



Legislation Details (With Text)

File #: 69282 **Version:** 1 **Name:** Create a new classification of Deputy City Clerk in CG18, R7, and delete position #4651 from the Administrative Supervisor (CG18, R3) classification. Recreate the position as Deputy City Clerk and reallocate the incumbent.

Type: Resolution **Status:** Passed

File created: 1/12/2022 **In control:** Human Resources Department

On agenda: 2/1/2022 **Final action:** 2/1/2022

Enactment date: 2/3/2022 **Enactment #:** RES-22-00099

Title: Create a new classification of Deputy City Clerk in CG18, R7, and delete position #4651 from the Administrative Supervisor (CG18, R3) classification. Recreate the position as Deputy City Clerk and reallocate the incumbent.

Sponsors: Satya V. Rhodes-Conway

Indexes:

Code sections:

Attachments: 1. PB Memo-Municipal Clerk Series-Final.pdf, 2. Deputy Clerk Position Description NEW (002).pdf

Date	Ver.	Action By	Action	Result
2/1/2022	1	COMMON COUNCIL	Adopt Unanimously	Pass
1/24/2022	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
1/19/2022	1	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval	Pass
1/18/2022	1	FINANCE COMMITTEE	Refer	
1/18/2022	1	COMMON COUNCIL	Refer	Pass
1/12/2022	1	Human Resources Department	Referred for Introduction	

Fiscal Note

The proposed resolution would recreate position #4651 from an Administrative Supervisor (CG18, R3) to Deputy City Clerk (CG18, R7) and reallocate the incumbent to the new position. The annualized cost of the proposed reclassification is \$3,300 (including benefits).

The Clerk’s Office has stayed within its salaries budget in three of the last four years from 2018 to 2021. Salary spending can vary from the budgeted amount due to overtime costs associated with staff committee meetings as well as election staffing costs. The cost associated with the recreation of this position will be absorbed within the Clerk’s Office 2022 Operating Budget and monitored by Finance during the quarterly projection process. Beginning in 2023, this cost will be built into the agency’s base budget. No additional appropriation is needed at this time.

Title

Create a new classification of Deputy City Clerk in CG18, R7, and delete position #4651 from the Administrative Supervisor (CG18, R3) classification. Recreate the position as Deputy City Clerk and reallocate the incumbent.

Body

Resolution to create a new classification of Deputy City Clerk in CG18, R7; recreate position #4651 of Administrative Supervisor as a Deputy City Clerk; and reallocate the incumbent J. Verbick to the new classification in the Clerk's Office budget, thereof.