



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Approve Reallocation of Administrative Clerk - Confidential to Administrative Secretary - Confidential, and approve salary range for Administrative Secretary - Confidential.

**MEETING DATE:** November 21, 2001

**SUBMITTED BY:** Human Resources Director

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**RECOMMENDED ACTION:** That City Council approve the reallocation of one position of Administrative Clerk - Confidential to Administrative Secretary - Confidential, and approve the salary range described herein for Administrative Secretary - Confidential.

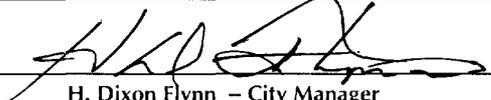
**BACKGROUND INFORMATION:**

Human Resources is one of the few City departments that operates without a department secretary. With the passage of time, an increase in the range and complexity of duties performed by Human Resources staff has transformed the department into an organization where the services of an Administrative Secretary are required.

The general duties of an Administrative Secretary include responding to requests for information, maintaining files, updating resource materials and training clerical staff. They also handle personnel, payroll, purchasing, and budget duties in their respective departments. Higher level responsibilities include researching and analyzing data for special projects as well as gathering data and assisting in developing recommendations regarding the formulation of policies, procedures, and new programs. As with all City departments, and specifically as proposed within the Human Resources Department, this position will provide support to the Director and function as a central clearing house for receiving inquiries, conducting research and providing answers relative to personnel and benefits issues for employees, other agencies, and citizens.

There are several duties, specific to the Human Resources function, that correspond to the level of responsibility and scope of work performed by an Administrative Secretary. These duties will be assigned to this position. They include performing billing and reconciliation of medical, dental, vision, chiropractic, life insurance and accidental death and dismemberment insurance benefits; implementing all changes to the salary and classification plan; coordinating the employee recognition and annual service awards programs; performing complex calculations such as converting accumulated sick leave hours to medical benefits, COBRA payments, eligibility periods and retirement calculations; and assisting retirees and surviving spouses with problems and special requests.

APPROVED: \_\_\_\_\_

  
H. Dixon Flynn – City Manager



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The increased demands placed on the department by the incremental growth of the City's workforce, coupled with the assumption of duties outlined above, has brought Human Resources to the point where it is logical to consolidate the performance of these duties within one position. This will be accomplished by reallocating our existing Administrative Clerk position to that of an Administrative Secretary - Confidential.

This reallocation will enhance the effort of the department with a moderate monetary expenditure, while better serving the City's needs and accomplishing a major Human Resources objective of providing responsive and professional service to City employees and the public. At the same time we are charged with keeping operating costs as efficient as possible. This change accomplishes both objectives. It is important to note this change will not increase the number of budgeted positions in the department.

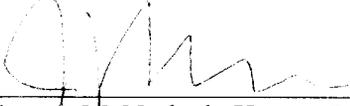
A class specification and salary range for Administrative Secretary currently exists, however a salary range for the confidential classification is required. The City's standard has been to set confidential ranges five percent greater than represented positions. It is recommended that City Council approve the following salary range for Administrative Secretary - Confidential.

Step A	Step B	Step C	Step D	Step E
2891.31	3035.88	3187.67	3347.06	3514.41

**FUNDING:** Current budget

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Vicky McAthie, Finance Director

Respectfully submitted,

  
\_\_\_\_\_  
Joanne M. Narloch, Human Resources Director

prepared by Kirk J. Evans, Sr. H.R. Analyst

cc: City Attorney

APPROVED: \_\_\_\_\_  
H. Dixon Flynn – City Manager

RESOLUTION NO. 2001-272

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING  
REALLOCATION OF ADMINISTRATIVE CLERK –  
CONFIDENTIAL TO ADMINISTRATIVE SECRETARY –  
CONFIDENTIAL, AND APPROVE SALARY RANGE FOR  
ADMINISTRATIVE SECRETARY – CONFIDENTIAL

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NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby approve the reallocation of one Administrative Clerk – Confidential to Administrative Secretary – Confidential; and

BE IT FURTHER RESOLVED, that the Lodi City Council hereby approves the salary range for Administrative Secretary – Confidential as follows:

STEP				
A	B	C	D	E
\$ 2,891.31	\$ 3,035.88	\$ 3,187.67	\$ 3,347.06	\$ 3,514.41

Dated: November 21, 2001

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I hereby certify that Resolution No. 2001-272 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 21, 2001 by the following vote:

- AYES: COUNCIL MEMBERS – Howard, Land, Pennino and Mayor Nakanishi
- NOES: COUNCIL MEMBERS – Hitchcock
- ABSENT: COUNCIL MEMBERS – None
- ABSTAIN: COUNCIL MEMBERS – None

  
SUSAN J. BLACKSTON  
City Clerk