



MOVING THE CLASSIFICATION OF CITY CLERK FROM UNIT 11 – MID- MANAGEMENT CONFIDENTIAL TO UNIT 10 – EXECUTIVE MANAGEMENT

City Council Meeting
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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 as the position should be an “at-will” management position with an employment contract and not part of classified service.

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.

Analysis

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

Analysis

The position is currently part of the classified service and subject to the City's Personnel Rules and Regulations. Other comparable positions, however, are at-will, serve pursuant to contract and are unrepresented. These include the Assistant City Managers, Department Directors and others. All are placed in Unit 10–Executive Management.

Analysis

The City Clerk should be an at-will management position serving pursuant to an employment contract. The individual serves at the will of the appointing authority and employment may be terminated at any time by either party without cause.

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.”

QUESTIONS?