



## Staff Reports

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**File #:** 104-2021, **Version:** 1

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**To:** Honorable Mayor and Members of City Council

**From:** Steve Potter, City Manager

**Prepared By:** Liz Habkirk, Deputy City Manager

**TITLE:**

Update to the List of City Unrepresented Management Staff Positions

**RECOMMENDED ACTION:**

Adopt a resolution updating the list of City Unrepresented Management staff positions that receive compensation and benefits consistent with the Administrative, Managerial, and Professional Employees (AMP) Memorandum of Understanding for the term of January 1, 2020 through December 31, 2022, to add the Legal Analyst Position.

**DISCUSSION:**

On January 19, 2021, the City Council approved ordinance O2021-001 to designate the Legal Analyst position as an appointive officer pursuant to City Charter Section 75. The creation of the position followed a study by the Human Resources Department to review the needs of the City Attorney's Office, as well as the administrative support needs of the City Manager and City Clerk's Offices, which share space with the City Attorney in City Hall. The recommendation approved by the City Council was to delete the Legal Secretary position and approve a reallocation of those responsibilities to a new Legal Analyst position.

Through the study, Human Resources also determined that the variety of professional, technical, and analytical support provided by the new position would align its duties with the other classifications designated as City Unrepresented Management Staff.

By resolution R2020-008, the City Council has tied the compensation and benefits of Unrepresented Management Staff to the Administrative, Managerial, and Professional Employees (AMP) current Memorandum of Understanding with a term of January 1, 2020 through December 31, 2022. Approval of today's resolution will update the list of classifications that receive benefits consistent with the AMP Memorandum of Understanding to add the Legal Analyst position.

**FINANCIAL IMPACTS:**

None. The City Council has already approved the staffing plan for the City Attorney's Office to include the Legal Analyst position.

**CEQA:**

The City Manager has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

ATCH 1 - Resolution

EX A - Executed AMP Memorandum of Understanding

**NOTIFICATION:**

None