



DEPARTMENT OF
PERSONNEL

PERSONNEL MANAGEMENT
SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

801 NINTH STREET
ROOM 210
SACRAMENTO, CA
95814-2693

916-449-5726

DONNA L. GILES
DIRECTOR OF
PERSONNEL

December 12, 1986

Budget and Finance Committee
Sacramento, California

Honorable Members in Session

SUBJECT: RELIEF CLERICAL ASSISTANT

SUMMARY

This report requests authorization to adjust the Department of Personnel's approved budget full-time equivalent number in order to implement a relief clerical pool. No additional funds will be spent; the increase in full-time equivalent is a bookkeeping measure.

BACKGROUND AND ANALYSIS

City departments need relief clerical help occasionally due to lengthy absences of career staff and short term excess workloads. Presently, temporary clerical help companies are used to fill such vacancies. However, some inefficiencies result from this process due to the lack of direct control over hiring and high turnover.

To improve service, the staff plans to set up a clerical pool through which relief needs will be met. The Relief Clerical Assistant classification has been established for the personnel hired from the pool. Three levels exist in the classification: level A for journey level clerical work; level B for advanced level clerical work; and level C for advanced level clerical work requiring stenography skills.

The Personnel Department will give exams for and maintain lists of eligibles who will be referred from the clerical pool. Feedback on the performance of relief personnel will be sought from departments, so that a core of trained, experienced staff can be maintained.

FINANCIAL ANALYSIS

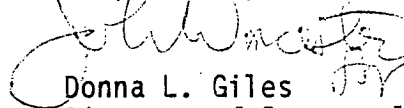
Full utilization of the Relief Clerical Assistant program should save City Departments approximately \$18,000 on an annual basis. In order not to create a sudden financial impact on temporary clerical help companies and to avoid interruption of work flow, the program will be incorporated on a gradual basis. Implementation of the program is tentatively scheduled to begin January, 1987, and should be fully operational within one year. Temporary clerical help agencies will continue to be used for specialized clerical skills.

Relief Clerical personnel costs will be paid for by the using departments. There is no fiscal impact since departments have funds allocated for temporary help. In order to accommodate the departments' needs for relief clerical personnel, it is necessary for the Personnel Department to place 20 full-time equivalent numbers in organization #1550.


RECOMMENDATION

It is requested that the Budget and Finance Committee recommend that the City Council approve placement of 20 full-time equivalent numbers in organization #1550.

Respectfully submitted,


Donna L. Giles
Director of Personnel

Recommendation Approved:



Jack Crist
Deputy City Manager

DLG/JG/tac (74p)

All Districts
12/23/86

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

December 23, 1986

RESOLUTION AMENDING THE 1986-87 DEPARTMENT OF
PERSONNEL'S APPROVED BUDGET

WHEREAS, the Council has reviewed the report prepared by the Director of Personnel and concurs with her recommendation.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

The Department of Personnel's approved budget full-time equivalent number is adjusted by 20 full-time equivalent positions in organization #1550.

MAYOR

ATTEST:

CITY CLERK