



DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Deputy City Clerk

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Deputy City Clerk to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/DISCUSSION

In addition to adoption and approval of 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. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The changes to the job description reflect revisions to the role of Deputy City Clerk consistent with the expectation that the job provides oversight of staff and performs at a professional level, based on the standards for the position in similar jurisdictions. In the Office of the City Clerk, the Deputy City Clerk position will supervise the staff including the Management Analyst II position. Additionally, the incumbent will provide the requisite technical and administrative support needed to ensure the successful delivery of numerous complex projects and administrative tasks. Among other specific tasks, the position will conduct statistical analysis and oversee the records management policies and procedures, including records retention and electronic document management.

The minimum qualifications have been increased for the Deputy City Clerk to ensure that candidates have the type of experience required to perform the higher level duties of the position. Currently, the classification requires education equivalent to a high school diploma including specialized clerical courses, an Associate of Arts degree in office management, supervision or business administration or a related field is highly desirable and three years of increasingly responsible clerical experience, including office

management. The revised education requirement is a Bachelor's degree from an accredited college or university with major work in business, public administration or a related field and three years of professional level administrative experience, including at least two years in a lead or supervisory capacity. Designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks and a notary public license are desirable.

The changes to the Deputy City Clerk job description were shared with and agreed to by representatives of the Hayward Association of Management Employees (HAME). The Deputy City Clerk job description was revised to update the definition, distinguishing characteristics, supervision received, supervision exercised, essential duties, job related and essential qualifications, experience and education, special requirements, and to align the format to the current City standards.

The changes to the job description are as follows:

Deputy City Clerk

Definition

Added:

- "Under general direction of the City Clerk,..."
- "...in the Office of the City Clerk; performs budgetary and statistical analysis;..."
- "...and performs other duties as required."

Replaced: "...highly responsible..." with "...professional..."

Removed: "...in the Office of the City Clerk..."

Added **Distinguishing Characteristics** section:

Added: "This is a single level management classification that reports to the City Clerk. The incumbent performs various high level assignments with a great degree of independence. The classification is distinguished from the City Clerk in that the latter is responsible for strategic planning, organizing, and directing support to the City Council, official City records, and City elections. The position is distinguished from the Management Analyst I in that the latter works under direct oversight with a lesser degree of independence."

Revised "Supervision Received and Exercised" with "Supervision Received"

Added **Supervision Exercised** section:

Added: "...direct and indirect..."

Replaced: "...over other support staff..." with "...of administrative, temporary, and volunteer positions."

Essential Duties

Added:

- "...California..."
- "...City Council..."

- “Applies and implements records management policies, procedures and techniques including records retention and electronic document management.”
- “...operating...”

Replaced:

- “...act...” with “...Act...”
- “...-...” with “..., and...”
- “Prepares...” with “Assists in the development, implementation,...”
- “...monitors...” with “...monitoring of the...”
- “...under City Clerk’s supervision. Oversees petty cash drawer and regular expenditures and billing in order to ensure that they are within budget...” with “...; analyzes costs; and prepares a variety of fiscal, administrative and management reports.”
- “...and...” with “...including...”
- “..., ...” with “...; coordinates FPPC filings including...”
- “...designated employee...” with “...Statements of Economic Interests...”
- “Recommends suggestions and modifications to improve the records management program.” with “Assists in the development and revision of departmental policies, procedures and programs; conducts studies and projects related to program area; and coordinates program activities within the department.”
- “Composes Correspondence and response for...” with “Ensures timely responses to public records requests according to...”
- “...City Clerk...” with “...California Public Records Act...”
- “...completes special projects as assigned.” with “...and conducts research and retrieval of information and documents.”
- “...supervises support staff including preparing performance evaluations and approval of time cards.” with “...; provides training, input into performance evaluations, and recommendation for department’s personnel needs.”

Removed:

- “...prepares “Call to Special Meeting” as required;...”
- “Prepare and distribute Annotated Agendas and Council minutes.”
- “...of resolutions of intent and ordinances...”
- “...legal...”
- “Prepares and distributes City Council Agenda Schedule, Master Calendar and Weekly Schedule for Council and staff.”
- “Serves as Acting City Clerk as required.”

Job Related and Essential Qualifications

Knowledge of:

Added:

- “Principles and practices of Federal, State, and local city laws, rules and regulations pertaining to local government operations.”
- “Principles and practices of budgetary methods and techniques.”
- “Principles and practices of administrative and statistical analysis; and statistical research and presentation methods.”

- "... ; and computer applications related to the work performed in the City Clerk's Office."
- "Principles and practices of supervision."
- "Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations."
- "Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone."

Replaced:

- "Basic principles of office project management including budgeting." with "Principles and practices of public organization and administration."

Removed:

- "Possess a combination of education and experience resulting in the development of the knowledge, skills and abilities necessary to perform the duties and responsibilities of the position, such as:"
- "...various..."
- "Organization and function of City government."

Ability to:

Added:

- "Interpret and apply federal, state, and local laws and regulations including the Political Reform Act, Brown Act, Public Records Act, resolutions, ordinances, Municipal Code, City Charter, California Elections Code and other laws relevant to the Office of the City Clerk."
- "Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; maintain attention to detail and accuracy while meeting critical deadlines."
- "Read, analyze, evaluate and summarize statistical data; apply statistical formulas; collect, analyze and interpret a variety of information and data."
- "Establish and maintain cooperative relations with coworkers, the public and community."
- "Operate modern office equipment including computer equipment and specialized software applications programs; provide input for computer systems and programs related to assigned work."

Replaced:

- "Maintain..." with "Prepare clear and concise reports, correspondence, policies, procedures, and other written materials; maintain..."
- "Meet the public, understand their questions and effectively respond." with "Communicate clearly and concisely, both orally and in writing."

Removed:

- "Type at a minimum of 60 net words per minute."

Revised “Experience and Training” with “Experience and Education”

Added: “Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would qualify. A typical way to obtain the knowledge and abilities would be:”

Experience

Replaced:

- “...increasingly responsible clerical...” with “...professional level administrative...”
- “...including office management. Experience in a...” with “... , including at least two years in a lead or supervisory capacity.”

Removed: “...other...”

Added: “...experience...”

Education

Replaced:

- “...the completion of the twelfth grade including or supplemented by specialized clerical courses. An Associate of Arts degree in office management, supervision or...” with “...a Bachelor’s degree from an accredited college or university with major work in...”

Added: “...public...”

Removed:

- “...is highly desirable.”
- “Prospective applicants who have not had the education or experience listed may substitute other evidence of meeting the above qualifications for up to two years of the required clerical experience.”
- “(For example: two years of training at a vocational business school or two years of full time college education involving a variety of secretarial business or commercial subjects may be substituted for two years of the required experience; college education in a non-related subject may be substituted for up to two years of experience on the basis of one year of college education for six months of experience.”

Added Licenses and Certificates

Added:

- “Possession and maintenance of a valid California C Driver’s License.”
- “Designation as a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks is desirable.”
- “Notary public license is desirable.”

Added **“Special Requirements”** section:

Added: “Essential duties require the mental and/or physical abilities and work environment: Work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare

documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodations.”

FISCAL IMPACT

Pursuant to the Memorandum of Understanding between the City of Hayward and Hayward Association of Management Employees (HAME), the salary for the Deputy City Clerk has been adjusted to reflect a ten percent differential between the position and the highest paid subordinate (Management Analyst II). The increase to the salary of the Deputy City Clerk resulted in a net fiscal increase of \$24,482 annually. The cost for this increase will be adjusted at mid-year and will impact the City’s General Fund.

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Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAadoo, City Manager