



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: JANUARY 23, 2006

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ANTHONY M. COROALLES, CITY MANAGER

SUBJECT: APPROVAL OF THE RECLASSIFICATION OF ONE EXECUTIVE ASSISTANT POSITION AND A SALARY ADJUSTMENT FOR THE EXECUTIVE ASSISTANT TO THE CITY MANAGER POSITION.

MEETING DATE: FEBRUARY 1, 2006

SUMMARY RECOMMENDATION:

Staff recommends that the City Council approve the recommended reclassification and salary adjustments to the Executive Assistant and Executive Assistant to the City Manager positions.

BACKGROUND:

For several years now, there have been a group of Executive Assistants, all assigned to the same classification as a result of performing similar tasks albeit for their different departments. The only exception has been the position of Executive Assistant to the City Manager, with a salary range 5% higher as a result of what was, at the time, slightly more complex job duties. Over the past few years, the Executive Assistant to the City Manager position has grown increasingly even more complex and confidential in nature.

Additionally, one of the Community Development positions is poised to take on additional responsibilities which would create a slightly elevated distinction between it and the other Executive Assistant positions, yet while still not quite rising to the level of the Executive Assistant to the City Manager position; as it turns out, this

position is currently vacant, which makes this an optimal time to approve this adjustment.

DISCUSSION/ANALYSIS:

First, we are recommending raising the Executive Assistant to the City Manager position's salary range by 5%. Over the last few years, the Executive Assistant III (with the working title of Executive Assistant to the City Manager) position has become a higher level position, requiring more interaction with the City Council, more handling of confidential and highly sensitive information, and more opportunities for autonomous decisionmaking. The Executive Assistant to the City Manager has become a highly visible position and often is the community's first impression of the City Manager and the City Councilmembers, thereby requiring impeccable professionalism, a higher standard of customer service, and an extensive understanding of a wide variety of City issues. For these reasons, as well as the level of City personnel and community members that this position interacts with, a 5% salary range increase is more than justified.

We are also recommending a reclassification of the Community Development position to an Executive Assistant II position, with a salary range 5% higher than the current Executive Assistant range, and 5% lower than the Executive Assistant to the City Manager range. The Executive Assistant II position is clearly justified by four additional and/or separate and distinct task areas that will be or are already assigned to it. First, this position is responsible for coordinating agenda packets, reports, and minutes for some portion of five Commissions and/or Boards, which is significantly more than any other department. Second, this position is responsible for direct assistance to the Community Development Director, including calendaring support, event planning, and community liaisoning. Third, this position will be expected to be the lead administrative staff person, managing the interdepartmental Executive Assistant workload from among Community Development, Transportation & Intergovernmental Relations, and Public Works. Fourth, this position will have significant contract monitoring responsibilities, including the tracking of contract expiration dates and renewals and the drafting of contract modification language.

FISCAL IMPACT/SOURCE OF FUNDING:

Because no new positions are being created, and changes in salary ranges do not necessitate changes in an employee's actual salary, it is likely there will be no cost to the City this year to implement these adjustments. Ultimately, each position will have 5% more growth opportunity than it does now, but those costs will likely not be realized this year.

REQUESTED ACTION:

It is requested that the City Council approve, with an available effective date of February 1, 2006, the reclassification of the Executive Assistant to the City Manager position to a salary 5% higher with the official designation of Executive Assistant III, and the reclassification of the currently vacant Executive Assistant position in the Community Development Department to an Executive Assistant II position with a salary 5% higher than the Executive Assistant I position(s).