



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Authorization of Job Descriptions and/or Placement into Salary Schedule for Certain Administrative Positions; Resolution No. 2022-42

MEETING DATE:

June 16, 2022

SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt the job descriptions for the Recreation and Events Coordinator, Deputy City Clerk/Human Resources Technician, and Account Clerk I/II, set the salary ranges for all positions, and authorize the positions for the 2022-23 Fiscal Year budget. Additionally, the Council is being asked to authorize the Dispatcher Aide position and set the salary range by resolution for the 2022-23 Fiscal Year budget.

BACKGROUND/DISCUSSION:

Your Council will hear a presentation during the Budget Workshop on the creation of a Recreation and Events Division of the Administrative Services Department. The authorization of this entirely new division will necessitate the creation of personnel classifications not currently within the City's Classification Plan. Additionally, it logistically makes sense to redistribute job duties currently found in the Facilities Coordinator/Deputy City Clerk position to exclude those found within the new job description of Recreation and Events Coordinator.

The Recreation and Events Coordinator will serve as the new recreation program and event coordinator for the City. This position will assist in creating recreation programs for all ages, oversee city-owned facilities and properties, and organize City-sponsored events and assist the community with the process of using City facilities for special events. Staff is recommending this position be at Salary Range 37, \$4194.53 - \$5098.48 per month.

With the split of facilities duties from the current Facilities Coordinator/Deputy City Clerk position into the Recreation and Events Coordinator position, the Deputy City Clerk position job description needs updated to reflect those changes. The new Deputy City Clerk/Human Resources Technician position will continue to assist with Human Resources and Risk Management duties. Staff is recommending this position continue at the Facilities Coordinator/Deputy City Clerk position Range 34, \$3897.36 - \$4737.26 per month.

As part of the ongoing assessment of Finance Department procedures and functions, staff is proposing a split of the Account Clerk position into two classifications, similar to Maintenance Worker. The Account Clerk I would be an entry-level position with the transition into Account Clerk II as incumbents

gain experience. Opportunity for advancement within the department is crucial to recruitment and retention. Staff is recommending the Account Clerk I remain at the current Range 26, \$3206.36 – \$3897.35 and the Account Clerk II Range be \$3711.77 - \$4511.68.

The position of Dispatcher Aide currently exists within the City's classifications. However, the job has not been filled for many years. This position assists the on-duty police dispatcher with calls and clerical duties, including field call logs, data entry, and filing. Staff recommends this position be filled at Range 26, \$3206.36 - \$3897.35 per month.

At this time, staff is finalizing negotiation with the appropriate bargaining unit for inclusion of these new positions and more information should be available by the Council meeting.

OPTIONS:

1. Move to adopt Resolution No. 2022-42
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. 2022-42.

- ☒ **Attachments:** 1) Job Descriptions
 2) Resolution No. 2022-42