



Legislation Details

**File #:** 66196      **Version:** 1      **Name:** Discussion of Chief of Staff Position Description: Policy Development, Analysis, and Implementation; Strategic Management of Common Council Office Operations; and Common Council Office Communications

**Type:** Miscellaneous      **Status:** In Committee

**File created:** 6/28/2021      **In control:** PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION (ended 10/2021)

**On agenda:**      **Final action:**

**Enactment date:**      **Enactment #:**

**Title:** Discussion of Chief of Staff Position Description: Policy Development, Analysis, and Implementation; Strategic Management of Common Council Office Operations; and Common Council Office Communications

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Council Chief of Staff PD\_Class Specs.pdf, 2. 070121FOCUS AREAS.pdf, 3. 070821FOCUS AREAS.pdf, 4. Common Council Staffing Needs - 7\_15\_21 .pdf, 5. 2021-07 Notes from TFOGS Implementation Work Group on Engagement Position.pdf, 6. Common Council Staffing needs - 7\_22\_21.pdf, 7. From FINAL REPORT OF TFOGS - ORENS 1.pdf, 8. From FINAL REPORT OF TFOGS - ORENS 2.pdf, 9. Common Council Staffing needs - 7\_22\_21 Larson.pdf, 10. CC Office Functions (1).pdf, 11. Common Council Staffing Needs - 7\_29\_21 (1).pdf, 12. OrgChart.pdf, 13. Duties by Staff member 8-18-21.pdf, 14. CEC Essential Functions Research-8-6-21-Final (002).pdf, 15. 102020 Final Report\_President's Work Group to Review Council Communication Tools Proceses.pdf, 16. FINAL REPORT OF THE TASK FORCE ON GOVERNMENT STRUCTURE.pdf, 17. TFOGS\_ORENS.pdf, 18. Priority Recommendations.pdf, 19. COMMON COUNCIL OFFICE ORG CHART 8-2021.pdf

| Date      | Ver. | Action By | Action  | Result |
|-----------|------|-----------|---|--------|
| 9/23/2021 | 1    |           | PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION (ended 10/2021) |        |
| 8/19/2021 | 1    |           | PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION (ended 10/2021) |        |
| 8/5/2021  | 1    |           | PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION (ended 10/2021) |        |
| 7/29/2021 | 1    |           | PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION (ended 10/2021) |        |
| 7/22/2021 | 1    |           | PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION                             |        |

|           |   |   |
|-----------|---|---|
| 7/15/2021 | 1 | DESCRIPTION (ended 10/2021)<br>PRESIDENT'S WORK GROUP TO<br>REVIEW AND REVISE THE<br>CHIEF OF STAFF POSITION<br>DESCRIPTION (ended 10/2021) |
| 7/8/2021  | 1 | DESCRIPTION (ended 10/2021)<br>PRESIDENT'S WORK GROUP TO<br>REVIEW AND REVISE THE<br>CHIEF OF STAFF POSITION<br>DESCRIPTION (ended 10/2021) |
| 7/1/2021  | 1 | DESCRIPTION (ended 10/2021)<br>PRESIDENT'S WORK GROUP TO<br>REVIEW AND REVISE THE<br>CHIEF OF STAFF POSITION<br>DESCRIPTION (ended 10/2021) |