



CITY OF SACRAMENTO

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DEPARTMENT OF PERSONNEL

PERSONNEL MANAGEMENT SERVICES DIVISION
801 NINTH STREET, ROOM 210
SACRAMENTO, CALIF. 95814
TELEPHONE (916) 449-5726

DONNA L. GILES
DIRECTOR OF PERSONNEL

August 22, 1985

Budget and Finance Committee
of the City Council
Sacramento, CA

Honorable Members in Session:

SUBJECT: ADDITION OF TEMPORARY PERSONNEL ANALYST AND TYPIST CLERK POSITIONS TO
PERSONNEL DEPARTMENT BUDGET

SUMMARY

This report recommends the addition of one temporary Personnel Analyst I/II position and a temporary .5 Typist Clerk I/II position to the Personnel Department budget for the remainder of the 85/86 fiscal year. The positions will be funded by transfer of monies from enterprise operations in the Department of Public Works. The positions are necessary to accomplish work for these operations which cannot be done within the current Personnel Department budget.

BACKGROUND AND ANALYSIS

For the 1985-86 budget year, one Personnel Analyst position and the equivalent of one-half of a clerical position are allocated to do Department of Public Works's examination and classification projects. The Personnel Department uses a system under which departments identify and prioritize all of their examination and classification projects at the beginning of the fiscal year. The Department of Public Works has identified 38 examination and classification projects. Approximately one-half of these projects can be completed with present staffing. To complete all of them, in addition to unexpected projects which will occur during the year, requires an additional Personnel Analyst and one-half of a clerical position. The effect of not adding these positions would be that classifications would not be established, examinations not conducted, positions not filled, and ultimately the services of these operations not being provided to the public.

FINANCIAL IMPACT

Enterprise operations within Public Works will provide the funding. The five funds involved are the Parking, Solid Waste, Water, Sewer, and Drainage funds. The funds will be transferred from Public Works to Personnel without an increase overall to


the City. The examination and classification projects which the Personnel Analyst will work on will be limited to the work of the operations covered by these enterprise funds.

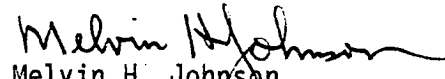
The cost of the additional positions for the remainder of the fiscal year is \$41,267. The monies from each fund will be in proportion to the amount of work to be performed by the additional staff for the affected operations.

RECOMMENDATION

It is recommended that the transfer of \$41,267 from the Department of Public Works to the Personnel Department budget be approved to fund an additional Personnel Analyst and .5 of a clerical position.

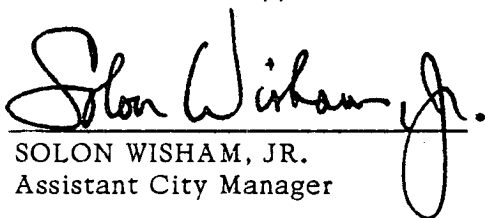
Respectfully submitted,


Donna L. Giles
Director of Personnel


Melvin H. Johnson
Director of Public Works

DLG/JW/sch (27p)

Recommendation Approved:



SOLON WISHAM, JR.
Assistant City Manager

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

DATE _____

A RESOLUTION AMENDING THE 1985/1986 PERSONNEL DEPARTMENT BUDGET BY THE ADDITION OF A TEMPORARY PERSONNEL ANALYST I/II POSITION AND A TEMPORARY .5 TYPIST CLERK I/II POSITION TO PERFORM WORK FOR THE DEPARTMENT OF PUBLIC WORKS ENTERPRISE OPERATIONS

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

Section 1.

That the 1985/86 Personnel Department budget is amended by the addition of a temporary Personnel Analyst I/II position and a temporary .5 Typist Clerk I/II position to perform work for the Department of Public Works enterprise operations.

Section 2.

That the funding for the positions shall be transferred in the following amounts from the funds indicated:

Parking	412-7012-0000-4599	\$ 6,906.30
Water	413-7012-0000-4599	12,249.50
Sewer	414-7012-0000-4599	4,377.00
Solid Waste	415-7012-0000-4599	14,153.30
Drainage	425-7012-0000-4599	3,581.00
	TOTAL	<u>\$41,267.10</u>

Section 3.

That the funds shall be added to the Personnel Management Services Division budget, organization 1520, as follows:

<u>Fund</u>	<u>Transfer To</u>	<u>Amount</u>
General	101-1520-0000-4101	\$29,906.58
	101-1520-0000-4122	2,108.41
	101-1520-0000-4123	3,746.31
	101-1520-0000-4125	89.72
	101-1520-0000-4126	95.70
	101-1520-0000-4132	2,649.72
	101-1520-0000-4133	2,670.66
	TOTAL	<u>\$41,267.10</u>

MAYOR

ATTEST:

CITY CLERK