



AGENDA REPORT

Human Resources

DATE:	May 17, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Anil Comelo, Interim Deputy City Manager
Subject:	Amendments to the City's Position Control List
FINANCIAL IMPACT:	The annual fiscal impact for salary and benefits is \$21,225.00 for the Deputy City Clerk. Existing funds cover the salary, wages, and associated compensation in the City Clerk budget. The position is expected to be filled May 2022. (City Clerk Salary Line Item – 400002)
PREVIOUS COUNCIL ACTION:	Click or tap here to enter text.
STATEMENT OF THE ISSUE:	The City Council's approval is required to amend the City's authorized staffing (i.e., position control list) and appropriate funds for wages, salaries, and associated compensation.
RECOMMENDED ACTION:	ADOPT a resolution to amend the current position control to add Deputy City Clerk; and APPROVE the reallocation of City Clerk Technician to Deputy City Clerk and appropriation of funds for associated wages, salaries, and associated compensation for this position – Human Resources Department (Anil Comelo/Sharrone Taylor 510-620-6602).

DISCUSSION:

City Council approval is required to amend position control and to appropriate funds for associated wages, salaries, and compensation. The Human Resources department is requesting the amendment of the position control list and reallocation of a position on behalf of the City Clerk department. The City Manager supports this action.

City Clerk Department – Deputy City Clerk

The City Clerk requested the Human Resources department reclassify the current City Clerk Technician because the incumbent is working out of class. On April 27, 2022, Human Resources staff conducted a desk audit on the incumbent, and it was determined the incumbent has been performing significantly increased duties and responsibilities that are typically associated with the Deputy City Clerk job description for at least one year. Those current duties include:

- Collaborates with City personnel regarding programming work for software, machine requirements, and system-related matters.
- In collaboration with the city clerk, creates draft and final Council agendas
- Organizes agenda materials for filing.
- Maintains the City Clerk's record-filing system.
- Attends City Council meetings and announces speakers in English and Spanish during virtual meetings.
- Maintains records related to financial claims against the City and makes the distribution of documents to appropriate parties.
- Serves as a Passport processing agent.
- Assists the City Clerk in the conduct of municipal elections.
- Maintains records for the follow-up on agreements and leases.
- Provides a variety of general office and administrative support for the City Clerk.
- Assists the general public over the phone and at the counter.
- Relieves the City Clerk of a variety of complex administrative and technical details.
- Lead in the research and implementation of new public records request software.
- Lead for records request administration.
- Continuously coordinates with current system consultants and contract personnel to improve our Escribe agenda management system.
- Trains users of our Escribe system.

Reclassifying the current City Clerk Technician will ensure the incumbent is receiving equitable pay and will ensure that the critical job duties the incumbent is currently performing will continue.

FISCAL IMPACT:

There will be no negative fiscal impact in the current fiscal year because funding is currently available in the City Clerk's budget. Below is a table that delineates the salary and benefits cost for this reallocation:

	REALLOCATION COST ANALYSIS	
Current	City Clerk Technician – Step 5	\$4,823.00
Proposed	Deputy City Clerk – Step 1	\$6,238.00
	MONTHLY SALARY AND 25% BENEFITS FISCAL IMPACT	\$1,768.75
	ANNUAL SALARY AND 25% BENEFITS FISCAL IMPACT	\$21,225.00
	FISCAL IMPACT FOR TWO MONTHS (MAY-JUNE)	\$3,537.50

SUMMARY:

The position change and the amendment to position control, which is to become effective May 17, 2022, is as follows:

Classification Reallocations	
Current	New
City Clerk Technician	Deputy City Clerk

NEXT STEPS:

City staff recommends approving the amendment of the City's authorized staffing (i.e., position control) to add Deputy City Clerk and appropriation of associated compensation and benefits.

The incumbent currently in the City Clerk Technician role will be reclassified and placed at a step that will grant an increase of at least 5% per the Personnel Rules, Rule V, Recruitment, Selection, and Appointment, Section 4.8 Promotion Procedure for Reclassified Positions.

DOCUMENTS ATTACHED:

Attachment 1 – Resolution amending current Position Control list