



STAFF REPORT

AGENDA NO:

MEETING DATE: January 21, 2025

To: Honorable Mayor and City Council

Date: January 21, 2025

From: Maria Saguisag-Sid, Human Resources Director – (650) 558-7209

Subject: Adoption of a Resolution Authorizing an Amendment to the Deputy/Assistant City Attorney Classification

RECOMMENDATION

Staff recommends the City Council adopt the proposed resolution approving the amended Deputy/Assistant City Attorney classification.

BACKGROUND

The City Attorney Department is preparing to recruit for the Assistant City Attorney position. The Deputy/Assistant City Attorney job classification was created in March 2019 (Resolution No. 27-2019). Upon review, the supervisor of the position noted changes necessary for the existing job classification to reflect the current job duties and qualifications.

DISCUSSION

Staff from the City Attorney's Office and Human Resources worked together to review changes and make recommendations to update the existing Deputy/Assistant City Attorney classification. This includes clarifying some of the duties, revising some of the responsibilities, and clarifying some of the position requirements. These changes will better reflect the current needs of the department and allow staff to recruit a new employee with a clear understanding of the current job responsibilities.

FISCAL IMPACT

There is no fiscal impact from this change as the position is currently reflected in the budget.

Exhibits:

- Resolution
- Deputy/Assistant City Attorney Job Classification