

City of Santa Rosa



Legislation Details

File #:	17-0962	Version:	1	Name:	Communications and Intergovernmental Relations Officer
Type:	CC- Report	Status:			Agenda Ready
File created:	10/12/2017	In control:			City Council
On agenda:	10/24/2017	Final action:			
Title:	REPORT - AMENDING THE CITY CLASSIFICATION AND SALARY PLAN TO: CHANGE THE TITLE OF THE CLASSIFICATION OF COMMUNICATIONS AND INTERGOVERNMENTAL AFFAIRS OFFICER TO COMMUNICATIONS AND INTERGOVERNMENTAL RELATIONS OFFICER; MODIFY THE SALARY RANGE; AND APPROVE THE JOB DESCRIPTION				
	<p>BACKGROUND: In February 2017, the City Manager requested Human Resources to create a new classification to be responsible for two (2) major City Programs: 1) Developing, coordinating, managing, and executing a comprehensive communications program for the City; and 2) Administer and facilitate the City's intergovernmental affairs and legislative advocacy program. The City Charter states that the compensation of all employees is subject to approval of the City Council. In June 2017, by resolution, the position was approved as part of the FY 2017-18 adopted budget, with the understanding that the City Manager's Office would not fill this position until Council approves the final job description and salary range being presented to Council for approval.</p> <p>RECOMMENDATION: It is recommended by the Human Resources Department recommends that the Council, by Resolution amend the City's Classification and Salary Plan to: 1) change the title of the classification from Communications and Intergovernmental Affairs Officer to Communications and Intergovernmental Relations Officer; 2) approve the job description; and 3) modify the salary range to be \$108,216 - \$135,303.</p>				
Sponsors:	Human Resources				
Indexes:	Not a Project				
Code sections:					
Attachments:	1. Staff Report, 2. Staff Report (Revised 10/24/2017), 3. Attachment A, 4. Attachment A (Revised 10/24/2017), 5. Resolution, 6. Presentation, 7. Presentation (Revised 10/24/2017), 8. Resolution_Redlined (Revised at Council), 9. Resolution_FINAL, 10. Attachment A - Salary Schedule redline.pdf				

Date	Ver.	Action By	Action	Result
10/24/2017	1	City Council	to waive reading of the text and adopt as amended	Pass