

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Assistant City Manager *DST*

DATE: October 12, 2016 (CC Meeting of 10/19/16)

SUBJECT: Consider Position Change from Regular Part-Time Executive Secretary to Full-Time Administrative Assistant I or II in the City Manager's Office

BACKGROUND AND DISCUSSION

The current regular part-time Executive Secretary position in the City Manager's Office is budgeted at Salary Range 53 (\$4,555 to \$6,127 monthly), for 30 hours per week, with pro-rated benefits. With the retirement of the current Executive Secretary in the City Manager's Office this month, staff is proposing to utilize the current Administrative Specialist in the Administrative Services Department to primarily provide the higher-level administrative services needed for the City Manager's Office. The Administrative Specialist is also at Range 53 on the Salary Plan and has similar essential functions in comparison to the Executive Secretary job description. The position vacancy is then proposed to be filled with the hiring of a full-time Administrative Assistant I or II to assume those combined responsibilities of the Executive Secretary and Administrative Specialist positions that are more consistent with the Administrative Assistant I or II job description. The Administrative Assistant I has a Range 45 salary level (\$3,737 to \$5,028 monthly), and the Administrative Assistant II has a Range 48 salary level (\$4,028 to \$5,415 monthly). The intent is that both the Administrative Specialist and Administrative Assistant positions will perform job duties for both the Administrative Services Department and the City Manager's Office as needed, consistent with the collaboration that has been occurring for many years. With the next fiscal year budget, the funding for both the Administrative Specialist and the Administrative Assistant position may be included in the Administrative Services Department to reflect the shared supervision responsibility. The additional 10 hours per week that will be the result of changing the City Manager's Office position from regular part time to full time will help provide additional support for the human resources/risk management responsibilities and also public information (City website and government channel).

The additional cost for increasing one position from 30 hours per week to full-time at 40 hours per week, and the related increased cost for benefits, is estimated to initially be less than approximately \$5,000 for the next fiscal year if the new hire receives the "New" CalPERS retirement benefit. If the new Administrative Assistant position is filled with the hiring of an employee with a "Classic" CalPERS retirement benefit (such as if we hire an employee who has been working for another city), then the additional cost is estimated to

be a maximum of approximately \$8,000 for the next fiscal year, if the salary rate was at the mid-step level for the Administrative Assistant II Salary Range.

Since we anticipate salary savings in the current fiscal year from a position vacancy while the recruitment is conducted for the Administrative Assistant position, no budget amendment is requested at this time. Staff can re-evaluate the need for a budget amendment for salary and benefits at the time that the mid-year budget amendment report is scheduled for City Council consideration in the Spring of 2017.

Also, the Administrative Specialist Range 53 position is already budgeted; therefore, we are requesting Council approval to fill the Executive Secretary vacancy with a full-time Administrative Assistant I or II position. As previously discussed, we may select an Administrative Assistant I candidate (at Salary Range 45), but we will request authorization to hire an Administrative Assistant II (at the higher Salary Range 48), to retain flexibility.

STAFF RECOMMENDATION

Approve position change from regular part-time (30 hours per week) Executive Secretary at Range 53 to full-time (40 hours per week) Administrative Assistant II at Range 48 in the City Manager's Office.