



## **Staff Report**

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### **RESOLUTION AUTHORIZING RECLASSIFICATION OF CITY MANAGER ADMINISTRATIVE ASSISTANT TO EXECUTIVE ASSISTANT TO THE CITY MANAGER AND PROPOSED NEW SALARY RANGE**

Honorable Mayor and Council Members:

#### **Summary**

Staff recommends that the City Council adopt the attached resolution authorizing reclassification of the City Manager Administrative Assistant to Executive Assistant to the City Manager and proposed new salary range.

#### **Background**

In January 2005, Interim City Manager Jack Crist asked the Human Resources Department to perform a classification study on the City Manager's Administrative Assistant position. At that time, the Interim City Manager believed that the level and scope of work, duties and responsibilities and expectations of the position had increased over time due to the nature of the complex, fast-paced and confidential work required in the City Manager's Office.

The City retained Mr. John Obenhuber, a well-known retired municipal classification and compensation expert, and former Executive Director of the JPA Bay Area Employee Relations Service, to perform the classification study. The process involved several steps which included requiring the incumbent to complete a detailed Position Description Questionnaire, conducting job analysis interviews with the incumbent, supervisor and Interim Human Resources Director and a review of job descriptions and class specifications of comparable positions in neighboring cities.

The study was started and completed in February 2006. The findings concluded that the duties and responsibilities of the City Manager's Administrative Assistant had evolved to a higher level than the same positions in the individual departments and were not commensurate with the current job title and classification. The consultant recommended that the position be reclassified to Executive Assistant to the City Manager. The Interim City Manager desired to move forward with the reclassification, but was preparing to leave employment in early March. Consequently, Mr. Crist forwarded his recommendation and deferred any decision to his successor, in part to avoid making a significant personnel change prior to his departure and to give his successor input and an opportunity to observe the position first-hand before making a decision. Interim City Managers Maureen Cassingham and Terry Belanger were each briefed on the issue, but did not take action or render a decision during their tenure in Belmont.

**Discussion**

The City Manager’s Administrative Assistant provides direct support to the City Manager, City Council, and as needed, to the Human Resources Department, City Clerk and Information Services divisions. Work is performed with minimal supervision. It requires independent thinking and the exercise of good judgment. Assignments are diverse, confidential in nature and involve a combination of administrative, secretarial and program management duties. Program management duties include: responsibility for the Council Priority Calendar, Service Request program, budget assignments and planning and organizing special events such as the Employee Recognition Awards and Annual Holiday Party. This position also interacts on a daily basis with executive management, elective officials and representatives of outside organizations on a city-wide basis, which are not confined to a single department.

To summarize the report, the findings concluded that the duties and responsibilities of the City Manager’s Administrative Assistant have evolved to a higher level than the same positions in the individual departments. The duties and responsibilities are similar in scope to those found in higher level support positions in other city manager offices. A survey of the MMCEA survey group (see below) revealed that Belmont was the only agency using a city-wide classification of Administrative Assistant instead of a single-class Executive Assistant/Secretary position in the City Manager’s Office. As a result, the consultant recommended that Belmont’s position be reclassified to a single-class Executive Assistant to the City Manager.

The survey was also used to determine current market placement and a proposed salary range for the new position. The results of the survey are shown below. Belmont is approximately -20.08% below the median of the survey group.

<b>Agency</b>	<b>Classification</b>	<b>Max Salary</b>
Palo Alto	Executive Assistant to City Manager	6,347.00
Campbell	Executive Assistant to City Manager	6,171.00
Los Gatos	Executive Assistant to Town Manager	6,165.00
South San Francisco	Executive Assistant to City Manager	6,070.00
Redwood City	Executive Assistant	6,066.00
Menlo Park	Executive Secretary to City Manager	6,047.00
Burlingame	Executive Assistant	6,035.00
Foster City	Executive Assistant to City Manager	5,990.00
San Bruno	Executive Assistant to City Manager	5,696.00
San Carlos	Executive Assistant	5,685.00
San Mateo	Executive Secretary	5,273.00
<b>Belmont</b>	<b>Administrative Assistant</b>	<b>5,036.00</b>

Belmont Max Salary	5,036.00
Survey Median (less Belmont)	6,047.00

**Belmont Differential**

**-20.08%**

If the Council approves the reclassification request, based on previous practice, staff recommends that the Executive Assistant to the City Manager salary range be set at market median. The proposed salary range would be as follows:

Executive Assistant to City Manager  
Proposed Salary Range

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
\$4,738	\$4,975	\$5,224	\$5,485	\$5,759	\$6,047

Staff has met and conferred in good faith with MMCEA on the proposed reclassification and new salary range. The Association supports both changes.

**General Plan/vision Statement**

There will be no impact to the General Plan/Vision Statement.

**Fiscal Impact**

It is anticipated there will be a minimal impact to budget. The estimated cost for the remainder of fiscal year 2006-07 is approximately \$800.

**Public Contact**

Posting of City Council Agenda. A copy of the report was provided to representatives of the Mid-Management and Confidential Employees Association (MMCEA).

**Recommendation**

Staff recommends that the City Council adopt the attached resolution authorizing reclassification of City Manager Administrative Assistant to Executive Assistant to the City Manager and proposed new salary range effective immediately.

**Alternatives**

1. Do not approve reclassification and proposed salary range.
2. Provide staff with alternative direction.
3. Take no action at this time.

**Attachments**

- A. Resolution Authorizing Reclassification and Proposed New Salary Range for Executive Assistant to the City Manager.
- B. Classification Study Findings and Recommendations dated March 28, 2006, prepared by Management Consultant John C. Obenhuber.
- C. Job Description

Respectfully submitted,

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Gregory L. Sam  
Human Resources Director

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Jack R. Crist  
City Manager

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT  
AUTHORIZING RECLASSIFICATION OF CITY MANAGER ADMINISTRATIVE ASSISTANT  
TO EXECUTIVE ASSISTANT TO THE CITY MANAGER AND PROPOSED NEW SALARY  
RANGE**

**WHEREAS**, in February 2006, a classification study was performed on the City Manager's Administrative Assistant to determine if the current duties and responsibilities were commensurate with the job title and position; and

**WHEREAS**, the findings of the study concluded that the duties and responsibilities of the City Manager's Office Administrative Assistant have increased and are no longer commensurate with the current job title and position and are now similar to those equivalent to the class of Executive Assistant/Secretary to the City Manager used in neighboring cities; and

**WHEREAS**, the consultant recommended that the City Manager's Administrative Assistant position be reclassified to Executive Assistant to the City Manager and staff wishes to proceed with the reclassification;

**WHEREAS**, a salary survey was conducted of the MMCEA survey group to develop a proposed salary range for the new position, and it is recommended that the salary range be as follows:

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
\$4,738	\$4,975	\$5,224	\$5,485	\$5,759	\$6,047

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Belmont does hereby approve the reclassification of the City Manager Administrative Assistant to Executive Assistant to the City Manager and the proposed new salary range effective immediately after adoption of this resolution.

\* \* \* \* \*

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 February 27, 2007, by the following vote:

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

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

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

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

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

APPROVED:

\_\_\_\_\_  
MAYOR of the City of Belmont

