



## **Staff Report**

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### RESOLUTION AUTHORIZING CHANGE IN CLASSIFICATION FROM ADMINISTRATIVE ASSISTANT/DEPUTY CITY CLERK TO DEPUTY CITY CLERK AND AN INCREASE IN SALARY RANGE

Honorable Mayor and Council Members:

#### **Summary**

Staff recommends that the City Council adopt the attached resolution authorizing a change in classification from Administrative Assistant/Deputy City Clerk to Deputy City Clerk and an increase in salary range.

#### **Background**

The Administrative Assistant/Deputy City Clerk position is currently vacant as the former incumbent left City service last week to start a new position with another city. Over the past few years, the Administrative Assistant/Deputy City Clerk classification has evolved into a specialized position that mainly performs complex City Clerk Office duties and responsibilities and minimal administrative assistant duties. Staff is proposing to change the title of the classification to Deputy City Clerk to accurately reflect the current duties and responsibilities of the position and how it functions today. Staff is also proposing to increase the salary range by five-percent (5%) in order to make the salary more commensurate with the requirements of the job and allow the City to remain competitive within the local labor market for similar positions in comparator agencies for recruitment purposes.

#### **Discussion**

The City is currently recruiting for the vacant position. Staff is proposing to change the classification by eliminating the Administrative Assistant portion of the title to Deputy City Clerk to reflect how the job functions today. The job description has been updated to reflect changes in duties and responsibilities as it has evolved over the past few years since the former incumbent, Ms. Sheila Harrington, was appointed to the position in July 1997. Staff is also proposing to increase the salary range by 5% to make the salary more commensurate with the level of duties required of the position and remain competitive within the local labor market. A survey was conducted using the Mid-Management and Confidential Employees Association (MMCEA) comparator group. The results showed the position to be -6.5% below market median and ranked sixth out of seven cities having the same position. Increasing the salary range by 5%, (please see below), will bring the salary more in line with the current market and will increase our chances of attracting a good applicant pool.

<u>Current Salary Range</u>		<u>Proposed New Salary Range</u>	
Step A	\$4,019 month	Step A	\$4,220 month
Step B	\$4,220	Step B	\$4,431
Step C	\$4,431	Step C	\$4,652
Step D	\$4,652	Step D	\$4,885
Step E	\$4,885	Step D	\$5,129
Step F	\$ 5,129	Step F	\$5,385

Please note that the proposed salary increase requires a meet and confer process with the MMCEA, which has been completed. The Association has taken no exception to the proposed salary or title change, and in fact, was endorsed by their representative.

**General Plan/Vision Statement**

There is no impact to the General Plan/Vision Statement.

**Fiscal Impact**

It is anticipated that there will be no impact to budget. Our practice is to hire new employees at Step 1 of the salary range, unless prior experience or salary warrants starting at a higher step. In a hypothetical situation, if the City needed to offer the top candidate Step 5 of the salary range due to prior experience and/or salary, the maximum additional cost to budget for the remainder of the fiscal year would be approximately \$1,500. However, salary savings from the temporary vacancy will more than offset any extra cost in the hypothetical situation above.

**Public Contact**

Posting of City Council agenda.

**Recommendation**

It is recommended that the City Council adopt the attached resolution to authorize the following:

- 1) Change classification to Deputy City Clerk.
- 2) Increase the salary range by five-percent (5%) for the Deputy City Clerk position.

**Alternatives**

1. Approve the change in classification, but maintain current salary level for recruitment.
2. Do not approve change in classification and maintain salary level for recruitment.
3. Provide alternative direction to staff.
4. Take no action at this time.

**Attachments**

- A. Resolution
- B. Updated Job Description

Respectfully submitted,

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Gregory L. Sam  
Interim Human Resources Director

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Terrence L. Belanger  
Interim City Manager

**Staff Contact:**

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**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT  
AUTHORIZING CHANGE IN CLASSIFICATION FROM ADMINISTRATIVE  
ASSISTANT/DEPUTY CITY CLERK TO DEPUTY CITY CLERK AND AN INCREASE  
IN SALARY RANGE**

**WHEREAS**, the Administrative Assistant/Deputy City Clerk position has evolved over the past few years to mainly perform complex City Clerk Office duties and responsibilities instead of administrative assistant duties; and

**WHEREAS**, it is proposed that the classification be changed from Administrative Assistant/Deputy City Clerk to Deputy City Clerk to accurately reflect the current duties and responsibilities of the position and how it functions today; and

**WHEREAS**, it is proposed that the salary range be increased by five-percent (5%) to make the salary more commensurate with the level of duties and responsibilities required of the position and keep the City competitive in the local labor market for similar positions in order to help attract a strong applicant pool for recruitment.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Belmont does hereby authorize the change in classification from Administrative Assistant/Deputy City Clerk to Deputy City Clerk and an increase in salary range of five-percent (5%) effective immediately.

\* \* \* \* \*

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a meeting thereof held on November 28, 2006, by the following vote:

AYES, COUNCILMEMBERS: \_\_\_\_\_

NOES, COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN, COUNCILMEMBERS: \_\_\_\_\_

ABSENT, COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
CLERK of the City of Belmont

APPROVED:

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MAYOR of the City of Belmont