



3.11

DEPARTMENT OF  
PERSONNEL

CITY OF SACRAMENTO  
CALIFORNIA

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SACRAMENTO, CA  
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DONNA L. GILES  
DIRECTOR

916-449-5270

May 30, 1990

DIVISION:  
ADMINISTRATION  
PERSONNEL SERVICES  
OCCUPATIONAL HEALTH  
SAFETY & RETIREMENT

APPROVED  
BY THE CITY COUNCIL

JUN 5 1990

OFFICE OF THE  
CITY CLERK

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: REQUEST FOR STAFF AIDE POSITION IN THE DEPARTMENT OF PERSONNEL**

**SUMMARY**

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

**BACKGROUND AND ANALYSIS**

A new job classification is needed in the Personnel Department in order to create and implement a Career Development Program. The responsibilities of the new classification will include research and development of program materials, developing a skills inventory system, training materials and an assessment and counseling model.

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 for no more than twelve months.

**SALARY AND FUNDING**

Funding for the remainder of FY 89-90 will come from a vacant Safety Specialist position. Funding for FY 1990-91 is in the budget.

It is recommended that the salary be set at \$17.05 per hour, which is comparable to similar City positions such as Personnel Analyst II and Administrative Analyst II.

**POLICY CONSIDERATIONS**

None

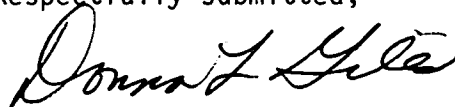
**MBE/WBE EFFORTS**

None

**RECOMMENDATION**

It is recommended that the City Council approve the use of the Staff Aide classification in the Department of Personnel, for 12 months at \$17.05 per hour.

Respectfully submitted,



DONNA L. GILES  
Director of Personnel

Recommendation Approved:



WALTER J. SLIPE  
City Manager

Contact Person to Answer Questions:

Donna L. Giles, 449-5270

All Districts  
6/5/90