



Legislation Text

File #: 23-246, **Version:** 1

Adopt a Resolution to Amend the Confidential Employee Group Salary Schedule to Adjust the Salary Range for the Deputy City Clerk Classification

COUNCIL PRIORITY

- Infrastructure

RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution to amend the salary schedule of the Confidential Employee Group to adjust the salary range for the Deputy City Clerk classification.

BACKGROUND

To address the operational and functional needs of the City Clerk's Office, staff conducted a classification and compensation review of the Deputy City Clerk job classification to ensure that the appropriate responsibilities are captured, and the proposed salary is competitive.

Analysis

The Deputy City Clerk job classification was last revised in January 2008. Since that time, there have been significant operational changes in the City Clerk's Office, which required a change in the essential functions and duties in the Deputy City Clerk classification.

Staff conducted a classification review with the assistance of an outside human resources consultant, Koff & Associates. The revised Deputy City Clerk classification will be responsible for assisting the City Clerk with the administration and daily operations of the City Clerk's Office's programs, functions, and activities. The nature, scope, and diversity of responsibilities assigned to this classification require a broad understanding of City functions and the capability of relieving the City Clerk of day-to-day office administrative and coordinative duties, as well as fulfilling some of the duties of the City Clerk in the City Clerk's absence.

Given significant changes in the scope and level of responsibilities, staff recommends increasing the Deputy City Clerk classification salary range to \$101,796 - \$123,744 annually, which will ensure the City is competitive within the local market for comparable positions. This new salary range would be comparable to the median salary for similar Deputy City Clerk positions among comparable agencies.

Board/Commission Review and Actions

The Personnel Relations Board approved the revised Deputy City Clerk job classification on May 18, 2023.

Financial Impacts

The proposed changes will have no financial impact on the City's budget. Sufficient funds are included in the Fiscal Year 2024 and Fiscal Year 2025 budgets.

If approved, the proposed salary range for the Deputy City Clerk would be set at \$101,796 - \$123,744 annually.

ATTACHMENTS

- **Attachment A:** *Resolution amending the Confidential Employee Group Salary Schedule*
- **Attachment B:** Confidential Employee Group salary schedule

PREPARED BY: Yana Taran, Senior Human Resources Analyst, Human Resources Department