

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: AMY REEVE, HUMAN RESOURCES DIRECTOR  
HUMAN RESOURCES DEPARTMENT  
SEAN MCGLYNN, CITY MANAGER  
CITY MANAGER'S OFFICE  
SUBJECT: RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA  
ROSA AMENDING THE CITY CLASSIFICATION AND SALARY  
PLAN TO MOVE THE CLASSIFICATION OF CITY CLERK FROM  
UNIT 11 – MID-MANAGEMENT CONFIDENTIAL TO UNIT 10 -  
EXECUTIVE MANAGEMENT

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Human Resources Department and City Manager's Office that the Council, by resolution, amend the City Classification and Salary Plan to move the classification of City Clerk from Unit 11 – Mid-Management Confidential to Unit 10 – Executive Management and further recommends that the status of the City Clerk classification be changed from classified to "at-will."

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EXECUTIVE SUMMARY

It has been determined by the City Manager, in consultation with the Human Resources Department, that the City Clerk classification should be moved to Unit 10 – Executive Management and the position should be classified as an "at-will" management position under an employment contract. Executive managers are not considered part of the classified service.

BACKGROUND

The City Clerk classification has been amended several times since it was established on November 1, 1981 and was most recently assigned to Unit 11 – Mid-Management Confidential.

In surveying surrounding jurisdictions during the recruitment process for City Clerk, it was found that comparable City Clerk positions were most often classified as contract or elected, executive level employees due to the level of responsibility and required

## CITY CLERK POSITION

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technical expertise, reporting directly to the City Manager, supporting the City Council and managing special meetings and elections.

### ANALYSIS

City Code Section 2-36.110 sets forth criteria for determining appropriate Unit designation for City employees. Of most relevance here, the factors include:

- A. The community of interest of employees;
- B. The history of employee representation in the unit among other employees of the City and in similar employment; and,
- C. The effect of the unit on the efficient operation of the City and sound employee relations.

It is recommended that the City Clerk be treated as an at-will, management position serving pursuant to an employment contract. The individual will serve at the will of the appointing authority and employment may be terminated at any time by either party without cause. The position is not part of the classified service or subject to the City's Personnel Rules and Regulations.

Other comparable full time at-will employees also serve pursuant to contract and are unrepresented. These include the Assistant City Managers, Department Directors and various other management staff. All similarly situated positions are placed in Unit 10– Executive Management.

### FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund.

### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

### NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

CONTACT

Amy Reeve, Human Resources Director, 707-543-3060; [areeve@srcity.org](mailto:areeve@srcity.org)