



AGENDA REPORT

Department: Administrative Services - Human Resources
Prepared by: Molly Brennan, Administrative Services Director
Meeting Date: Tuesday, February 21, 2023
Approved by: Brad Raulston, City Manager

SUBJECT:

Approval of Creation of One (1) New Job Classification and Amending the Executive Salary Schedule.”

RECOMMENDATION:

Approve the Resolution entitled, “Resolution of the City Council of the City of National City, California, Creating one (1) New Job Classification and Amending the Executive Salary Schedule.”

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:

On January 10, 2023 the National City Civil Service Commission approved the new City Clerk job classification (Exhibit A).

EXPLANATION:

Under the previous organizational structure, the City Clerk’s Office included the Deputy City Clerk, the position responsible for the daily operations of the City Clerk’s Office, and the City Clerk, a ceremonial elected position with non-mandated duties and responsibilities. The City voters passed Measure M on the November 8, 2022 election and results were certified December 13, 2022, making the City Clerk position a City Manager appointed position and member of the Executive Management Staff.

A stipulation of the measure was to allow the sitting City Clerk to remain until the end of her elected term December 2024. However, in this case the elected City Clerk ran for City Council in the same election unopposed for District 1, therefore, winning the seat. This required the City Clerk to resign from her position effective December 13, 2022, and the Deputy City Clerk has been appointed as Interim City Clerk until a permanent appointment can be made.

Due to the organizational changes to the City Clerk’s Office resulting from the last municipal election, staff brought forward a new job classification for City Clerk to make it a professional staff member position, which was approved by the Civil Service Commission on January 10th.

Staff recommends approving the addition of the City Clerk classification to the Executive Salary Schedule. The proposed salary is based on a regional salary survey benchmark, putting the National City Clerk position at the median of San Diego County agencies. In February 2024, the City Clerk will receive a 3% COLA upon an annual performance evaluation rating of satisfactory or above. The proposed salary for 2023 and 2024 is shown in Exhibit B - Amended Executive Salary Schedule.

FINANCIAL STATEMENT:

The budget savings from no longer having the expenditures associated with an Elected City Clerk will offset any increases from appointing the Deputy City Clerk as Interim City Clerk for the remainder of the current fiscal year. The City Clerk position will be included in the proposed FY24 budget for Council consideration later in the year.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:

Not Applicable

ENVIRONMENTAL REVIEW:

This is not a project under CEQA and is therefore not subject to environmental review.CCR15378; PRC 21065.

PUBLIC NOTIFICATION:

Agenda Report posted within 72 hours of meeting date and time in accordance with Brown Act.

ORDINANCE:

Not Applicable

EXHIBITS:

Exhibit A – City Clerk Job Classification
Exhibit B – Amended Executive Salary Schedule
Exhibit C - Resolution