



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Establish Recruitment Salary Control Point for the Position of City Clerk

MEETING DATE: May 31, 2006

PREPARED BY: City Manager

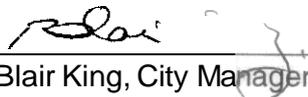
RECOMMENDED ACTION: Establish a recruitment salary control point of \$6,540 per month which allows for a salary range of \$5,932 - \$7,210 per month to be used in recruitment material for a new City Clerk.

BACKGROUND INFORMATION: Attached *is* a memorandum prepared by Human Resources Management Analyst Babette Davis evaluating the relative differences and similarity of job duties for the Clerk of the cities of Lodi, Davis, Modesto, and West Sacramento. Using the above cities as comparison, taking into account job duties, qualifications, and performance expectations, a competitive salary for Lodi, lies from \$5,932 to \$7,210 per month.

It is recommended that this salary range be used for recruitment purposes and that flexibility be allowed if the Council, upon conclusion of the recruitment process, **feels** that an exceptionally qualified candidate demands a higher level of compensation. By publishing this salary control point and the salary range, most candidates will have a clear indication of the City's compensation expectation.

FISCAL IMPACT: The proposed salary should allow Lodi to attract an experienced and skilled candidate necessary for municipal operations, yet falls within the City's ability to pay.

FUNDING AVAILABLE: Current City Clerk budget.


Blair King, City Manager

Attachment

APPROVED: 
Blair King, City Manager

INTEROFFICE MEMORANDUM

TO BLAIR KING, CITY MANAGER
FROM BABETTE DAVIS, MANAGEMENT ANALYST
SUBJECT: CITY CLERK – ADJUSTABLE SALARY RECOMMENDATION
DATE 5/25/2006
CC: JIM KRUEGER, DEPUTY CITY MANAGER/INTERNAL SERVICES DIRECTOR

The following City Clerk matrix is comprised of three survey cities selected by the Lodi City Council. Job specifications utilized for this survey have job duties similar in nature and are considered equivalent on varying scales except for the *City of Modesto. The intent of this survey is to establish a cost control point which allows for an adjustable salary during an offer of employment for the 2006 City Clerk recruitment.

It is recommended that City Council accept and approve the control point of \$6,540 per month which allows for an average salary range of \$5,932 - \$7,210 per month.

	Lodi City Clerk	Davis City Clerk	Modesto City Clerk/Auditor	West Sacramento City Clerk
Salary Range	\$6,572	\$6,264-\$7,614	\$6,651-\$8,314	\$5,600-\$6,806
Education	Equivalent to a Bachelors Degree	Equivalent to High School Diploma	Equivalent to a Bachelors Degree	Equivalent to High School Diploma & 60 college units
Work Experience	3 years of progressively responsible administrative experience	4 yrs journey level secretarial experience, 2 of the 4 years must include supervisory experience	5 yrs experience in a City Clerk and Auditors office, 2 of the 5 yrs must include supervisory exp.	3 yrs experience in a City Clerk office or a related function
Highly Desirable	Possession of or ability to obtain within two years a Certified Municipal Clerk (CMC) certificate	Bachelors Degree Certified Municipal Clerk (CMC) certificate	Certified Municipal Clerk (CMC) certificate	Certified Municipal Clerk (CMC) certificate
Number of Staff Supervised	2 Deputy City Clerks 1 Administrative Clerk	1 Deputy City Clerk 1 Deputy City Clerk	1 Asst. City Clerk 1 Deputy City Clerk 1 Admin. Asst. II 2 Admin Office Asst I 1 Accountant	1 Records Manager
City Population	65,000	65,000	203,000	40,000

* The City of Modesto City Clerk also retains the auditor function for the Finance Department. This includes approving and signing checks for accounts payable and payroll, accept and process wage garnishments, stop notices on City projects, claims and summons, review purchase orders, invoices, and records. Recommendation