



Legislation Details (With Text)

**File #:** 2019-893      **Version:** 1      **Name:**

**Type:** Discussion      **Status:** Agenda Ready

**File created:** 9/12/2019      **In control:** City Council

**On agenda:** 9/17/2019      **Final action:**

**Title:** UPDATE ON THE FILLING OF THE VACANT ASSISTANT TO THE CITY MANAGER POSITION (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Exhibit 1 - Assistant to the City Manager

Date	Ver.	Action By	Action	Result
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**Report to Mayor and City Council**

Tuesday, September 17, 2019

Discussion

**SUBJECT:**

**UPDATE ON THE FILLING OF THE VACANT ASSISTANT TO THE CITY MANAGER POSITION (CITY COUNCIL)**

**I. SUMMARY**

This item was listed on the September 10, 2019 Special Agenda for City Council. It was received and filed.

At the request of Mayor Robles, this item is being placed on the September 17, 2019 Agenda for reconsideration.

This item is on the agenda at the request of Mayor Pro Tem Cedric Hicks and Councilmembers Lula Davis-Holmes and Jim Dear. Staff is currently recruiting to back fill the Assistant to the City Manager role (per the attached job spec) due to a recent resignation. This report provides City Council with an update on the recruitment.

**II. RECOMMENDATION**

Receive and File.

### III. ALTERNATIVES

N/A

### IV. BACKGROUND

The Assistant to the City Manager role became vacant as of August 15, 2019 due an employee resignation. A decision was made to back fill this role and the recruitment opened on August 14, 2019 and remains opened continuously at this time.

To date, 107 applicants have applied for the role, inclusive of 1 internal candidate. Raters are currently being confirmed for the Oral Exam which will consist of external and internal raters. Once the Oral Panel has been conducted and the Eligibility List is established, the selection interviews will be conducted by the City Manager. We anticipate having a candidate identified for this role by the end of the month.

### V. FISCAL IMPACT

None.

### VI. EXHIBITS

Assistant to City Manager job spec (pgs. 3-5).

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