



# CITY OF DEL REY OAKS

## Staff Report

**DATE:** August 22, 2023

**TO:** Honorable Mayor and City Council

**FROM:** John Guertin, City Manager

**SUBJECT:** Consider Adoption of Resolution 2023-14 Approving an Updated City Clerk Job Description and Changes to the City's Position Control List and Salary Schedule

**CEQA:** This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an administrative activity of the City that will not result in direct or indirect physical changes in the environment.

### Recommendation

Approve the following:

1. An updated job description for the City Clerk
2. Adopting Resolutions amending the City's Position Control List and Salary Schedule to include adding the position of City Clerk and reallocating the Deputy City Clerk to City Clerk.

### Background

Despite the evolving operational needs of the city organization as well as the responsibilities and role of the City Clerk position over the years, the City Clerk job description has remained unchanged since 1996, when it was included as part of the City Manager duties. Recognizing the importance of the City Clerk role in ensuring the smooth functioning of our local government and the efficient management of administrative tasks, it has become imperative to update the job description to reflect the current demands and expectations of the position and the City organizational structure.

### Summary & Discussion

The City of Del Rey Oaks has experienced significant changes in recent years, and the duties and role of the City Clerk have expanded to encompass a broader scope of responsibilities. The City Clerk plays a crucial role in maintaining accurate records, providing administrative support to the City Council, and acting as a liaison between the community and the local government.

The update of the City Clerk job description will ensure that it aligns with modern best practices and current legal requirements, ultimately leading to increased efficiency and effectiveness in city operations.

As the City continues to improve operations and expand services, staff roles and responsibilities and the organizational structure of the City have continued to evolve. The reallocation of the Deputy City Clerk to the City Clerk position will better align position designations with current roles and responsibilities.

**Fiscal Impacts**

There will be no financial impact as a result of this action. The recommended action reassigns the Deputy City Clerk title to City Clerk without change to salary or benefits.

**ATTACHMENTS:**

- Resolution 2023-14
- City Clerk Job Description
- Amended Position Control List
- Amended Salary Schedule

Respectfully Submitted,

---

John Guertin  
City Manager

## RESOLUTION NO. 2023 - 14

### A RESOLUTION OF THE CITY OF DEL REY OAKS AMENDING THE POSITION CONTROL LIST AND SALARY SCHEDULE FOR THE FISCAL YEAR 2023-2024

-oOo-

#### City of Del Rey Oaks Position Control List for FY 2023-2024

	Actual	Budget	Approved
Position	2021-22	2022-23	2023-24
City Manager	1	1	1
Deputy City Clerk & Assistant to the City Manager	0	1	0
City Clerk			1
Deputy City Clerk	1	0	0
Administrative Assistant	1	1	1
Assistant City Manager and Chief of Police	1	1	0
Chief of Police	0	0	1
Commander	1	1	1
Sergeant	3	3	3
Police Officer *	5	5	5
Public Works Supervisor	1	1	1
Total Positions	14	14	14

\*Police Officer positions are authorized at 6 but only 5 positions are filled for FY 23-24 Budget

08/22/2023-1st Amendment: Deputy City Clerk & Asst to the CM position was reclassified to City Clerk with no fiscal impact

#### Salary Schedule (See attachment A)

**PASSED AND ADOPTED** at a regular meeting of the Del Rey Oaks City Council duly held on  
August 22, 2023, by the following vote:

AYES:

NOES:

ABSENT:

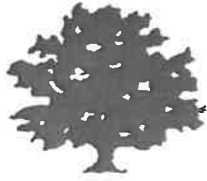
ABSTAIN:

\_\_\_\_\_  
Scott Donaldson, Mayor

ATTEST: \_\_\_\_\_  
John Guertin, City Clerk

**CITY OF DEL REY OAKS**  
**SALARY SCHEDULE FOR FISCAL YEAR 2023-2024**

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Contract
<b>City Manager</b>	Per Contract					
Monthly						16,041.67
Bi-weekly						7,404.00
Hourly Rate						92.55
Annual						192,500.00
<b>Chief of Police</b>	Per Contract					
Monthly						13,333.33
Bi-weekly						6,154.00
Hourly Rate						76.93
Annual						160,000.00
<b>City Clerk</b>						
Monthly	6,974.92	7,323.33	7,689.08	8,073.83	8,477.75	
Bi-weekly	3,219.20	3,380.00	3,548.80	3,726.40	3,912.80	
Hourly Rate	40.24	42.25	44.36	46.58	48.91	
Annual	83,699.00	87,880.00	92,269.00	96,886.00	101,733.00	
<b>Administrative Assistant</b>						
Monthly	4,550.00	4,777.08	5,016.25	5,267.58	5,531.08	
Bi-weekly	2,100.00	2,204.80	2,315.20	2,431.20	2,552.80	
Hourly Rate	26.25	27.56	28.94	30.39	31.91	
Annual	54,600.00	57,325.00	60,195.00	63,211.00	66,373.00	
<b>Police Commander</b>						
Monthly	8,526.67	8,952.58	9,400.33	9,869.83	10,363.08	
Bi-weekly	3,935.40	4,131.96	4,338.60	4,555.32	4,782.96	
Hourly Rate	46.85	49.19	51.65	54.23	56.94	
Annual	102,320.00	107,431.00	112,804.00	118,438.00	124,357.00	
<b>Police Sergeant</b>						
Monthly	7,525.67	7,902.42	8,297.42	8,712.33	9,147.33	
Bi-weekly	3,473.40	3,647.28	3,829.56	4,021.08	4,221.84	
Hourly Rate	41.35	43.42	45.59	47.87	50.26	
Annual	90,308.00	94,829.00	99,569.00	104,548.00	109,768.00	
<b>Police Officer</b>						
Monthly	6,490.08	6,814.08	7,154.42	7,513.00	7,887.92	
Bi-weekly	2,995.44	3,144.96	3,302.04	3,467.52	3,640.56	
Hourly Rate	35.66	37.44	39.31	41.28	43.34	
Annual	77,881.00	81,769.00	85,853.00	90,156.00	94,655.00	
<b>Public Works Supervisor</b>						
Monthly	5,655.83	5,938.42	6,234.83	6,546.83	6,964.50	
Bi-weekly	2,610.40	2,740.80	2,877.60	3,021.60	3,214.40	
Hourly Rate	32.63	34.26	35.97	37.77	40.18	
Annual	67,870.00	71,261.00	74,818.00	78,562.00	83,574.00	
<b>Temporary/Part Time EE</b>						
Hourly Rate	At the discretion of the City Manager					50.00



# CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940  
PHONE (831) 394-8511 FAX (831) 394-6421

## Job Description: **CITY CLERK**

### **Definition**

Under direction, the City Clerk maintains the official records of the City and other commissions and committees, including minutes and actions taken; provides a variety of public service activities including taking in payments, resolving customer service problems and providing information and assistance regarding City services and procedures; performs a variety of complex and responsible office support work for City Hall staff; prepares and distributes a variety correspondence, reports and forms; maintains accurate records and files; and performs related work as required.

### **Class Characteristics**

This class acts as the records manager for the City, receiving official documents, maintaining records and performing a variety of office administrative work in support of the City Manager. Responsibilities include ensuring that all legal meeting notice requirements are fulfilled and that Council actions are recorded and followed through. This class is distinguished from other City office administrative classes by the legal requirements and status attendant with serving as the designated City Clerk.

### **Examples of Duties** (Illustrative Only)

- Confers with the City Manager regarding the Council agenda; coordinates the preparation and distribution of agenda packages.
- Prepares and publishes legal notices of all public meetings and hearings.
- Prepares and maintains files of all City Council minutes, resolutions and ordinances; maintains files of all agreements, deeds and other required documents.
- Updates the municipal code and government code on a periodic basis.
- Publishes public notices, distributes plans and specifications, attends bid openings and prepares award for formal bid processes.
- Distributes and files nomination papers for Council candidates; maintains conflict of interest files as required.

- Plans, manages, and conducts municipal elections and special elections, ensuring compliance with relevant laws and codes. Administers the filing officer services for the Fair Political Practices Commission.
- Oversees the operations of the City-wide records management program, document imaging system, and records preservation and destruction. Ensures compliance with legal requirements for recording, retention, and disclosure of City records.
- Serves as Public Records Coordinator, ensuring compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act. Reviews and monitors legal requests for records and ensures public records are open for inspection.
- Prepares correspondence, reports, forms, purchase orders, labels and specialized documents from drafts, notes, previous documents or brief instructions, using a word processor or typewriter.
- Proofreads and checks materials for accuracy, completeness, compliance with departmental and City policies and correct English usage, including grammar, spelling and punctuation.
- Prepares and updates a variety of reports and records which may require the use of arithmetic calculations and the consolidation of materials from several sources.
- Establishes and maintains office files; researches and compiles information from such files and purges or transfers files as required.
- Provides information and assistance to callers at a public counter or over the telephone; resolves issues and problems; takes messages, or directs the caller to the proper individual or agency.
- Collects and receipts payments for building, encroachment, fence and other permits, business licenses and other revenues due to the City; balances receipts and money received.
- Assists with business license billing and warrant and payroll processing; maintains records regarding employee leaves.
- Opens, sorts, date stamps and distributes incoming mail; processes outgoing mail.

### **Knowledge, Skills, and Abilities**

The City Clerk should possess the following knowledge, skills, and abilities:

- Knowledge of administrative principles and practices, budget development, contract administration, and risk management.
- Understanding of municipal government administration and functions, including the role of an elected City Council.
- Knowledge of public agency record-keeping, municipal elections, and City Clerk functions.

- Familiarity with relevant laws, regulations, ordinances, and policies, such as the Public Records Act, Freedom of Information Act, Brown Act, FPPC procedures, and election laws.
- Proficiency in record-keeping principles and procedures.
- Ability to develop and implement goals, policies, and procedures, and provide leadership to the department.
- Capability to interpret and ensure compliance with legal requirements and regulations.
- Ability to coordinate municipal elections and oversee records management systems.
- Skill in preparing clear and concise reports, correspondence, and other written materials.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Proficiency in using office equipment and computer applications.
- Strong communication skills, both verbal and written.
- Ability to establish positive working relationships with various stakeholders.

### **Education and Experience**

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. A typical qualification would be:

- An Associate of Arts degree in public or business administration and three (3) years of increasingly responsible experience performing similar duties in a public agency.
- A Bachelor's degree, experience in a City Clerk's office, and supervisory experience are preferred.

### **License and Certificates**

The City Clerk should possess or have the ability to obtain:

- A Notary Public certification.
- A Certified Municipal Clerk certification is highly desirable.

### **Working Conditions:**

Physical Demands:

The City Clerk works primarily in a standard office setting with moderate noise levels and controlled temperature conditions. The position involves mobility to visit various City and meeting sites, operating a motor vehicle, and using standard office equipment, including a computer. While the role is primarily sedentary, standing and walking between work areas may be required. The City Clerk should have finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Occasionally, the employee may need to bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. The ability to lift, carry, push, and pull materials and objects up to 25 pounds is also necessary.

#### Environmental Elements:

The City Clerk works in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances.

#### Special Requirements:

The City Clerk is required to attend various meetings, some of which may occur at night.

**Note:** This job description is not exhaustive and may be subject to changes and additional duties as assigned by the City Manager.