

3.6

DEPARTMENT OF  
PERSONNEL

PERSONNEL MANAGEMENT  
SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

**APPROVED**  
BY THE CITY COUNCIL

FEB 20 1990

OFFICE OF THE  
CITY CLERK

801 NINTH STREET  
ROOM 210  
SACRAMENTO, CA  
95814-2693

916-449-5726

DONNA L. GILES  
DIRECTOR OF  
PERSONNEL

February 13, 1990

City Council  
Sacramento, California

Honorable Members in Session

SUBJECT: CLASSIFICATION REVISION - RELIEF CLERICAL ASSISTANT

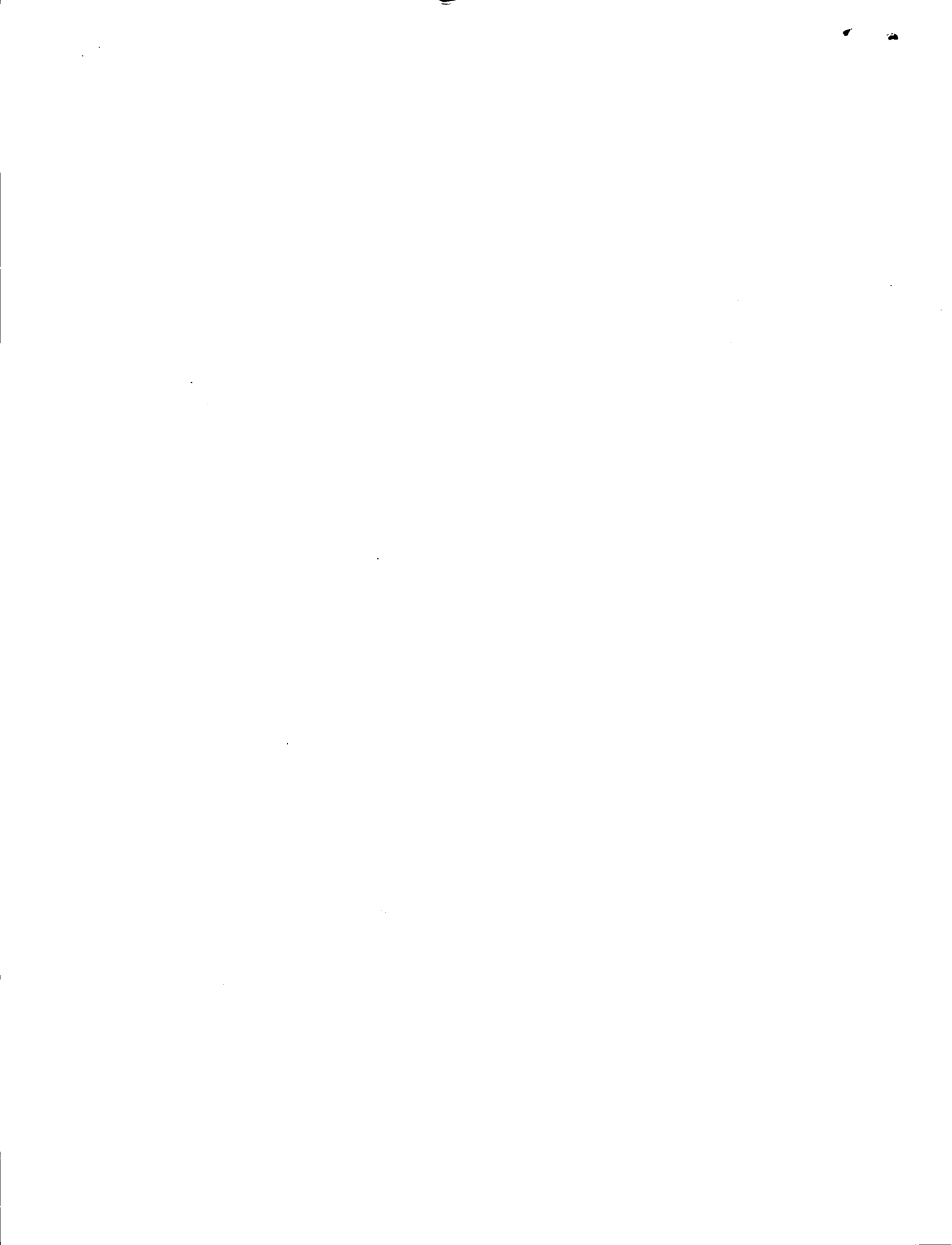
**SUMMARY**

This report recommends amending the salary schedules due to the revision of the classification of Relief Clerical Assistant in order to incorporate Level D, which designates employees who perform journey-level legal clerical work.

**BACKGROUND AND ANALYSIS**

The Relief Clerical Assistant Program was created in order to maintain a pool of employees to be used to fill temporary vacancies, assist with special projects, or to help alleviate seasonal workloads, not to exceed three months. A recent review of this program has resulted in a recommendation to add a fourth level to provide journey-level clerical employees on as needed basis. Based on temporary agency costs, it is projected that considerable savings can be realized by expanding the current Relief Clerical Assistant Program to include this level. Since this program is already functioning efficiently, adding a fourth level would be relatively easy. This would allow the City Attorney's Office staffing needs to be met by the Relief Clerical Assistants at an hourly rate of \$11.315 versus approximately \$18.00 per hour for temporary agency employees. Extending the Relief Clerical Assistant Program would provide a flexible, economical means of addressing this staffing requirement.

No conflict of interest disclosure is necessary for Level D of the Relief Clerical Assistant classification.



**FINANCIAL IMPACT**

Use of Relief Clerical Assistant Level D will result in savings due to lower costs in the Relief Clerical Assistant Program than in hiring qualified employees from temporary agencies.

**POLICY CONSIDERATION**

None.

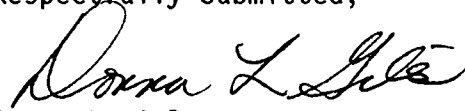
**MBE/WBE EFFORTS**

No impact.

**RECOMMENDATION**

It is recommended that the City Council approve the attached amendment to Resolution 90-008 to effect the changes described in this report.

Respectfully Submitted,



Donna L. Giles  
Director of Personnel

Recommendation Approved:



Walter J. Slipe  
City Manager

February 20, 1990  
All Districts

Contact Person to Answer Questions:  
Jonita Whitaker, Personnel Analyst II  
449-5726



**APPROVED**  
BY THE CITY COUNCIL

**RESOLUTION NO. 90-141**

FEB 20 1990

ADOPTED BY THE SACRAMENTO CITY COUNCIL

OFFICE OF THE  
CITY CLERK

ON DATE OF February 20, 1990

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

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION  
90-008 IS AMENDED AS FOLLOWS, EFFECTIVE FEBRUARY 24, 1990:

Section 1.

Exhibit A, Salary Schedules, Schedule #16, Office and Technical,  
salaries is amended by the addition of Level D to the Relief Clerical  
Assistant with a salary of \$11.315 per hour.

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

