



# AMENDMENT TO THE CITY CLASSIFICATION AND SALARY SCHEDULE

- City Council Meeting
- October 24, 2017

golbou ghassemieh  
Human Resources Director

# RECLASSIFICATION REQUEST

- City Manager's Office – 1.0 FTE  
vacant Administrative Assistant to  
Senior Administrative Assistant

# BACKGROUND

## **Administrative Assistant City Manager's Office**

- The Administrative Assistant position in the CMO is vacant due to the recent promotion of the previous incumbent
- The CMO has requested reclassification of the vacant Administrative Assistant(AA) position to the higher-level Senior Administrative Assistant (SAA)

# BACKGROUND (cont.)

- The AA classification requires minimal KSAs and therefore, does not allow for an efficient allocation of administrative support duties or for cross-training or back-up assignments
- SAAs independently perform more complex and difficult tasks using a multitude of software programs

# CURRENT

- The Administrative Assistant is the primary administrative support staff assigned to the City Council
- Is limited to performing the most basic, routine, and repetitive general office duties
- The administrative support “team” in the City Manager’s Office provides administrative support to the City Council, City Manager, Deputy City Manager, and the City Clerk’s Office

# BENEFITS

- Duties assigned no longer limited to basic and routine tasks
- Increased efficiency and productivity of the administrative support team
- Establishes a consistent level of support to the City Council, City Manager, Deputy City Manager, and the City Clerk's Office
- No fiscal impact on GF – additional funds available in the budget

# RECOMMENDATION

- It is recommended that Council, by resolution, approve the reclassification of 1.0 FTE vacant Administrative Assistant position to Senior Administrative Assistant in the City Manager's Office

QUESTIONS?