



DATE: August 28, 2025

TO: Personnel Commission

FROM: Acting Director of Human Resources

SUBJECT: Review Revisions to the Job Description for Deputy City Clerk and Adopt the Revised Classification into the City's Classification Plan

RECOMMENDATION

That the Personnel Commission reviews and approves the proposed revisions to the Deputy City Clerk classification and adopts the revised classification into the City's Classification Plan.

SUMMARY

The revisions to this classification ensure that the job description accurately reflects current principles, practices and procedures of government operations and organization. The essential duties, education requirements, and knowledge and abilities sections have been updated providing clearer role distinctions and updates to better reflect the evolving scope of the role. These revisions were developed in collaboration with subject matter experts from the Office of the City Clerk and Human Resources and have been reviewed and mutually agreed upon by the respective union.

BACKGROUND/DISCUSSION

In addition to adopting and approving the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department reviews all job descriptions with the respective operating departments, updates each to align with the City's Classification Plan, and ensures the department's needs are included prior to recruitment.

The Office of the City Clerk plays a crucial role in its contributions to the City, including administering elections, managing City records, and coordinating all aspects of City Council meetings. This position plays a key role in the department and to local government. It involves the oversight of support staff, including the responsibility for the agenda process, assisting with the department's budget, conducting the recruitment process for the City's boards and Commissions and assisting with Citywide elections.

Given the evolving needs of the department, the City has proposed updates to the Deputy City Clerk classification to ensure that the job specification accurately reflects current responsibilities and expectations.

The proposed updates to the Deputy City Clerk job specification include revisions to Essential Duties, Education Requirements, and the Knowledge and Abilities sections to better reflect the evolving scope of the role. Updates to the Essential Duties section expand upon the role's responsibilities to include current expectations of staff training, record keeping, budget administration, recruitment efforts and notice publications, as well as representing the City and fostering a work environment that embraces service, flexibility, and positive working relationships. The education requirement has been updated from the completion of the twelfth grade, including or supplemented by specialized clerical courses, to now require an Associate's Degree from an accredited college or university. This degree should focus on business administration, public administration, or a closely related field. The Special Requirements section has been added, as one was not previously on the job specification. Lastly, updates to the Knowledge & Abilities section ensure that the required competencies align with the principals, practices and procedures of government operations and organization.

The proposed updates to the Deputy City Clerk classification clarify role distinctions that better reflect the evolving scope of the role.

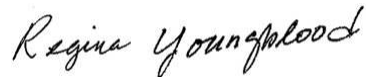
STRATEGIC ROADMAP

This agenda item supports the City Council's Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning and structure of the City's Classification Plan to address operational needs.

Prepared by: Amber Davis, Human Resources Analyst II

Recommended by: Ian Tecson, Acting Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager