers and employees of its own body as it deems necessary, and

WHEREAS, employees in the Mayor's and City Council's Offices in the classification of Executive Secretary work for both the Mayor and City Council,

THEREFORE, BE IT RESOLVED BY THE CITY OF SACRAMENTO:

That the Mayor and the City Council shall jointly appoint employees in the Mayor's and City Council's Offices to the classification of Executive Secretary.

MAYOR

ATTEST:

CITY CLERK