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DEPARTMENT OF
PERSONNEL

PERSONNEL SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

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DONNA L. GILES
DIRECTOR OF
PERSONNEL

October 23, 1990

City Council
Sacramento, California

Honorable Members in Session

APPROVED
BY THE CITY COUNCIL

OCT 25 1990

OFFICE OF THE
CITY CLERK

SUBJECT: SALARY AND ADMINISTRATIVE/CONFIDENTIAL DESIGNATION FOR THE NEW CLASSIFICATION OF WASTE REDUCTION COORDINATOR I; TITLE CHANGE FOR WASTE REDUCTION COORDINATOR TO WASTE REDUCTION COORDINATOR II

SUMMARY

This report recommends salary and Administrative/Confidential designation for the new classification of Waste Reduction Coordinator I. This new class will be the entry level into the professional Waste Reduction Coordinator series and will be responsible for the more routine waste reduction, recycling, and resource recovery tasks in a training capacity. Since the I level has been added, it was necessary to retitle the current Waste Reduction Coordinator to Waste Reduction Coordinator II.

BACKGROUND AND ANALYSIS

In September 1988, the Civil Service Board approved the class of Waste Reduction Coordinator to begin work in getting the City's recycling and waste reduction program going. The class required a Bachelor's Degree and two years of experience developing and promoting recycling, waste reduction, or other comparable solid waste management programs. At the time, the City needed someone with the experience and education who could come in and immediately begin putting the program together since this was a new activity.

After two years, the City's Waste Reduction Program is well in place and the Council recently approved a new position to expand the program even further. Since the program has already been set up, there is not as strong a need to bring in someone who already possesses specific waste reduction experience. Rather, Public Works would like to hire someone with a Bachelor's Degree and no specific experience but who could be trained in the areas of waste reduction, recycling, and resource recovery.

To this end of hiring a trainee to learn waste reduction duties, the Civil Service Board approved the new Waste Reduction Coordinator I class that would either require "A Bachelor's Degree from an accredited college or university with major coursework in Environmental Sciences, Resources Management, Public

or Business Administration, or closely related field" or "Completion of two years of study from an accredited college or university...and two years of paraprofessional technical experience in administration." These education/experience requirements are very similar to Administrative Trainee, the entry level class into the professional Administrative Analyst series. In order to establish a Waste Reduction Coordinator I class that would enable someone to learn the duties of the job and then be moved to the next level after a couple of years, the current Waste Reduction Coordinator needed to be retitled to Waste Reduction Coordinator II, the journey-level class in the series.

It is proposed that the Waste Reduction Coordinator salary be set at the same level as Administrative Trainee which is \$1,972.71 - \$2,397.72 per month. It is also proposed that the new Waste Reduction Coordinator I be designated as Administrative/Confidential just as Administrative Trainee and the Waste Reduction Coordinator are. No salary or designation changes are recommended to the retitled Waste Reduction Coordinator class.

No Conflict of Interest disclosure is necessary for the new Waste Reduction Coordinator I class.

FINANCIAL IMPACT

There will be no financial impact because funds for the new position in the Solid Waste Division of Public Works have been appropriated in the current budget.

POLICY CONSIDERATIONS

None.

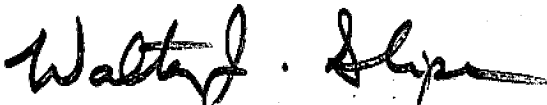
MBE/WBE EFFORTS

No impact.

RECOMMENDATIONS

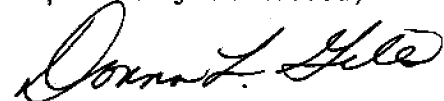
It is recommended that the City Council amend Resolution 90-008 to establish a salary of \$1,972.71 - \$2,397.72 per month for the new Waste Reduction Coordinator I class and that the class be designated Administrative/Confidential. Additionally, it is recommended that the new title of Waste Reduction Coordinator II be effected for the current Waste Reduction Coordinator class.

RECOMMENDATION APPROVED:



Walter J. Slipe, City Manager

Respectfully Submitted,



Donna L. Giles
Director of Personnel

All Districts
10/25/90

Contact Person To Answer Questions:
Bronnda Silva, Sr. Personnel Analyst, 5824

RESOLUTION NO. 90-867

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

AMENDING RESOLUTION 90-008 RELATING TO SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY, AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

APPROVED
BY THE CITY COUNCIL
OCT 25 1990
OFFICE OF THE
CITY CLERK

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 90-008 IS AMENDED AS FOLLOWS, EFFECTIVE OCTOBER 27, 1990:

Section 1.

Exhibit A, Salary Schedules, Schedule #10, Administrative/Confidential, salaries is amended by the:

- a. Addition of the classification of Waste Reduction Coordinator I with a salary of \$1,972.71 - \$2,397.72 per month.
- b. Retitling the classification Waste Reduction Coordinator to Waste Reduction Coordinator II with no change in salary.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by the:

- a. Addition of the classification of Waste Reduction Coordinator I to Administrative/ Confidential.
- b. Retitling of the classification of Waste Reduction Coordinator to Waste Reduction Coordinator II with no change in designation.

ATTEST:

CITY CLERK

MAYOR

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____