



## STAFF REPORT

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**MEETING DATE:** February 8, 2023

**PRESENTER:** John Jansons, City Manager

**SUBJECT:** Authority to Update Job Descriptions for City Personnel (JAJ)

**RECOMMENDATION:** Council by motion adopt resolution affirming the authority of Human Resources Department staff to make necessary changes to job descriptions as needed subject to approval by the City Manager/Personnel Director and in consultation with represented labor groups as may be required.

**EXECUTIVE SUMMARY:** Pursuant to Kerman Municipal Code (KMC) Sections 2.12.030 and 2.12.050, the City Manager is the Chief Appointive Administrative Officer with the responsibility to implement and administer most matters pertaining to personnel with limited exceptions. Attachment A clarifies and reiterates this authority.

Over the last ten to fifteen years, human resource staff in coordination with the operational department, have made adjustments to job descriptions on an as-needed basis to reflect changes in City or other governmental requirements, ones that better reflect desired attributes and qualifications, and in response to changing labor market conditions or industry best practices or aspirations to fill and improve Kerman's workforce.

Since 2020 as vacancies occurred and positions needed to be filled, updates to job descriptions occurred as warranted on a routine basis subject to approval by the City Manager or if required, with the review or consent of represented labor groups.

**DISCUSSION:** On the advice of the City Attorney, a question has arisen if changes to job descriptions require City Council approval? And, has it been the City's past practice to update job descriptions administratively without City Council approval? According to KMC Sections 2.12.030 and 2.12.050, the City Manager, as Chief Appointive Administrative Officer is responsible for personnel (human resources). As such he or she is responsible for all matters pertaining to personnel with limited exceptions (see KMC Sections 2.12.030, F 1-5). Additionally, staff has been able to ascertain that it has been historical past practice for human resources to update Job Descriptions periodically and administratively at the request of the hiring department, subject to final approval by the City Manager.

This report brings clarity to recent questions and reiterates the City Manager's/Personnel Director's authority to administer human resource matters as necessary and appropriate to best manage the City's workforce.

We note that most recently job descriptions for Records Manager, Finance Director, Community Service Director and Public Works Permit Clerk (Attachment B) have been modified with changes that

were made as necessitated by a competitive labor market, the “great resignation”, COVID-19 and best practices. These include changes needed based upon new requirements, adjustment of duties, splitting of old, dual positions and modern position demands. Changes where needed, were updated during position vacancies, when establishing a new position(s), or when exempt from review by the labor groups.

Annually, through the budget process, the City Council does approve an authorized positions list and funds all requested positions by resolution, which will remain unchanged. If a new, additional position(s) is requested during a current fiscal year, those requests are brought to City Council for consideration and approval. Otherwise, updates to positions throughout the year, as needed, to recruit staff will continue to be recommended by the requesting department and approved by the Human Resources Division and City Manager (Attachment ‘B’).

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

- A. Resolution
- B. Job Description Examples

**RESOLUTION 23- \_\_\_\_**

**A RESOLUTION OF THE KERMAN CITY COUNCIL AFFIRMING THE AUTHORITY OF HUMAN RESOURCES DIVISION STAFF TO MAKE NECESSARY CHANGES TO JOB DESCRIPTIONS AS NEEDED SUBJECT TO APPROVAL BY THE CITY MANAGER/PERSONNEL DIRECTOR AND CONSULTATION WITH REPRESENTED LABOR GROUPS AS MAY BE REQUIRED.**

WHEREAS, pursuant to Kerman Municipal Code (KMC) Sections 2.12.030 and 2.12.050, the City Manager is the Chief Appointive Administrative Officer with the responsibility to implement and administer most matters pertaining to personnel with limited exceptions; and

WHEREAS, adjustments to job descriptions on an as-needed basis to reflect changes in City or other governmental requirements, ones that better reflect desired attributes and qualifications, and in response to changing labor market conditions or industry best practices or aspirations to fill and improve Kerman's workforce; and

WHEREAS, it has been confirmed that it has been historical past practice for human resources to update Job Descriptions periodically and administratively at the request of the hiring department, subject to final approval by the City Manager; and

WHEREAS, annually, through the budget process, the City Council will continue to approve an authorized positions list and funds all requested positions by Resolution; and

WHEREAS, updates to positions throughout the year, as needed, to recruit staff will continue to be recommended by the requesting department and approved by the Human Resources Division and City Manager.

NOW, THEREFORE BE IT RESOLVED THAT, the City Council of the City of Kerman resolves as follows:

1. The recitals above are true and correct and incorporated herein,
2. Updates to positions throughout the year, as needed, to recruit staff will continue to be recommended by the requesting department and approved by the Human Resources Division and City Manager.
3. This resolution is effective upon adoption by the City Council.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Kerman held on the 8th day of February 2023, and passed at said meeting by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby approved.

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Maria Pacheco  
Mayor

ATTEST:

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Marci Reyes  
City Clerk