



Staff Report

RESOLUTION AUTHORIZING RECLASSIFICATION OF FINANCE ADMINISTRATIVE ASSISTANT TO MANAGEMENT ANALYST I/II 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 Finance Administrative Assistant to Management Analyst I/II and proposed new salary range.

Background

On August 14, 2007, the City Manager presented an informational report to Council regarding new position requests, reclassifications and departmental reorganizations. Included in this report was the proposed reclassification of Finance Administrative Assistant to Management Analyst I/II.

Discussion

The Administrative Assistant is a critical member of the Finance Department Team. Like the Finance Director, to whom this position reports, this individual is expected to wear a multitude of hats and perform a wide range of work requested of the Finance Department. Due to the nature of the work required by the Department the current Administrative Assistant is spending the majority of their time executing tasks and duties that are out-of-class and far above and beyond the current job title and job description. This has resulted in a mismatch of job title and salary to the level and scope of work already being performed.

The Administrative Assistant currently performs a variety of duties which require considerable skill, ability and knowledge. For instance, this position serves as the Deputy Risk Manager. In executing the functions of this duty, the employee must be able to exercise a high degree of discretion, organization, follow up and oversight on claims exposure matters. Furthermore, this position independently interacts routinely with judges, attorneys, professionals, senior and mid-management employees, elected officials and others requiring considerable talent and capability. Another requirement of this position is to conduct research and analysis and to assist in special projects on a variety of complex issues pertaining to Finance. In the past, this responsibility has run the gamut from serving as Deputy Project Manager on the Library/Belameda Park project to

drafting an answer book on annexations for the Harbor Industrial Area. Advancing the Administrative Assistant position to Management Analyst I/II will help address three key issues faced by the Director:

1. This position would help the Finance Director accurately represent the position duties and responsibilities which are at a level consistent with the work currently being performed. Presently, the incumbent is regularly performing out-of-class at the Management Analyst I/II level, but is relegated to the Administrative Assistant title and salary.
2. Retain valuable staff and aid in succession planning. Unfortunately, the City does not have a professional class between the Administrative Assistant and Management levels. Reclassifying with a Management Analyst I/II position would help bridge this gap and optimistically keep a valued and proven staff member with the City of Belmont.
3. Continue to develop the skill set for the incumbent so that the Department can effectively respond to requests for expanded service and provide even greater value to the City.

It is proposed that this new classification be flexibly staffed at either the Management Analyst I or II level depending upon qualifications, training, experience and prior performance. Management Analyst I would be an entry level position responsible for performing more routine professional tasks and duties. Management Analyst II would receive assignments of greater complexity and independence with which to operate. Appointment to the Analyst II level would require performance of the full range of duties for the class and meeting the qualifications established for this level. Analyst II would normally be filled by advancement from Analyst I, or when filled from the outside, would require prior municipal administrative experience.

Should this reclassification be approved by Council, based on previous practice, staff recommends that the Management Analyst I/II salary range be set at market median of the MMCEA survey cities at the Management Analyst I level. The Management Analyst II salary would be set at a rate of ten-percent (10%) higher than Analyst I. The proposed salary range would be as follows:

Management Analyst I

Step A	Step B	Step C	Step D	Step E	Step F
5,341	5,608	5,888	6,183	6,492	6,817

Management Analyst II

Step A	Step B	Step C	Step D	Step E	Step F
5,875	6,169	6,477	6,801	7,141	7,498

Staff has met and conferred with MMCEA on the proposed reclassification and salary range.

MMCEA supports the new classification.

General Plan/Vision Statement

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

Fiscal Impact

The estimated cost of the flexible staffing/reclassification is approximately \$10,000 this fiscal year. This cost was incorporated into the FY 2007/08 adopted budget.

Public Contact

Posting of the City Council agenda. A copy of the report was also provided to representatives of the Mid Management Confidential Employee Association (MMCEA).

Recommendation

It is recommended that the Council adopt the attached resolution authorizing the reclassification of Finance Administrative Assistant to Management Analyst I/II and proposed new salary range.

Alternatives

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

Attachments

- A. Resolution Authorizing Reclassification of Finance Administrative Assistant to Management Analyst I/II and Proposed New Salary Range
- B. Management Analyst I/II job description

Respectfully submitted,

Laura Frisbie
Human Resources Technician

Gregory L. Sam
Human Resources Director

Jack R. Crist
City Manager

Staff Contact:

Laura Frisbie, Human Resources Technician
650.595.7452
lfrisbie@belmont.gov

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
AUTHORIZING RECLASSIFICATION OF FINANCE ADMINISTRATIVE
ASSISTANT TO MANAGEMENT ANALYST I/II AND PROPOSED NEW SALARY
RANGE**

WHEREAS, on August 14, 2007, the City Manager presented an informational report to the Council regarding potential new staff position requests, reclassifications and departmental reorganizations; and

WHEREAS, in the report, staff proposed reclassifying the Finance Department Administrative Assistant to Management Analyst I/II. The proposed reclassification addresses the need for a job classification that accurately reflects the advanced level of work currently being performed by the Department’s Administrative Assistant; and

WHEREAS, the Human Resources Department has studied the proposed reclassification of Finance Administrative Assistant to Management Analyst I/II and recommends reclassifying the position to address the work currently being performed out-of-class by the incumbent as well as potential recruitment and retention issues; and

WHEREAS, a salary survey was conducted of the MMCEA survey group to develop a proposed salary range for the new Management Analyst I/II, and it is recommended that the salary range be as follows:

Management Analyst I

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>
5,341	5,608	5,888	6,183	6,492	6,817

Management Analyst II

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>
5,875	6,169	6,477	6,801	7,141	7,498

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Belmont does hereby authorize the reclassification of the Finance Department Administrative Assistant to Management Analyst I/II and proposed new salary range.

* * * * *

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 regular meeting thereof held on October 9, 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