

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: golbou ghassemieh, HUMAN RESOURCES DIRECTOR  
SUBJECT: AMENDMENT TO THE CITY CLASSIFICATION AND SALARY  
SCHEDULE TO RECLASSIFY 1.0 FTE ADMINISTRATIVE  
ASSISTANT TO SENIOR ADMINISTRATIVE ASSISTANT AND  
CHANGING THE STATUS OF THE EMPLOYEE RELATIONS  
MANAGER CLASSIFICATION FROM AT-WILL TO CLASSIFIED

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

The Human Resources Department recommends that the Council, by resolution, approve the reclassification of 1.0 FTE vacant Administrative Assistant position to Senior Administrative Assistant in the City Manager's Office, and further recommends that the status of the Employee Relations Manager classification be changed from "At-Will" to Classified.

EXECUTIVE SUMMARY

Amendments to the City's classification and salary schedule require City Council approval. Therefore, the Human Resources Director presents the following amendments to the City Classification and Salary Schedule for Council approval:

- 1) Reclassification of 1.0 FTE Administrative Assistant to Senior Administrative Assistant, City Manager's Office
- 2) Change the status of the Employee Relations Manager position from "At-Will" to Classified

BACKGROUND

City Manager's Office: Reclassification of Administrative Assistant

The City Manager's Office (CMO) requested reclassification of 1.0 FTE vacant Administrative Assistant (AA) position to the higher-level Senior Administrative Assistant (SAA) classification. The CMO asserted in its reclassification study request that

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administrative support duties in the Office include a wide variety of highly complex and sensitive duties. The Administrative Assistant (AA) classification is limited to assignments that include only the most basic, routine, and repetitive duties performed according to established, step-by-step procedures. Therefore, very limited opportunities exist to allocate work efficiently or to cross-train for back-up coverage when needed due to the limitations of the lower level classification. The reclassification of the AA position to SAA adds capacity and addresses the increasing workload, allowing for even distribution of duties that require the ability to perform more complex work with a greater degree of independence. Human Resources agreed to conduct a classification study to determine the appropriate classification.

### Status Change for Employee Relations Manager Classification

In June 2017, the Human Resources Department recommended an “at-will” status be assigned to the position of Employee Relations Manager. This recommendation was approved by Council during the FY 2017/18 Budget process. Since that time, despite significant advertising and candidate sourcing efforts, the recent recruitment proved to be extremely challenging due to the “at-will” status and low salary range, resulting in only two (2) possible candidates. After a comprehensive interview process, only one (1) candidate was found to be suitable for the position.

### PRIOR CITY COUNCIL REVIEW

Reclassification of Administrative Assistant in CMO: No prior Council review

Status Change for Employee Relations Manager position: Prior Council approval of “At-Will” status in FY17/2018 Budget process

### ANALYSIS

#### City Manager’s Office: Reclassification of Administrative Assistant

The administrative support team in the City Manager’s Office provides the full range of administrative support to the City Council, City Manager, Deputy City Manager, and the City Clerk’s Office. The Administrative Assistant classification is limited to performing only the most basic, routine, and repetitive general office support duties, not allowing for an efficient allocation of administrative support duties or for cross training or back-up assignments. Human Resources conducted a classification study and determined that reclassifying the AA position to SSA will allow City Manager’s Office to more appropriately address an increasingly heavy work load, which includes a wide variety of difficult and complex office support duties. The level of work required cannot be assigned to an Administrative Assistant and reclassifying the vacant position to the higher-level Senior Administrative Assistant will increase the efficiency and productivity

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of the administrative support team, and establish a consistent level of support to the City Council and the City Manager's Office. Human Resources' review of the proposed duties confirms that they are consistent with the Senior Administrative Assistant level and recommends the reclassification. The reclassification will not impact a current employee as the position is currently vacant.

### Status Change for Employee Relations Manager Classification

Human Resources' Interim leadership initially recommended changing the status of the Employee Relations Manager (ERM) classification to "at-will" to clarify the position's increased level of responsibility as the organization's chief labor negotiator. However, Human Resources found the recent recruitment of the position to be a significant challenge due to the "at-will" status, as evidenced by a poor response and feedback to the City's recent recruiting efforts. Human Resources conducted a new study of the City's ten comparator agencies and found that none of the match classifications have an "at-will" status and all are listed in their agency's classified service, serving as the chief or lead labor negotiator. After surveying 10 additional agencies, none of those that are comparable to City of Santa Rosa were found to have a labor negotiator position that was "at-will". Human Resources also found that many agencies across the state have experienced long term challenges in recruiting for and filling ERM positions that are not "at-will," with agencies experiencing repeated failed recruitments and vacant positions for 1-2 years or more as a result. The "at-will" status of City of Santa Rosa's ERM position adds an additional and unnecessary challenge to fill this position with a qualified candidate. Furthermore, the position is described as mid-management level, reporting to the Human Resources Director for day to day supervision and direction. The Human Resources Director position is an "at-will" department head who is ultimately responsible for the overall operations of the Human Resources Department, including the labor and employee relations. Therefore, it is inappropriate for a mid-management level ERM reporting to an "at-will" department head to be the only position at this level in an "at-will" status in the organization. As such, the Human Resources Director recommends moving the ERM classification back into the classified service and changing the unit designation to Management Confidential which is not represented by any union.

### FISCAL IMPACT

#### Reclassification of Administrative Assistant to Senior Administrative Assistant

The additional annual cost of approximately \$6,700 to reclassify the AA to SAA exists in the current year budget because of salary savings. No additional funds for FY17/18 are required.

#### Status Change for Employee Relations Manager Position

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AND COMMUNITY SERVICES MANAGER AND 1.0 FTE ADMINISTRATIVE  
ASSISTANT TO SENIOR ADMINISTRATIVE ASSISTANT

No fiscal impact.

ENVIRONMENTAL IMPACT

These actions are exempt from the California Environmental Quality Act (CEQA) because they are not projects which have 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

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