



## Staff Reports

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**File #:** 1736-2019, **Version:** 1

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

**From:** Jennifer Brizel, Human Resources Director

**Prepared By:** Jennifer Brizel, Human Resources Director

**TITLE:**

Classification Specification and Salary Range for Assistant City Manager.

**RECOMMENDED ACTION:**

Adopt a resolution Amending the City Classification Plan and Budget Staffing Plan by Adopting the Classification Specification and Salary Range of Assistant City Manager and Abolishing the Classifications of Assistant City Manager, Development Services and Assistant City Manager Administrative Services.

**DISCUSSION:**

The Human Resources Department and City Manager's Office assessed the role of the Assistant City Manager in preparation for the recruitment for the position and reestablished the job assignments based on the needs of the new structure of the organization.

The Assistant City Manager will provide highly responsible staff assistance to the City Manager, including oversight of internal controls and operations, coordinate existing City programs; provide leadership, direction and project management. The incumbent's assignments will vary in scope and content depending upon the changing needs of the City Manager; serve as Acting City Manager, as assigned, and is a member of the City's Executive Leadership Team. This position will provide effective, professional leadership, positioning the City to meet the community's current and future needs through appropriate technologies and services and will report the City Manager.

This new classification of Assistant City Manager will replace the existing classifications of Assistant City Manager, Development Services and Assistant City Manager, Administrative Services.

**FINANCIAL IMPACTS:**

No additional funding is required beyond that already allocated and approved in the City budget.

**CEQA:**

The Human Resources Director 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: Proposed Classification Specification for Assistant City Manager

EX B: Assistant City Manager, Development Services Classification Specification to Abolish

EX C: Assistant City Manager, Administrative Services Classification Specification to Abolish

**NOTIFICATION:**

Department Directors and Managers