



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Honorable Mayor and Members of City Council

FROM: Paula D Fry, Management Analyst

MEETING DATE: March 17, 2010

SUBJECT: **APPOINTMENT OF CITY MANAGER AS CITY CLERK AND
ORDINANCE AMENDING THE CITY'S CLASSIFICATION PLAN
ESTABLISHING, DELETING, AND AMENDING CURRENT JOB
SPECIFICATIONS AND AMENDING CURRENT SALARY
SCHEDULES ACCORDINGLY**

CEQA: This does not constitute a "Project" under California Environmental Quality Act (CEQA) Guidelines

RECOMMENDATION

1. Acknowledge the intended appointment of the City Manager as City Clerk.
2. Introduce and hold a first reading on the attached draft ordinance to approve the proposed amendments to the City's Classification Plan and Salary Schedule.

DISCUSSION

One of the outcomes of the City's reorganization is that many staff are being asked to perform functions previously performed by several persons. Currently, the Acting Deputy City Manager is also the Budget & Finance Director, the City Clerk, the Treasurer, and the City's risk manager. The workload and responsibilities are too much for one person, and risks essential duties being unfulfilled or not being performed to the needed quality. Many steps need to be taken to address this and similar situations with other staff; transferring City Clerk duties to the City Manager on an interim basis is one small step to help relieve some of the current burdens on the Acting Deputy City Manager.

Article 22 of the Charter provides that the City Manager appoints the City Clerk. After acknowledgement by the Council of this pending change, the appointment will be made.

The proposed changes to the City's Classification Plan and Salary Schedule are being recommended to clarify job classifications and keep a current and accurate salary schedule. Position control is an important component of the organizational structure and human resource management. This system establishes job specifications for positions that are newly established or have been reclassified. There are several revisions to be considered:

1. Update the Salary Ordinance to represent the recent changes approved by Council to include Assistant Planner and Accounting Assistant III.

2. Remove the job responsibilities of City Clerk from the Director of Management & Budget's job specification.
3. Establish the position of City Clerk. For the past 6 years the position of City Clerk has been an assignment of the City Manager or Deputy City Manager, and most recently Acting Deputy City Manager, with the bulk of the duties being handled by the Deputy City Clerk. The Deputy City Clerk position is currently being filled on contract, as a result of the departure of the incumbent. It is not the current intention to continue the previous focus of Deputy City Manager position on administrative matters, including the City Clerk's function. Instead, the Deputy City Manager position will have primarily operational responsibilities. Thus, it is appropriate to increase the level of responsibilities in the person performing the City Clerk function. Adding the City Clerk position to the City's Classification Plan and Salary Schedule will provide us the ability to recruit for that position, but fill the position with a Deputy City Clerk, depending upon the qualifications of the selected candidate. The City Clerk salary would be equivalent to Housing Program Coordinator and Senior Planner (\$5,803 – \$7,054) and approximately 15% higher than that of Deputy City Clerk.
4. Revise the Association affiliation of Deputy City Clerk and Management Analyst for Personnel to Confidential status. This was revised in 2008; however, it is the recommendation of staff to revert to the affiliation of confidential as both the Deputy City Clerk and Management Analyst work closely with the City Manager and Director of Budget & Management on a number of highly confidential matters, e.g., disciplinary actions, confidential employee matters; negotiations with employee associations; and other restricted matters.
5. Update the Salary Ordinance to represent the recent increases to the Police Officers Association members (effective January 1, 2010). The salaries represent a 4.5% increase to sworn staff and 1% increase for non-sworn staff.
6. Remove all classifications associated with the Fire Department and Museum of Natural History which include: Assistant Fire Chief, Fire Captain, Fire Chief, Firefighter, Fire Engineer, Fire Station Captain, Education/Volunteer Coordinator, and Museum Manager. It should be noted that the classification of Code Enforcement Officer will remain under the Community Development Department (CDD).

Staff is available to answer any questions the Council may have.

FISCAL IMPACT

Up to \$10,000 per year, depending upon the person selected for the position after a recruitment. This represents the difference in the annual salary of Deputy City Clerk and proposed salary of City Clerk for FY 2010/2011. If approved, funds will be requested in next year's budget.

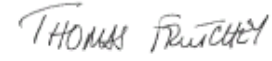
ATTACHMENTS

- A. Proposed Job Classification for the position of City Clerk with proposed salary
- B. Proposed Salary Ordinance reflecting all recommended revisions

RESPECTFULLY SUBMITTED,

Paula D. Fry
Management Analyst

REVIEWED BY,



Thomas Frutchey
City Manager

CITY OF PACIFIC GROVE CITY CLERK

New 03/01/2010

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To: perform a wide variety of complex and highly skilled administrative and executive assistant duties in support of the City Manager and City Council; act as Clerk to the Council; be keeper of the City's corporate seal; prepare the council agenda, packet, and minutes; be the holder of City legal records; responsible for oversight of the City's bidding process; ensures compliance with bidding procedures; be lead staff for the City's record management system; assist with the administration of elections; train line department staff and exercise quality control over the agendas, packets, and minutes of all City boards and commissions; ensure the City remains in compliance with FPPC requirements; supervise the City's response to Freedom of Information requests; and perform a variety of tasks in support of the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Reports to and receives direction from the City Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions

Prepare draft of City Council agenda for approval of the City Manager; prepare final agenda for publication; gather materials related to agenda for inclusion in agenda packet; prepare packet and distribute; prepare city website and bulletin boards by ensuring posting of agenda and related materials; attend council meetings and take minutes; transcribe minutes and other meeting records; prepare official records of proceedings and actions; perform council meeting follow-up; prepare and distribute required notices and publication of actions, resolutions and ordinances; obtain required signatures; index, distribute, and file resolutions, ordinances, deeds, and agreements; inform appropriate individuals in writing of council action; accept appeals for council consideration; collect appeal fees; set date for public hearing; prepare legal notice for publication; inform appellant and other appropriate individuals in writing of public hearing.

In addition: responsible for Council chambers for meetings; responsible for attesting, issuing, and tracking contracts and agreements until insurance and bond requirements have been met; responsible for finalizing and distributing ordinances and resolutions; preparation of follow-up correspondence; responsible for oversight of the City's bidding process; ensure compliance with bidding procedures; responsible for scheduling bid openings; receiving and opening bids; responsible for notifying successful bidders of bid awards and processes documents; responsible for monitoring compliance with State and local campaign finance and conflict of interest laws; maintain the City's record management system; research records and provide documents to staff and the public;

ensure that records are maintained and accurate; assist with administration of City elections; issue nomination papers and information to candidates and petitioners; notify candidates of filing deadlines and required documentation; explain election requirements to citizens; issue statements of economic interest; ensure proper filing deadlines; maintain files; forward forms to State offices; screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; act as an ambassador for the city; and organize, research, compose, and edit formal Mayoral recognition documents such as proclamations, certificates, and commendations.

QUALIFICATIONS

Knowledge of:

- Modern office procedures, methods, and computer equipment
- Campaign disclosure requirements, election codes with respect to municipal elections
- The Brown Act, Political Reform Act , and Public Records Act
- City's bidding process
- Records management system principles and procedures
- Principles of business letter and report preparation
- Practices used in taking and preparing action minutes
- English usage, spelling, grammar and punctuation
- Pertinent state and local laws, codes, and regulations
- The organization and operation of the City, the City Clerk's Office, and outside agencies as necessary to assume assigned responsibilities
- Establishing and maintaining effective working relationships with the City Council, City staff, the public, other governmental agencies, and the media
- Interpreting and applying a variety of City ordinances, rules, policies and regulations
- Interaction with the general public Respond to requests and inquiries from

Ability to:

- Work independently in the absence of supervision
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Maintain mental capacity that allows for effective interaction and communication with others
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time and operating assigned equipment
- Maintain effective audio-visual discrimination and perception needed for: making observations, communicating with others, reading and writing and operating assigned equipment

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Any combination equivalent to a bachelor's degree from an accredited college or university in Public Administration, Business Administration, or a closely related field *and* at least three years of increasingly responsible public agency work experience, performing duties comparable to those described above. Work experience could, for example, comprise serving as a deputy city clerk, or the equivalent, in a larger city.

License or Certificate

Possession of valid California Class "C" driver's license

Possession of (or ability to obtain within 3 months) a valid State of California Notarial Certification

A Certified Municipal Clerk designation is highly desirable.

WORKING CONDITIONS

Environmental Conditions

Office environment; occasional travel from site to site.

Physical Conditions

Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time. Meetings of the City Council may go until 10 p.m. or later.

ORDINANCE NO. 10-__

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AMENDING THE CITY'S CLASSIFICATION PLAN, ESTABLISHING,
DELETING AND AMENDING CURRENT CLASSIFICATIONS, SALARY
CHANGES, STEPS AND OTHER REMUNERATION FOR THE CURRENT AND
ACTIVE POSITIONS AS ADOPTED BY ORDINANCE 08-030.**

WHEREAS, on September 18th, 1996, pursuant to Ordinance 96-32, the City Council did approve and adopt a position classification plan prepared for the City by Ralph Andersen & Associates; and

WHEREAS, that certain position classification plan is on file in the office of the City Clerk; and

WHEREAS, the City Council now desires to amend the position classification plan to establish the position and salary of the City Clerk; and remove the City Clerk job responsibilities from the Director of Management & Budget; and

WHEREAS, the City Council desires to revise Association membership of the City Clerk, the Deputy City Clerk, and Management Analyst from Management Association to Confidential;

WHEREAS, the City Council now desires to amend the position classification plan to include classification and salary for Assistant Planner and Accounting Assistant III, and to remove classifications from Fire Department and Museum of Natural History; and amend the salary schedule for the position City Manager to reflect current conditions; and

WHEREAS, the City Council now desires to amend the position classification plan to reflect increases in to salary for Police Officer Association Members (Sworn and Non-Sworn); and

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF PACIFIC GROVE
DOES ORDAIN AS FOLLOWS:**

SECTION 1. The foregoing recitals are adopted as findings of the City Council as though set forth fully herein.

SECTION 2. The association classification plan and Association affiliation shall be as set forth below:

Code	Asso	Dept	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
108-001	GEA	FIN	ACCOUNTING ASSISTANT I	3,538	3,715	3,901	4,096	4,300	4,407	4,518	4,631
120-001	GEA	FIN	ACCOUNTING ASSISTANT II	3,783	3,972	4,171	4,380	4,599	4,714	4,831	4,952
125-01	GEA	FIN	ACCOUNTING ASSISTANT III	4048	4250	4463	4687	4921	5044	5169	5299
505-001	POA	PD	ANIMAL CONTROL OFFICER	3,892	4,087	4,291	4,506	4,731	4,908	5,092	
168-004	GEA	PW	ARBORIST	5,377	5,645	5,928	6,224	6,535	6,699	6,866	7,038
216-002	CON	FIN	ASSISTANT FINANCE OFFICER	6,026	6,327	6,643	6,975	7,324	7,599	7,884	
165-001	GEA	CDD	ASSISTANT PLANNER	4839	5081	5335	5602	5882	6029	6179	6334
168-002	GEA	CDD	ASSOCIATE PLANNER	5,377	5,645	5,928	6,224	6,535	6,699	6,866	7,038
242-001	MEA	PW	BUSINESS MANAGER	7,780	8,169	8,577	9,006	9,456	9,811	10,179	
229-001	MEA	CDD	CHIEF PLANNER	6,942	7,289	7,654	8,036	8,438	8,755	9,083	
308-001	CON	CM	CITY ATTORNEY	10,561	11,089	11,643	12,225	12,836	13,478	14,152	
243-001	CON	CM	CITY CLERK	5,803	6,093	6,398	6,718	7,054	7,230	7,411	
301-001	CON	CM	CITY MANAGER	13,158							
164-002	GEA	CDD	CODE COMPLIANCE OFFICER	4,432	4,653	4,886	5,130	5,387	5,522	5,660	5,802
204-001	CON	FIN	DEPUTY CITY CLERK	5,079	5,333	5,600	5,880	6,174	6,405	6,645	
305-001	CON	CM	DEPUTY CITY MANAGER	10,561	11,089	11,643	12,225	12,836	13,478	14,152	
304-002	CON	FIN	DIRECTOR OF MANAGEMENT AND BUDGET/CITY CLERK	8,688	9,123	9,579	10,058	10,561	10,957	11,367	
150-001	GEA	PW	EQUIPMENT MECHANIC I	4,382	4,601	4,831	5,072	5,326	5,459	5,595	5,735
156-001	GEA	PW	EQUIPMENT MECHANIC II	4,890	5,135	5,392	5,661	5,944	6,093	6,245	6,401
247-002	MEA	GLF	GOLF COURSE SUPERINTENDENT	5,614	5,895	6,189	6,499	6,824	7,080	7,346	
154-001	GEA	GLF	GOLF FIELD SUPERVISOR	4,486	4,710	4,945	5,193	5,452	5,589	5,728	5,872
217-006	MEA	GLF	GOLF SHOP SUPERVISOR/PRO	5,547	5,824	6,115	6,421	6,742	6,995	7,257	
169-002	GEA	CDD	HOUSING PROGRAM COORDINATOR	5,803	6,093	6,398	6,718	7,054	7,230	7,411	7,596
200-001	MEA	LIB	LIBRARIAN I	4,660	4,893	5,138	5,395	5,665	5,877	6,097	
208-002	MEA	LIB	LIBRARIAN II	5,232	5,494	5,769	6,057	6,360	6,598	6,846	
112-001	GEA	LIB	LIBRARY ASSISTANT I	3,611	3,792	3,981	4,180	4,389	4,499	4,612	4,727
122-001	GEA	LIB	LIBRARY ASSISTANT II	3,866	4,059	4,262	4,475	4,699	4,816	4,937	5,060
154	GEA	PW	MAINTENANCE FIELD SUPERVISOR	4,486	4,710	4,945	5,193	5,452	5,589	5,728	5,872
115	GEA	PW	MAINTENANCE WORKER I	3,638	3,820	4,011	4,212	4,422	4,533	4,646	4,762
132	GEA	GLF	MAINTENANCE WORKER II	3,894	4,089	4,294	4,508	4,734	4,852	4,973	5,098
208-003	CON	CM	MANAGEMENT ANALYST	5,232	5,494	5,769	6,057	6,360	6,598	6,846	
100-001	GEA		OFFICE ASSISTANT I	3,118	3,274	3,437	3,609	3,790	3,885	3,982	4,081
104-001	GEA		OFFICE ASSISTANT II	3,318	3,484	3,658	3,841	4,033	4,134	4,237	4,343
506-001	POA	PD	PARKING ENFORCEMENT OFFICER	3,837	4,029	4,230	4,442	4,664	4,839	5,020	
602-001	PMA	PD	POLICE CHIEF	9,110	9,556	10,044	10,547	11,073	11,489	11,919	
601-001	PMA	PD	POLICE COMMANDER	7,912	8,308	8,723	9,159	9,617	9,978	10,352	
520-001	POA	PD	POLICE CORPORAL	6,024	6,325	6,641	6,974	7,322	7,597	7,882	
516-001	POA	PD	POLICE OFFICER	5,737	6,024	6,325	6,641	6,973	7,235	7,506	
514-002	POA	PD	POLICE RECORDS SUPERVISOR	4,503	4,728	4,964	5,212	5,473	5,678	5,891	

524-001	POA	PD	POLICE SERGEANT	6,628	6,959	7,307	7,673	8,056	8,358	8,672	
504-001	POA	PD	POLICE SERVICES TECHNICIAN I	3,558	3,736	3,923	4,119	4,325	4,487	4,655	
508-001	POA	PD	POLICE SERVICES TECHNICIAN II	3,987	4,186	4,395	4,615	4,846	5,028	5,216	
218-003	CON	FIN	SENIOR ACCOUNTANT	6,043	6,345	6,662	6,996	7,345	7,621	7,906	
217-001	MEA	LIB	SENIOR LIBRARIAN	5,547	5,824	6,115	6,421	6,742	6,995	7,257	
144-002	GEA	LIB	SENIOR LIBRARY ASSISTANT	4,144	4,351	4,568	4,797	5,037	5,163	5,292	5,424
146-001	GEA	PW	SENIOR MAINTENANCE WORKER	4,180	4,389	4,608	4,839	5,081	5,208	5,338	5,471
169-001	GEA	CDD	SENIOR PLANNER	5,803	6,093	6,398	6,718	7,054	7,230	7,411	7,596
217-003	MEA	REC	SENIOR RECREATION COORDINATOR	5,547	5,824	6,115	6,421	6,742	6,995	7,257	

SECTION 3. The City Manager is authorized and directed to take all necessary steps to implement the amended position classification plan.

SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective on the thirtieth (30th) day following passage and adoption hereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this _____ day of _____, 2010, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

CARMELITA GARCIA, Mayor

ATTEST:

JAMES BECKLENBERG, City Clerk

APPROVED AS TO FORM:

DAVID LAREDO, City Attorney