

RESOLUTION NO. 2026-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORLAND
ESTABLISHING THE CLASSIFICATION OF DIRECTOR OF ADMINISTRATIVE
SERVICES/CITY CLERK, ADOPTING THE CLASS SPECIFICATION AND SALARY
RANGE, AMENDING THE MID-MANAGEMENT UNIT SALARY SCHEDULE, AND
APPROVING A MID-TERM SIDE LETTER OF AGREEMENT WITH UPEC LOCAL
792**

WHEREAS, the City of Orland (“City”) and United Public Employees of California, Local 792 (“Union”) are parties to a Memorandum of Understanding for the Orland Mid-Management Unit, effective July 1, 2025 through June 30, 2026 (“MOU”); and

WHEREAS, following the separation of the incumbent in the former classification of Director of Administrative Services/Assistant City Manager, the City has determined to establish a new combined classification, Director of Administrative Services/City Clerk, with finance and treasury functions provided separately by contract; and

WHEREAS, under Article 2.01 of the MOU and applicable law, the City retains the right to classify positions and to add classifications to its salary resolution; and

WHEREAS, by written request dated June 25, 2026, the Union asked that the new classification be added to the Mid-Management Unit, and the City and the Union have agreed to amend Attachment A of the MOU on a mid-term basis to add the classification, as set forth in the Mid-Term Side Letter of Agreement attached hereto as Exhibit C; and

WHEREAS, the City Council finds it in the public interest to establish the classification, adopt its class specification and salary range, amend the Mid-Management Unit salary schedule accordingly, and approve the Side Letter;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Orland as follows:

1. The classification of Director of Administrative Services/City Clerk is hereby established, and the class specification attached hereto as Exhibit A is adopted.
2. The salary range for the classification, attached hereto as Exhibit B, is adopted, and the Mid-Management Unit salary schedule (Attachment A to the MOU) is amended to add the classification at that range.
3. The Mid-Term Side Letter of Agreement between the City and the Union, attached hereto as Exhibit C, is approved, and the Designated Labor Negotiator is authorized to execute it on behalf of the City.

4. The Acting City Manager is authorized to appoint a qualified incumbent to the classification and to take such further personnel and administrative actions as are necessary to implement this Resolution.
5. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Orland at a regular meeting held this 21st day of July, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Terrie Barr, Mayor

ATTEST:

City Clerk

Exhibits: A — Class Specification; B — Salary Range; C — Mid-Term Side Letter of Agreement

EXHIBIT A

Class Specification — Director of Administrative Services/City Clerk

City of Orland

Position Description: Director of Administrative Services/City Clerk

Representation: United Public Employees of California, Local 792 — Mid-Management Unit

FLSA: Salaried Exempt

Date: Revised _____, 2026

Definition

Under the direction of the City Manager, the Director of Administrative Services/City Clerk serves as the primary management professional responsible for City Clerk functions, customer service, daily City Hall operations, human resources administration, records management, risk management, and administrative support to the City Council, City Manager, and all City departments. The position serves as the official custodian of municipal records and is responsible for ensuring compliance with applicable federal, state, and local laws governing public records, elections, and municipal administration. This is a represented, non-confidential classification; collective bargaining and confidential employee-relations functions on behalf of the City are reserved to the City Manager and are not performed by this position.

Supervision Received/Exercised

Appointed and supervised by the City Manager. The Director of Administrative Services/City Clerk may directly supervise administrative, clerical, customer service, and human resources support personnel.

Essential Functions and Examples of Duties

The duties listed below are representative of the position and are not intended to be all-inclusive.

- Manages day-to-day City Hall customer service and administrative operations.
- Serves as Clerk of the City Council and custodian of official City records.
- Prepares, publishes, and distributes agendas and agenda packets for City Council and Commission meetings.
- Attends City Council meetings and assists in ensuring compliance with the Brown Act and government transparency requirements.
- Records and maintains proceedings of City Council meetings and ensures records are available as required.
- Attests, publishes, posts, indexes, and files ordinances, resolutions, contracts, agreements, proclamations, and other official documents.
- Administers records management programs and establishes policies to ensure proper retention and disposition of records.
- Coordinates responses to Public Records Act requests and ensures compliance with applicable disclosure requirements.
- Submits legal notices and publications as required by law.
- Serves as Elections Official for municipal elections, including processing nomination papers and coordinating with election officials.

- Advises candidates on election procedures and campaign filing requirements.
- Assists with onboarding and orientation of newly elected officials and appointed commissioners.
- Administers Fair Political Practices Commission (FPPC) filings and Conflict of Interest reporting requirements.
- Provides information to City staff regarding employee benefits, leave programs, and human resources procedures, and maintains related personnel records.
- Provides administrative support for recruitment, onboarding, and employee training logistics.
- Oversees City lien filing processes and related administrative records.
- Receives and tracks municipal liability insurance claims and coordinates risk management activities.
- Coordinates with regional, state, and federal agencies regarding reporting requirements and compliance matters.
- Interfaces with contractors, consultants, governmental agencies, and community organizations.
- Supports the City Manager with project coordination, program administration, and special assignments.
- Represents the City at meetings, committees, and professional organizations as assigned.
- Serves as Administration Officer within the Emergency Operations Center (EOC) when activated.
- May serve as the City's Public Information Officer.
- Coordinates training and travel arrangements for City Council members and management staff.
- Develops administrative procedures, forms, and reports to improve operational efficiency and customer service.
- Performs related duties as assigned.

Knowledge, Skills and Abilities

Knowledge of:

- Principles and practices of local government administration.
- California Government Code, Brown Act, Public Records Act, Elections Code, and other laws affecting municipal operations.
- Human resources administration and personnel record-keeping practices.
- Modern records management systems and document retention requirements.
- Risk management principles and municipal liability procedures.
- Standard office software applications, including Word, Excel, Outlook, and records management systems.
- Principles of customer service and public communication.

Ability to:

- Effectively manage multiple projects and administrative functions.
- Analyze information and prepare clear and concise reports, correspondence, minutes, and official documents.
- Interpret and apply laws, regulations, policies, and procedures.
- Establish and maintain effective working relationships with elected officials, employees, governmental agencies, and the public.
- Communicate effectively both orally and in writing.
- Maintain confidential information and exercise sound judgment.
- Organize and maintain complex records management systems.
- Provide excellent customer service and resolve conflicts professionally.
- Supervise, train, and evaluate staff.

Minimum Qualifications

Education: Bachelor's degree in Public Administration, Business Administration, Human Resources, Political Science, or a closely related field is desirable.

Experience: Five (5) years of increasingly responsible experience in municipal administration, public administration, records management, human resources, or a related field, including at least two (2) years in a supervisory or management capacity. Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities may be considered.

License: Possession of, or ability to obtain, a valid California Driver's License.

Compensation and Leave

As a classification within the Mid-Management Unit, salary, administrative leave, exempt status, leaves, benefits, and retirement are as provided in the Mid-Management Unit Memorandum of Understanding.

EXHIBIT B

Salary Range — Director of Administrative Services/City Clerk

(Added to Attachment A, Mid-Management Unit Salary Schedules)

	Step 1	Step 2	Step 3	Step 4	Step 5
Annual	\$95,000.00	\$99,750.00	\$104,737.50	\$109,974.38	\$115,473.10
Monthly	\$7,916.67	\$8,312.50	\$8,728.13	\$9,164.53	\$9,622.76
Bi-Weekly	\$3,653.85	\$3,836.54	\$4,028.37	\$4,229.78	\$4,441.27
Hourly	\$45.67	\$47.96	\$50.35	\$52.87	\$55.52

EXHIBIT C

Mid-Term Side Letter of Agreement with UPEC Local 792 (Executed)

SIDE LETTER OF AGREEMENT

between the

CITY OF ORLAND

and the

UNITED PUBLIC EMPLOYEES OF CALIFORNIA, LOCAL 792

(Orland Mid-Management Unit)

Re: Mid-Term Addition of the Classification of Director of Administrative Services/City Clerk to the Mid-Management Unit (Attachment A)

This Side Letter of Agreement ("Agreement") is entered into by and between the City of Orland ("City") and the United Public Employees of California, Local 792 ("Union"), with respect to the Memorandum of Understanding between the parties for the Orland Mid-Management Unit, effective July 1, 2025 through June 30, 2026 ("MOU").

RECITALS

WHEREAS, the City and the Union are parties to the MOU, which recognizes the Union as the exclusive representative of the classifications listed in Attachment A to the MOU; and

WHEREAS, following the departure of the incumbent in the former classification of Director of Administrative Services/Assistant City Manager, the City has reorganized the administrative functions of City Hall and has determined to establish a new classification, Director of Administrative Services/City Clerk, consolidating City Clerk and administrative-services responsibilities, with finance and treasury functions provided separately by contract; and

WHEREAS, by written request dated June 25, 2026, the Union asked that the new classification be added to the Mid-Management Unit, and the representatives of the Mid-Management Unit support its inclusion; and

WHEREAS, the City and the Union have conferred and agree that the classification of Director of Administrative Services/City Clerk is appropriately included in the Mid-Management Unit, and the parties wish to amend Attachment A of the MOU accordingly on a mid-term basis pursuant to Article 12.01 of the MOU;

NOW, THEREFORE, the parties agree as follows:

1. Addition to Attachment A. Effective upon City Council approval of this Agreement, the classification of Director of Administrative Services/City Clerk is added to Attachment A (Salary Ranges) of the MOU, at the five-step range set forth in Exhibit 1 hereto.
2. Recognition. The classification of Director of Administrative Services/City Clerk is included within the Mid-Management Unit, and the Union is recognized as its exclusive representative, subject to and in accordance with all terms of the MOU.

3. Governing Terms. The wages, hours, and terms and conditions of employment for the classification are governed by the MOU, including its provisions on exempt status, administrative leave, leaves, benefits, retirement, and step advancement.
4. No Other Changes; No Reopener. Except as expressly set forth herein, all terms of the MOU remain in full force and effect. This Agreement is a mid-term amendment and does not reopen the MOU or any other term for negotiation.
5. Ratification and Approval. This Agreement is subject to ratification by the Union and approval by the City Council, and is effective upon the latter to occur.
6. Term. This Agreement continues for the remaining term of the MOU and carries forward into any successor agreement unless modified by mutual written agreement of the parties.

CITY OF ORLAND

By: _____ Date: _____

Gregory P. Einhorn, Designated Labor Negotiator

UNITED PUBLIC EMPLOYEES OF CALIFORNIA, LOCAL 792

By: _____ Date: 07-13-26

Name/Title: ROB ADAM PERRY, Labor Relations Representative

UPEC 792

EXHIBIT 1

Salary Range — Director of Administrative Services/City Clerk

(To be added to Attachment A, Mid-Management Unit Salary Schedules)

	Step 1	Step 2	Step 3	Step 4	Step 5
Annual	\$95,000.00	\$99,750.00	\$104,737.50	\$109,974.38	\$115,473.10
Monthly	\$7,916.67	\$8,312.50	\$8,728.13	\$9,164.53	\$9,622.76
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