



# STAFF REPORT

AGENDA NO: 8d

MEETING DATE: September 3, 2019

**To: Honorable Mayor and City Council**

**Date: September 3, 2019**

**From: Sonya M. Morrison, Human Resources Director – (650) 558-7209**

**Subject: Adoption of a Resolution Authorizing the Deletion of One Vacant Office Assistant II and the Addition of One Administrative Assistant I**

## **RECOMMENDATION**

Staff recommends that the City Council adopt the attached resolution authorizing the deletion of one vacant full time equivalent (1.0 FTE) Office Assistant II position and the addition of one full time equivalent (1.0 FTE) Administrative Assistant I.

## **BACKGROUND**

The City is proposing the following amendment to the classification plan:

1. Addition of one Administrative Assistant I (1.0 FTE) to be allocated between the City Clerk's office (80%) and Finance Department (20%).
2. Deletion of one vacant Office Assistant II (-1.0 FTE) position, allocated equally between the City Clerk's office and the Finance Department.

Currently, the City Clerk's office and Finance Department share one full time equivalent (1.0 FTE) Office Assistant II position equally between the departments. In general, this position acts as the receptionist for City Hall, handles clerical tasks for the City Clerk and Finance Director, assembles City Council packets, and assists customers with their water bills and business licenses. With the resignation of the incumbent Office Assistant II in late August, and prior to recruiting to fill the vacancy, the City Clerk and Finance Director wanted to use the opportunity to critically evaluate the existing duties of the position against the future needs of the City to determine the correct classification for the position.

## **DISCUSSION**

In recent years, the City Clerk's office has undertaken several new projects to increase the City's transparency and improve internal client access to records, including:

1. Movement of all City Commissions and Boards to the Granicus agenda management system
2. Adoption of a new Retention Schedule
3. Creation of an electronic records management system for the City, which will include a public portal

4. Addition of closed captions to all videoed meetings and implementation of online public comments for agenda items

In order to maintain the listed projects and further assist both the community and staff, the City Clerk's office is in need of both additional higher level support than an Office Assistant II allows for and more time than the current arrangement provides for. Due to the change in scope and complexity of the work to be assigned to this position, staff recommends deleting the vacant Office Assistant II position and adding an Administrative Assistant I position. Because of the change in demand for time from the City Clerk's office, staff recommends reallocating the vacant position to 80% for the City Clerk's office and 20% for the Finance Department. This change will more accurately align the duties of the position with the classification.

Based on the difference between the salaries of the two positions, this change represents an increased annual cost of \$12,664 to the City's General Fund. Although the current position is vacant and recruitment for the new position can be immediately initiated upon Council's approval, the impact to the General Fund budget for the current fiscal year is unknown. The personnel budgets within the Finance Department and the Office of the City Clerk for the current fiscal year can be amended with the Mid-Year Report when these costs can be more accurately calculated.

The change has been communicated to the appropriate bargaining unit.

### **FISCAL IMPACT**

The annual financial impact to the City budget due to the increased salary is \$11,072, with a \$1,592 increase in the cost of benefits, for a total cost increase of \$12,664. The Fiscal Year 2019-20 budget will be amended to the extent necessary with the City's mid-year budget analysis.

Exhibit:

- Resolution