



## Legislation Details (With Text)

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**Title:** CONSIDERATION OF RESOLUTION NO. 17-076, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB CLASSIFICATION SPECIFICATION FOR SENIOR CLERK (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Senior Clerk Job Classification Specification 2017, 2. Resolution 17-076 Senior Clerk

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

Tuesday, June 20, 2017

Consent

### **SUBJECT:**

**CONSIDERATION OF RESOLUTION NO. 17-076, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB CLASSIFICATION SPECIFICATION FOR SENIOR CLERK (CITY COUNCIL)**

### **I. SUMMARY**

To revise the Senior Clerk job classification specification to accurately indicate the essential job duties.

### **II. RECOMMENDATION**

ADOPT Resolution No. 17-076, amending the Classification Plan, Resolution No. 77-111, by adopting the revised job classification specification for Senior Clerk.

### **III. ALTERNATIVES**

TAKE any other action the City Council deems appropriate.

### **IV. BACKGROUND**

The Senior Clerk position is the mid-level departmental clerical support person. This

position performs advanced and complex clerical work.

Overtime, incumbents in this position have assumed the role of clerical support to City Commissions and Committees. As clerical support to these groups, they take and record minutes, prepare agenda items, draft correspondence and other materials.

Since this support has become an essential and regular job function, it is now necessary to include it in the specifications.

The Budget Subcommittee recommends this change to the job specifications and AFSCME is in agreement with the change.

## **V. FISCAL IMPACT**

There is no fiscal impact to the General Fund..

## **VI. EXHIBITS**

1. Senior Clerk Job Classification Specification (Exhibit 1) pg.3-4
2. Resolution Number 17-076 (Exhibit 2) pg. 5-6

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