

TO: Common Council
FROM: Susan J. Gafner
DATE: 06/24/2015
SUBJECT: Assistant to the Mayor Title Change

At the request of the Mayor's office and based on the duties and responsibilities of the Mayoral Assistants, I am recommending a title change of "Assistant to the Mayor 1 and 2" to "Deputy Mayor 1 and 2" in CG19, Range 29 and 28, respectively. These four positions currently held by Anne Monks, Katie Crawly, Enis Rayland and Gloria Reyes are liaisons to several city agencies. Additional lead staff responsibilities of these positions such as budget, community events and training are more appropriately named under the title of 'Deputy Mayor'. The term 'Assistant' is typically used to mean 'helper' or 'aide' and often is perceived as a lower rank than the term 'Deputy'. Several cities throughout the United States, such as New York City, New Jersey and New Orleans use the title of Deputy Mayor for employees that handle coordination of specific policy areas. Because of this, the title of Deputy Mayor more accurately describes the nature of work and complexity of the position and I recommend changing to this title. Since these positions are in CG19 and not part of the Civil Service, the Common Council has the authority to make this title change without Personnel Board review. Since this is only a title change, there is no fiscal impact. The necessary resolution to implement this change has been drafted.

cc: Paul Soglin-Mayor
Mike Lipski-HR Services Manager