



STAFF REPORT
12/14/2022

TO: Honorable Mayor and City Council Members

FROM: Nathan Statham, Finance Director

SUBJECT: Resolution No. 2022-105 approving and funding an administrative assistant job position in the Public Works Department.

STAFF RECOMMENDATION:

Adopt Resolution No. 2022-105 approving and funding an administrative assistant job position in the Public Works Department.

BACKGROUND:

The City currently employees one Department Assistant II in the Public Works Department. The Administrative Assistant II has filled this role since July of 2012.

The City has an “Assistant” job classification series that moves progressively through responsible/qualification increases that includes Department Assistant I, Department Assistant II, Administrative Assistant and Executive Assistant. The City currently fills positions in multiple departments in the Department Assistant I & II roles. The Administrative & Executive Assistant roles are currently not filled. Compensation levels are progressive through the “Assistant” job classification series to allow for career advancement and are consistent with the associated increased responsibility/qualification levels.

The City has historically filled the Administrative & Executive Assistant roles to retain more experienced staff as a means of providing career advancement opportunities in these more general job classification categories. The City also uses more responsible/qualified positions to ensure coverage of necessary work assignments. The Administrative & Executive Assistant positions allow for broader and more responsible work assignments. When work assignments are identified that do not fall under the Department Assistant I & II job descriptions, Administrative & Executive Assistant positions are opened up to align the identified work assignment with the respective job description.

DISCUSSION/ANALYSIS:

City management evaluates the efficiency of work assignments on an ongoing basis and has determined that it would improve efficiency in Public Works Administration if certain duties not

currently included in the Department Assistant II job description be performed by the current Department Assistant II. Opening up an Administrative Assistant position will allow the Department to more efficiently balance work assignments and allow training to provide a needed backup.

It has been the City's long standing practice to provide opportunities for employees to grow within the organization through promotion and to transition through the various steps of a chosen career path. Opening this position for internal recruitment would continue that practice and facilitate employee growth and retention.

This position is specifically recommended to provide internal advancement opportunity and facilitate improvements in the Public Works Department. This position is not intended to be an external recruitment and will only be opened up to existing City personnel. In the absence of an application from a qualified internal candidate, the position will not be filled. The position is also not intended as an additional position. The position vacated by a selected qualified internal applicant will be frozen (not filled without subsequent Council approval).

FISCAL IMPACT:

The minimal expected cost increase associated with this action of \$10,000 can be absorbed in the City's 2022-23 approved budget and will not result in additional appropriations. The potential annual impact is approximately \$20,000 which would be included in future annual budgets. This impact presumes the selection of a Department Assistant I (highest possible increase) as the qualified internal candidate. Based on an assessment of known qualifications, it is expected that a qualified candidate will be a Department Assistant II in which case the impact to the 2022-23 budget would be \$4,500 with an ongoing annual impact of \$9,000 (most likely increase).

ALTERNATIVES:

1. Approve staff's recommendation to approve Resolution No. 2022-105 approving and internally opening up an Administrative Assistant position in the Public Works Department.
2. Maintain the current position level.

ATTACHMENTS

Resolution 2022-105

Exhibit 1:

Administrative Assistant Job Description