



## Legislation Text

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**File #:** 23-074, **Version:** 1

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Adopt a Resolution to Amend the Confidential Employee Group Salary Schedule to Add the Classification of Executive Assistant to the City Manager

### **COUNCIL PRIORITY**

- Infrastructure

### **SUMMARY**

A new classification of Executive Assistant to the City Manager was established to capture the complex, high-level, and confidential work that is uniquely required in the City Manager's Office.

### **RECOMMENDATIONS**

Staff recommends that the City Council adopt a resolution to amend the salary schedule for the Confidential Employee Group to add the classification of Executive Assistant to the City Manager.

Currently, the City Manager is supported by an Administrative Specialist II, which is a broad city-wide classification that can be used by various departments. A classification analysis conducted by Human Resources Department found that a majority of comparator agencies use a specific single-class classification for the City Manager's executive assistant. A compensation study was also conducted to propose a salary range for the Executive Assistant to the City Manager classification.

### **Analysis**

The Executive Assistant to the City Manager classification will be responsible for performing highly responsible, complex, and confidential administrative support to the City Manager, Assistant City Manager, and/or elected officials. The position will also manage the office administrative functions of the City Manager's Office; act as the first point of contact for the City Manager and provide information to the public and staff requiring considerable knowledge of City and department services, policies, and procedures. It is distinguished from other administrative positions because the work requires extensive public contact, the frequent use of tact, discretion, and independent judgement, while working with minimal supervision.

The duties and responsibilities are similar in scope to those found in higher level support positions in other city manager offices. A survey of the comparator agencies indicated that San Leandro was the only agency that did not use an Executive Assistant classification in the City Manager's Office.

### **Board/Commission Review and Actions**

The Personnel Relations Board approved the Executive Assistant to the City Manager classification specification at a special meeting on March 2, 2023.

### **Financial Impacts**

Sufficient funds are included in the Fiscal Year 2022-2023 General Fund budget for the new classification. The City Manager's Office is currently budgeted for Administrative Specialist II, which is set at a base salary of \$92,350 annually. The proposed salary range for the Executive Assistant to the City Manager is set at a salary range of \$92,340 - \$112,236 annually.

Ongoing costs will require Council appropriation as part of actions to be undertaken through the biennial budget process for FY 2024 and FY 2025.

## **ATTACHMENTS**

**Attachment A:** Resolution to Amend the Confidential Employee Group Salary Schedule to Add the Classification of Executive Assistant to the City Manager

**Attachment B:** Confidential Employee Group Salary Schedule

**PREPARED BY:** Emily Hung, Human Resources Director, Human Resources Department