



<b>STAFF REPORT</b>	
<b>SUBJECT:</b> Authorization of Job Descriptions and Placement into Salary Schedule of the Deputy City Clerk/Human Resources Technician I/II Positions; Resolution No. 2024-49	<b>MEETING DATE:</b> November 7, 2024
<b>SUBMITTED BY:</b> Melissa Swanson, Administrative Services Director/City Clerk	
<b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

**WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:**

The City Council is being asked to adopt the job descriptions for the Deputy City Clerk/Human Resources Technician I/II, set the salary ranges for the positions, and authorize the positions for the 2024-25 Fiscal Year budget.

**BACKGROUND/DISCUSSION:**

In 2022, the City Council authorized the creation of the Deputy City Clerk/Human Resources Technician position. Following a comprehensive review of departmental procedures and efficiency, staff has identified the need for a more structured career progression within this role.

Proposed Changes:

1. **Creation of Two Classifications:** The current position will be split into two distinct classifications:
  - o **Deputy City Clerk/Human Resources Technician I:** An entry-level position designed for candidates with limited experience.
  - o **Deputy City Clerk/Human Resources Technician II:** A higher-level position for experienced incumbents who have demonstrated proficiency in the role.
2. **Salary Ranges:**
  - o **Deputy City Clerk/Human Resources Technician I:** Maintain the current salary Range 34 (\$4,300.10 - \$5,226.79 monthly).
  - o **Deputy City Clerk/Human Resources Technician II:** Assign salary Range 45 (\$5,458.24 - \$6,634.53 monthly) to reflect the increased responsibilities and experience required.

**Benefits:**

- **Enhanced Recruitment:** A clearly defined career path with opportunities for advancement will attract a wider pool of qualified candidates.

- **Improved Retention:** Providing a clear path for professional growth will incentivize employees to remain with the City.
- **Increased Efficiency:** By aligning skills and responsibilities with appropriate classifications, the City can optimize employee performance and departmental efficiency.

Staff is currently finalizing negotiations with the relevant bargaining unit regarding the inclusion of these new classifications. Further details, including the proposed implementation timeline, will be provided at the upcoming City Council meeting.

This reclassification initiative represents a proactive approach to workforce management, promoting both employee satisfaction and operational effectiveness within the Administrative Services Department.

**OPTIONS:**

1. Move to adopt Resolution No. 2024-49
2. Other direction

**FISCAL IMPACT:**

None     \$        Budgeted Item?  Yes    No  
 Budget Adjustment Needed?  Yes    No        If yes, amount of appropriation increase: \$  
 Affected fund(s):  General Fund    Measure P Fund    Measure V Fund    Other:

Comments:

**STRATEGIC PLAN IMPACT:**

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

**SUGGESTED MOTIONS:**

Move to adopt Resolution No. 2024-49.

- Attachments:**    1) Job Description  
                                     2) Resolution No. 2024-49