



# CITY OF SACRAMENTO

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DEPARTMENT OF PERSONNEL  
PERSONNEL MANAGEMENT SERVICES DIVISION  
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DONNA L. GILES  
DIRECTOR OF PERSONNEL

February 21, 1984

CITY MANAGER'S OFFICE  
**RECEIVED**  
FEB 22 1984

**APPROVED**  
BY THE CITY COUNCIL

FEB 28 1984

OFFICE OF THE  
CITY CLERK

City Council  
Sacramento, CA

Honorable Members in Session:

SUBJECT: PROPOSED EXEMPT CLASSIFICATION - CAREER DEVELOPMENT TRAINEE

## SUMMARY

This report recommends the establishment of an exempt classification entitled "Career Development Trainee". This class would be used in conjunction with the Career Development Program approved by the Civil Service Board.

## BACKGROUND INFORMATION

The Civil Service Board is empowered by Section 88 of the City Charter to establish "...trainee programs, designed to attract and utilize persons with minimal qualifications, but with the potential for development..." These powers were previously exercised in connection with the CETA program, as well as other federal and state-funded programs. During the life of the CETA program, the City trained, and subsequently transitioned into career civil service positions, many disadvantaged people who would otherwise not have been qualified for entry-level employment. Under the Career Development Program approved by the Civil Service Board, similarly situated persons would be recruited, trained, and transitioned into the career civil service, following a six to twelve-month training period. Trainees would be transitioned only upon the recommendation of the department and with the approval of the Director of Personnel. No trainee would be permitted to retain status in the Career Development Trainee class beyond twelve months. Those who do not satisfactorily complete their training programs would be terminated from the Program and from City employment.

Trainees would perform the lower-level duties of the class being trained for and would, in addition, understudy experienced workers and undergo on-the-job training, so that at the conclusion of the training period, they would be fully-qualified at the regular entry-level.

Salaries are proposed to be set at 10% below Step A of the class Trainees are in training for. For those positions requiring a longer than six months training program, a 5% increase would be given at six months, in accordance with the City Code. Upon satisfactory completion of the specified training period, Trainees would be transitioned to probationary status at Step A of the entry-level class.

This class is proposed to be exempt from the Civil Service and placed in the Exempt Listing authorized by Resolution 75-164. This class is appropriate for exemption under Section 83(e) of the City Charter since it can only be occupied on a limited-term basis.

The Career Development Trainee classification is proposed to be unrepresented because of its intended use in a variety of departments which span many representation units and occupations, and because it is temporary in nature.

FINANCIAL INFORMATION


This Program would be carried out without federal or state funding and without oversight or regulation by any agency other than the City. There would be no extra cost to the City since only regular, budgeted entry-level positions would be filled with Career Development Trainees. The class would not be benefits-eligible.

RECOMMENDATION

It is recommended that the City Council approve that the Career Development Trainee be:


1. Unrepresented,
2. Exempt from Civil Service, and
3. Paid at 10% below Step A of the class for which it is being trained.

Respectfully submitted,

  
 Donna L. Giles  
 Director of Personnel

DLG/WJM/sch  
attachment

Recommendation Approved:

  
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 Walter J. Slupe  
 City Manager

All Districts  
2/28/84

CAREER DEVELOPMENT TRAINEE  
(Exempt)

DEFINITION:

As a trainee, learns to perform the duties of a career civil service entry-level classification.

DISTINGUISHING CHARACTERISTICS:

This is an exempt classification designed to provide a means for disadvantaged, handicapped, veterans and other persons lacking entry-level job skills, to gain entry into career civil service employment. Career Development Trainees may be used in any department and with any occupation, upon approval of the Director of Personnel. This classification may be used for training periods not to exceed one year. Trainees who do not satisfactorily complete their training requirements will be terminated from the program and from this classification.

SUPERVISION RECEIVED AND EXERCISED:

Supervision and training will be provided by a first-line supervisor.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include, but are not limited to, the following:

As a trainee, and under close supervision, will learn to perform the duties of the classification for which training is occurring.

As a trainee, will understudy more experienced workers performing the duties of the entry-level class.

As a trainee, will assist more experienced workers in performing those duties.

As a trainee, will perform study assignments, attend classes or training sessions and otherwise learn to perform the full range of duties of the class for which training is occurring.

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QUALIFICATIONS

Knowledge:

No special knowledge requirements.

Ability to:

Learn all of the knowledges and skills required at the entry-level for the specific class for which training is occurring.

Understand and follow simple written and oral instructions in the English language.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. Typically a person who is within six months experience of qualifying for the classification to be trained for will be considered qualified as a Career Development Trainee.

License or Certificate:

Some positions must have a valid Class III California Motor Vehicle Operator Certificate at the time of appointment.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:

**RESOLUTION NO. 84-155**

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

February 28, 1984

A RESOLUTION APPROVING THE REPORT AND RECOMMENDATION OF THE DIRECTOR OF PERSONNEL, APPROVED BY THE CITY MANAGER, DATED FEBRUARY 21, 1984, RELATING TO THE ESTABLISHMENT OF THE CLASSIFICATION ENTITLED "CAREER DEVELOPMENT TRAINEE" AND THE SALARY, EMPLOYER-EMPLOYEE REPRESENTATION UNIT, AND EXEMPT STATUS OF THE CLASSIFICATION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

The report and recommendation of the Director of Personnel, approved by the City Manager, dated February 21, 1984, relating to the establishment of the classification entitled "Career Development Trainee", and the salary, employer-employee representation unit, and exempt status of the classification, a copy of which is attached hereto, is hereby approved.

\_\_\_\_\_  
MAYOR

ATTEST:

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CITY CLERK

**APPROVED**  
BY THE CITY COUNCIL

FFB 28 1984

OFFICE OF THE  
CITY CLERK