

# Cover Memo

#### File #: ACT 17-064, Version: 1

- **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.

# ATTACHMENTS

Attachment IStaff ReportAttachment IIRevised Job Description for Deputy City ClerkAttachment IIICity Clerk's Office Organizational Chart