



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt resolution approving the reclassification of one (1) Administrative Clerk to Senior Administrative Clerk located in Public Works – Fleets and Facilities Division (HR)

MEETING DATE: Wednesday, October 15, 2003

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: Adopt resolution approving the reclassification of one (1) Administrative Clerk to Senior Administrative Clerk located in Public Works – Fleets and Facilities Division. (HR)

BACKGROUND INFORMATION:

The reclassification of one (1) Administrative Clerk to Sr. Administrative Clerk in the Fleet & Facilities Division is included in the 2003-04 budget. A classification study has been conducted on the position of Administrative Clerk in accordance with the Rules for Personnel Administration. The Administrative Clerk for the Fleet Services Division provides extensive support services to the Fleet and Facilities Division by managing and maintaining the maintenance shop's computer management system, generating a variety of reports for supervisors and management, and directing data entry work by the Parts Clerk. The Administrative Clerk provides supervision over part-time and contract employees, performs data entry, prepares complex reports, and serves as the Fleet Division's automated management system administrator - providing lead direction and coordination for that database.

This Administrative Clerk works independently in a stand-alone office environment, supporting the maintenance shop's operations exclusively. This staff member oversees the maintenance shop's filing system and records, types and prepares all Fleet Division memorandums and letters, and prepares complex reports and specialized documents using the Fleet management system for Finance and other departments. This person also acts as the Division's receptionist, trains others, confirms that internal and external reports and deadlines are maintained, and provides a variety of other support duties as required.

The Human Resources staff recommends that the incumbent be reclassified to a Sr. Administrative Clerk.

APPROVED: _____


H. Dixon Flynn -- City Manager

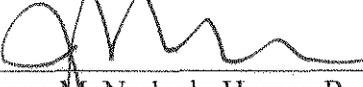


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COST: Additional fiscal-year cost of \$2,365
FUNDING: General Fund (Currently approved in FY 2003-04 Budget)

Respectfully submitted,



Joanne M. Narloch, Human Resources Director

cc: City Attorney
Richard Prima, Public Works Director

Prepared By: Amy Flores, Management Analyst

APPROVED: _____
H. Dixon Flynn -- City Manager

RESOLUTION NO. 2003-192

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE RECLASSIFICATION OF ONE
ADMINISTRATIVE CLERK TO SENIOR ADMINISTRATIVE
CLERK IN THE PUBLIC WORKS - FLEETS AND
FACILITIES DIVISION

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the reclassification of one Administrative Clerk to Senior Administrative Clerk in the Public Works Department – Fleets and Facilities Division.

Dated: October 15, 2003

I hereby certify that Resolution No. 2003-192 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 15, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Howard, Land, and
Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk