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DEPARTMENT OF
PERSONNEL

CITY OF SACRAMENTO
CALIFORNIA

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PERSONNEL MANAGEMENT
SERVICES DIVISION

APPROVED
BY THE CITY COUNCIL

916-449-5726

May 15, 1990

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DONNA L. GILES
DIRECTOR OF
PERSONNEL

OFFICE OF THE
CITY CLERK

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: REQUEST FOR STAFF AIDE POSITION IN THE DEPARTMENT OF PARKS AND
COMMUNITY SERVICES, HISTORY AND SCIENCE DIVISION, SACRAMENTO
HISTORY MUSEUM

SUMMARY

This report recommends the approval of a Staff Aide position to meet an immediate staffing need in the Department of Parks and Community Services, History and Science Division, Sacramento History Museum, until an appropriate class specification can be developed.

BACKGROUND AND ANALYSIS

A new job classification is needed at the Sacramento History Museum in order to help implement the Museum's historical exhibitions program. The responsibilities of the new classification will include the performance of specialized curatorial work involving historical research; exhibition concept development; selection, acquisition, interpretation, and care of historical exhibition objects; and supervision of the Museum's exhibition staff and volunteers.

There is no City classification which encompasses the duties and responsibilities of this position; therefore, it is recommended that the Staff Aide classification be utilized to meet the immediate staffing need until an appropriate class specification can be developed. The Staff Aide classification will be utilized for no more than twelve months.

The Sacramento History Museum has one position allocated to the classification of Recreation Program Coordinator. The incumbent in the position recently transferred to a vacant Recreation Program Coordinator position in the Recreation Division. Therefore, the Recreation Program Coordinator position at the History Museum will be reallocated to this Staff Aide position. The new position will provide the History Museum with the expertise needed to develop professional historical exhibitions.

SALARY AND FUNDING

Funding which was originally provided for the Recreation Program Coordinator position will be used to fund the Staff Aide position for the remainder of the 89/90 fiscal year. The recommended salary range for the new classification will be higher than that of Recreation Program Coordinator; therefore, the Department of Parks and Community Services will request supplemental funding for the 90/91 fiscal year.

It is recommended that the salary be set at \$14.07 per hour, which is comparable to similar City positions such as Curator of Education and Science Education Coordinator.

POLICY CONSIDERATIONS

None.

MBE/WBE EFFORTS

No impact.

RECOMMENDATION

It is recommended that the City Council approve the use of the Staff Aide classification in the Department of Parks and Community Services, History and Science Division, History Museum, for 12 months at \$14.07 per hour.

Respectfully submitted,



Donna L. Giles
Director of Personnel

Recommendation Approved:


Walter J. Slips, City Manager

Contact Person to
Answer Questions:

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All Districts
5/15/90