



Legislation Details (With Text)

File #: 18-507 **Version:** 1 **Name:** Staff Report Assignment of City Clerk
Type: Staff Report **Status:** Filed
In control: City Council
On agenda: 10/15/2018 **Final action:** 10/15/2018
Enactment date: **Enactment #:**
Title: Staff Report for Resolution of the City of San Leandro City Council to Approve the City Manager's Assignment of the City Clerk

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
10/15/2018	1	City Council	Received and Filed	

Staff Report for Resolution of the City of San Leandro City Council to Approve the City Manager's Assignment of the City Clerk

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve the City Manager's assignment of the City Clerk.

BACKGROUND

Pursuant to Municipal Code Section 1-2-110, "The City Manager shall assign an officer of the City to the duties of City Clerk, and such officer shall possess the requisite qualifications for such duties. Such assignment shall be approved by the City Council."

The recruitment for City Clerk was opened on July 18, 2018 and closed on August 9, 2018. The recruitment announcement was advertised widely, posted online at the City Clerks Association of California, Western Cities, MMANC, MMASC, California City News, and it was distributed to other California municipalities and agencies. The submitted applications were screened and qualified candidates were invited for oral board interviews.

An oral board was comprised of internal employees who work frequently with the City Clerk and external subject matter experts, which included the City of San Leandro City Attorney, the City of San Leandro Library Director, the City of Alameda City Clerk, and the City of Oakland Assistant City Clerk. Candidates were also required to complete a written exercise intended to evaluate their analytical and writing skills. The top candidates were invited to return to interview with the City Manager, Deputy City Manager, and former City Clerk.

The City Manager found Ms. Leticia Miguel to have the background and experience that best suits the needs of the City Clerk position. Ms. Miguel served as the City Clerk for the City of Dixon, California for the past two years. She also has extensive experience supporting high level boards

and commissions in California, including for Nevada County, the City of Santa Barbara, and Santa Barbara County.

Fiscal Impacts

There is no fiscal impact associated with the approval of the City Manager's assignment of the City Clerk. Funding for the City Clerk position is included in the City's operating budget.

PREPARED BY: Emily Hung, Human Resources Manager, City Manager's Office