Agenda Report

MEETING DATE: **Wednesday, April 21, 2021**

TO: **PERSONNEL COMMISSION**

FROM: **CITY CLERK VÁZQUEZ FLORES**

SUBJECT: **ASSISTANT CITY CLERK – JOB DESCRIPTION AND CLASSIFICATION**

STATEMENT OF ISSUES:
The Assistant City Clerk job description was created in 2007, since then the City Clerk Office has transitioned almost all of its operations to electronic solutions. Therefore, the Assistant City Clerk's functions have been evolving to a more project management and administrative nature.

RECOMMENDED ACTION:
The Personnel Commission recommends to the Council approval of the revised Job Classification and Job Description for Assistant City Clerk at the established salary range of $36.48-$48.89 per hour and $6323.74 - $8474.40 per month.

DISCUSSION:
This proposed revised job description will reflect more accurately what the Assistant City Clerk position is currently performing. The City Clerk's Office also provides administrative support to the City Attorney; therefore, the Assistant City Clerk Job Description will include those functions.

Proposed Salary Range:
The table below shows a salary comparison with this proposed revised classification and existing similar positions in the City of Watsonville and within the Management Unit. The proposed classification is at a similar level of responsibilities and compensation as the Senior Administrative Analyst.

Internal Salary Comparison Assistant City Clerk	**Monthly Salary Step 0**	**Monthly Salary Step 6**
Current Asst. City Clerk	$5,994.60	$8,033.35
Proposed Revised Assistant City Clerk	**$6,323.74**	**$8,474.40**
Sr. Admin Analyst	$6,323.74	$8,474.40

Sr. HR Analyst	$6,367.70	$8,533.37

There is no external comparison because the job classification does not exist in the designated (Santa Cruz, Gilroy, Monterey, Salinas, Morgan Hill, Hollister, Santa Cruz County) comparison cities. However, the recommended salary range is comparable to those cities in California where the position does exist.

FINANCIAL IMPACT:
The proposed salary range for the Assistant City Clerk would be increased by approximately 5.49%; however, this increase can be absorbed in the current City Clerk Office's budget.

ATTACHMENTS:
1. Proposed Assistant City Clerk Job Description
2. Existing Assistant Job Description