

PERSONNEL BOARD OF MONTEREY PARK AGENDA

**REGULAR MEETING
Monterey Park City Hall Council Chambers
320 West Newmark Avenue, Monterey Park, CA 91754**

**Wednesday
May 10, 2017
7:00 PM**

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

Documents related to an Agenda item are available to the public in the Human Resources Department located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at www.montereypark.ca.gov.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Commission Chair and Commissioners may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1334 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

CALL TO ORDER

Chairperson

FLAG SALUTE

ROLL CALL

Yoko Igawa, Liane Kwan, Pauline Lemire, Frank Robles, Greg Verbeck

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Commission's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATIONS - None.

[2.] CONSENT CALENDAR

2-A. Approval of Minutes

It is recommended that the Personnel Board:

- (2) Approve minutes from the April 12, 2017 meeting; and
- (3) Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING – None.

[4.] OLD BUSINESS – None.

[5.] NEW BUSINESS

5-A. Approval of Chief City Clerk Class Specification

It is recommended that the Personnel Board:

- (1) Approve the recommended request to create a Chief City Clerk classification and its Class Specification; and
- (2) Take such additional, related, action that may be desirable.

5-B. Vacancy and Recruitment Report

It is recommended that the Personnel Board:

- (1) Review the Vacancy and Recruitment Report; and
- (2) Take such additional, related, action that may be desirable.

5-C. 2017 Personnel Board Attendance Record

It is recommended that the Personnel Board:

- (1) Review the 2017 Personnel Board Attendance Record; and
- (2) Take such additional, related, action that may be desirable.

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

ADJOURN



Personnel Board Staff Report

DATE: May 10, 2017

AGENDA ITEM NO: 2-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Personnel Board Minutes

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the minutes from the special meeting of April 12, 2017; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

None.

BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted by:

A handwritten signature in blue ink that reads "Sandie Lee for TCody". The signature is written over a horizontal line.

Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. April 12, 2017 Special Meeting Minutes

ATTACHMENT 1
April 12, 2017 Special Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
APRIL 12, 2017**

The Personnel Board of the City of Monterey Park held a Regular Meeting of the Board in the Council Chambers located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, April 12, 2017 at 7:00 p.m.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:01 p.m.

FLAG SALUTE:

Human Resources Analyst Sandie Lee led the flag salute.

ROLL CALL:

Human Resources Analyst Sandie Lee called the roll:

Board Members Present: Yoko Igawa, Liane Kwan, Pauline Lemire, Frank Robles Greg Verbeck

Board Members Absent: Director of Human Resources Tom Cody

ALSO PRESENT: Parks Superintendent Chris Reyes

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATION

None.

2. CONSENT CALENDAR

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the March 22, 2017 minutes. The minutes have been approved as presented.

Motion: Board Member Yoko Igawa moved to approve the March 22, 2017 minutes and Board Member Liane Kwan seconded, motion carried by the following vote:

Ayes:	Board Members:	Igawa, Kwan, Lemire, Robles, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	None

MISSION STATEMENT

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3. PUBLIC HEARING

None.

4. OLD BUSINESS

None.

5. NEW BUSINESS

5A. UPDATE THE PARKS SUPERVISOR CLASS SPECIFICATION

The Public Works Parks Superintendent has reviewed the class specifications of the Parks Supervisor position, and has set forth proposed changes to update the position to include the most current industry standards, in order to achieve a more accurate fit with the duties and requirements of the Division as they stand in 2017. Many critical functions of the daily duties of this position are now included in the recommended class specification update. It is recommended that the Parks Supervisor class specification be updated.

Action Taken: The Personnel Board approved the recommended request to update the Parks Supervisor class specification.

Motion: Board Member Frank Robles moved to update the Parks Supervisor class specification and Board Member Yoko Igawa seconded, motion carried by the following vote:

Ayes:	Board Members:	Igawa, Kwan, Lemire, Robles, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	None

5B. VACANCY AND RECRUITMENT REPORT

Monthly report of the City's recent hires, recruitment progress, and current and future openings.

Action Taken: Received and file.

5C. 2016 PERSONNEL BOARD ATTENDANCE RECORD

The Personnel Board reviewed the 2017 attendance record.

Action Taken: Received and file.

6. PERSONNEL BOARD COMMUNICATIONS AND MATTERS

Board Member Liane Kwan asked about the pending Personnel Board Hearings. Human Resources Analyst Sandie Lee provides a status update regarding the pending Personnel Board Hearings.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:34 p.m.

Tom Cody
Director of Human Resources & Risk Management



Personnel Board Staff Report

DATE: May 10, 2017

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Request for Approval of Chief City Clerk Class Specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended request to create a Chief City Clerk classification and its Class Specification; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City Clerk Office serves as a vital and important operational department within municipal organizations. The current classification of Deputy City Clerk, under the direction of the City Manager and the elected, ceremonial City Clerk, is responsible for the daily day-to-day operations of the office, supervises and evaluates staff, generates and manages the department's \$500,000 budget as well as all the services the department functions. The Deputy City Clerk classification is currently a mid-level manager represented by the Mid-Management Association, one of the City's eight employees associations. The Deputy City Clerk classification supervises and evaluates the performance of three assigned staff members a full-time Secretary, a Minutes Clerk and a Clerk Typist.

As part of these duties, the Deputy City Clerk attends all Executive Team Management meetings and functions, representing the City Clerk's Office. A non-Executive or non-Department Head level attendee becomes problematic when certain issues are discussed such as confidential labor issues/negotiations. At times, the Deputy City Clerk is asked to recues herself and the City Clerk's Office is not represented in these discussions. In addition, the Deputy City Clerk is not fully vested with the authority of a Department Head to manage and lead the City Clerk's Office. Under the leadership of a Department Head level position, the City Clerk's office can play a role in the policy making process and implementation of policy to promote efficiency and uniformity throughout the City.

BACKGROUND:

Besides the above-mentioned personnel that are supervised, the day-to-day operations managed are significant municipal functions and include:

- Records Management – City permanent and historical records
- Elections – responsible for candidate nominations and filing of paperwork
- Attend all Council meetings
- Prepare City Council agenda packets and distribute
- Prepare City Council minutes
- Oversee Public Record Act requests and compilation of information
- Oversee appointment and implementation of all commissioners and board members for the City's 11 boards/commissions.
- Manages and monitors Fair Political Practices Commission filings
- Prepare honorary and proclamation certificates
- Central city hall contact point for public inquiries, in person and by other means of communication and acts as liaison between the public and the municipality
- Passport acceptance agency for community

Many municipalities, similar to Monterey Park, have elected part-time and ceremonial City Clerks and a professional full-time management staff position to oversee the day-to-day operations of the City Clerk's Office. A survey was conducted and it showed that the municipalities of Arcadia, Azusa, Baldwin Park, Covina, San Gabriel, South Pasadena and West Covina have implemented this organizational structure for their City Clerk's Office. In four of the cities, the management position overseeing the office has the job title of "Chief Deputy City Clerk" and one city has a "Chief City Clerk". These positions are classified as "Executive", "Unrepresented" or "Confidential", which allows them to participate with other executive Directors in a full range of discussions as well as confidential labor issues/negotiations. Monterey Park's current organization structure has a Mid-Management classification of Deputy City Clerk overseeing these departmental functions and thereby precludes the participation of the Clerk's Office in some executive level discussions.

As a result, it is recommended a Department Head-level (unrepresented) classification be created for our City Clerk's Office. The new Chief City Clerk classification exercises full responsibility and accountability for all functions and operations, personnel and the long-range planning of the City Clerk's Office in conjunction with the oversight of the elected City Clerk and City Manager. These duties are consistent with those positions in the other surveyed cities. Attached for your approval is the Job Description for the new Chief City Clerk classification.

FISCAL IMPACT:

The survey indicated the average monthly salary range for the positions is \$7,244 - \$9,225.

The monthly salary range for our current Deputy City Clerk is \$6,182 - \$7,908. The proposed monthly salary range for the new Chief City Clerk position is \$7,244 - \$9,225. This proposed salary matches the average salary range of the cities surveyed and is appropriate given this position's span of control, duties and responsibilities. The proposed salary range creates another level for the city's Executive Salary Schedule.

It is recommended that the Chief City Clerk class specification be approved.

Respectfully submitted by:



Thomas J. Cody
Director of Human Resources & Risk Management

ATTACHMENTS:

1. City of Monterey Park – Chief City Clerk Class Specification
2. City of Monterey Park City Clerk's Office Organizational Chart
3. City of Monterey Park – Executive Salary Range
4. City Clerk's Office Salary Survey of Neighboring Municipalities
5. Chief Deputy City Clerk Job Description, City of Arcadia
6. Chief Deputy City Clerk Job Description, City of Covina
7. Assistant City Clerk Job Description, City of West Covina

ATTACHMENT 1
City of Monterey Park – Chief City Clerk
Class Specification

CHIEF CITY CLERK

DEFINITION

As a Department Head and a member of Executive Management, the Chief City Clerk manages the daily operations, personnel, and long-range planning for the City Clerk's Office. Under general direction from the elected City Clerk, this position plans, organizes, manages, and directs the operations and services of the City Clerk's Department; performs responsible, administrative and complex administrative duties; maintains official City documents and records; administers municipal elections, the Passport Acceptance Center, and assist with the City's website; performs related duties as required.

REPRESENTATIVE DUTIES:

Duties may include, but are not limited, to the following:

Accepts full responsibility for all City Clerk Department activities and services, including maintenance of official City documents and records; administration of municipal elections, the Passport Acceptance Center, and assist with the City's website.

Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.

Plans, coordinates, and directs the City Clerk Department operations; establishes priorities, coordinates operations and assures program objectives and standards are defined and meet the City goals.

Prepares, manages and coordinates the development of the City Clerk Department annual operating budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.

Recruits and staffs full-time and part-time personnel, and volunteers. Directs the daily activities of the City Clerk Department staff and volunteers; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.

Plans, directs, coordinates and participates in the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

Assures effective communications; interprets and explains legislative laws pertaining to municipal elections and laws that effect the operation of the City Clerk's Department; evaluates policies and procedures, and recommends solutions.

Administers and enforces federal, state and local laws pertaining to the Brown Act, Maddy Act, Public Records Act, elections, and legal publication requirements of certain notices and advisements.

Authorizes a wide variety of correspondence, documents, records, forms, memorandums, reports, manuals and other materials including those of a confidential nature; conducts complex analytical studies.

Oversees General Municipal Elections in conjunction with the Los Angeles County Registrar-Recorder/County Clerk, and conducts Special Elections as required.

Oversees codification of the Municipal Code.

Oversees the content of the City's website in items pertaining to the City Clerk Department.

Coordinates and oversees bid openings, and commission application process and records.

Serves as the de facto Filing Officer for economic interest and political campaign statements for the State of California.

Oversees the retention, maintenance and retrieval of comprehensive records management system; maintains custody of the City Seal.

Administers oaths or affirmations; oversees and assists with the coordination of the minutes; acts for City Clerk in her/his absence, including attendance at Council meetings.

QUALIFICATIONS:

Knowledge of:

Applicable Federal, State and Municipal laws, codes, regulations and procedures, including election laws and procedures and political reform requirements; principles of organizational management including program development and administration, modern technology and office/administration practices, procedures, methods, equipment and applications; principles and procedures of records management and record keeping, including record retention laws.

Ability to:

Plan, direct and coordinate the activities of the City Clerk's Department; implement and enforce municipal laws and election procedures; exercise independent judgment, initiative and discretion in performance of duties; compile and apply analytical studies, compose correspondence; work

independently; provide administrative assistance and effectively communicate with other departments, personnel and other agencies; proficiently operate office machines, including a personal computer with word processing, spreadsheet, presentation, database and desktop publishing software; communicate orally and in writing; handle confidential material.

Skill to:

Operate personal computer, computer software. Understanding of website language.

Education/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: A Bachelor's degree in public or business administration or in a closely related field or the equivalent in experience and three years experience in a City Clerk's office, including one year as a supervisor, with experience in records management, modern technology and office/administrative practices. Experience conducting or supervising municipal elections is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a California Driver's License is required at time of appointment and as a continuing condition of employment. Certification as a Certified Municipal Clerk required within 24 months of appointment.

Physical Effort:

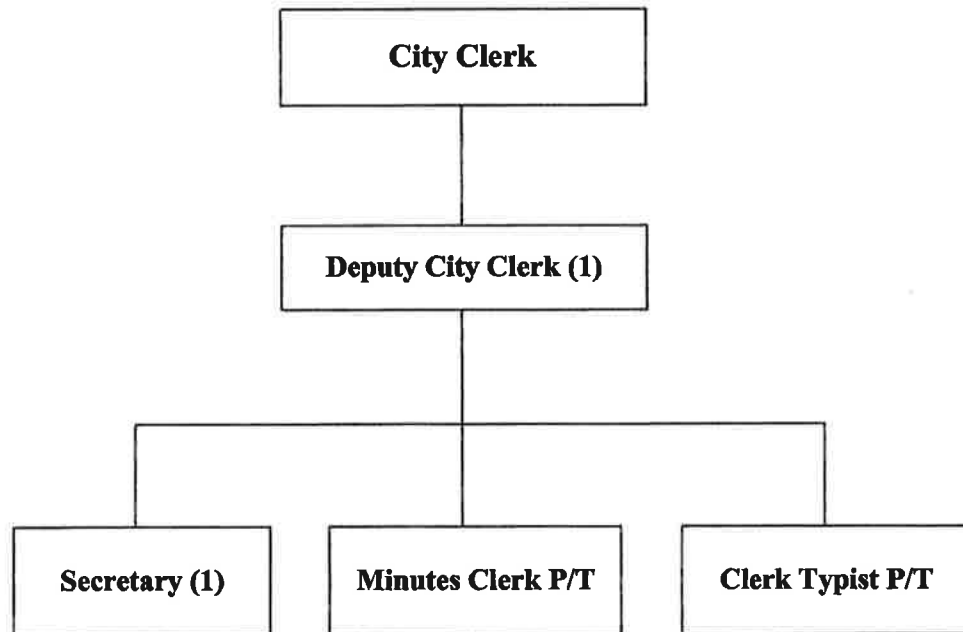
Position may require prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Anticipated Approval by the Personnel Board: May 10, 2017

ATTACHMENT 2
City of Monterey Park City Clerk's Office
Organizational Chart

City Clerk's Office



ATTACHMENT 3

City of Monterey Park – Executive Salary Range

Executive Salary Ranges
Effective: 1/1/16

<u>Job Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Police Chief*	160, 000	199, 000
Fire Chief	146,000	190,000
Director Public Works	128,000	164,000
Department Head + Assistant City Manager*	150,000	192,000
Director of Management Services	128,000	164,000
Director of Human Resources / Risk Management	128,000	164,000
Director of Community / Economic Development	128,000	164,000
Controller	124,000	158,000
Director of Recreation / Community Services	109,000	140,000
City Librarian	100,000	126,000

*Pursuant to Contract

ATTACHMENT 4
City Clerk's Office Salary
Survey of Neighboring Municipalities

	Elected, Part-time City Clerk	Alternate Classification	Steps	Salary Range/mo		Job Desc
Arcadia	\$6,000/yr	Chief Deputy City Clerk (mgt)	10	\$ 6,629.00	\$ 8,278.00	X
Azusa	\$3,090.26/mo	Chief Deputy City Clerk (Unrep)	6	\$ 6,863.55	\$ 8,342.72	
Baldwin Park	\$2,400/yr	Chief Deputy City Clerk	7	\$ 5,272.54	\$ 7,065.71	
Covina	\$2,400/yr	Chief Deputy City Clerk (Exec)	8	\$ 7,039.48	\$ 9,214.77	X
San Gabriel	\$250/mo	Chief City Clerk (Exec)	5	\$ 10,330.00	\$ 12,556.00	
West Covina		Assistant City Clerk (Confid)	2	\$ 7,332.00	\$ 9,898.00	x
Average				\$ 7,244.43	\$ 9,225.87	

Average Annual Salary Range	\$	86,933.14	\$	110,710.40
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Monterey Park	\$6,000/annual	Deputy City Clerk - monthly	10	\$ 6,182.00	\$ 7,908.00
		Chief City Clerk - monthly	10	\$ 7,244.00	\$ 9,225.00
		Chief City Clerk - yearly	10	\$ 86,928.00	\$ 110,700.00
		16% increase from Deputy City Clerk to Chief City Clerk			

ATTACHMENT 5

Chief Deputy City Clerk Job Description, City of Arcadia

CITY OF ARCADIA

CHIEF DEPUTY CITY CLERK/RECORDS MANAGER

DEFINITION

Under administrative direction of the City Manager, to perform, support, coordinate, and oversee the activities and operations of the City Clerk's and City Attorney's Office, including division administration, public information, election management, City records management, and complex paralegal and legal secretarial duties; to coordinate assigned activities with other City departments and outside agencies; and to provide administrative support to the City Manager and City Council as assigned.

SUPERVISION EXERCISED

Exercises direct supervision over technical and administrative support staff in the City Clerk's Office and the City Attorney's Office.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for City Clerk's and City Attorney's Office services and activities; recommend and administer policies and procedures.

Manage the development and implementation of City Clerk's Office goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Manage and participate in the development and administration of the City Clerk's Office budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate City Clerk's Office activities with those of other departments and outside agencies and organizations; as assigned, provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Oversee coordination of the City Attorney's Office activities with those of other departments and outside agencies and provide staff assistance to the City Attorney.

Assume responsibility for the preparation, organization, printing and distribution of the agenda and agenda packet materials for City Council and other meetings.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manage the central phone call in system for public information.

Attend City Council meetings and record all official proceedings; prepare minutes and other documents; direct the publication, filing, indexing and safekeeping of all proceedings of the City Council.

Plan and conduct municipal elections; ensure conformance to election and government code; advise candidates, City officials, and designated employees of Political Reform Act filing requirements; serve as filing officer for the Fair Political Practices Commission; administer the City's Conflict of Interest Code; maintain documents for public inspection; order and maintain election supplies and equipment.

Receive and process formal petitions relating to initiatives, referendums, or recalls; examine and certify results; receive and process petitions relating to matters pertaining to the City.

Maintain the City's Municipal Code; determine placement and assign new article/section numbers to new revisions/additions to the Municipal Code; assist departments in format of resolutions and ordinances; attest, publish, index and file ordinances and resolutions.

Maintain custody of official records and archives of the City, including ordinances, resolutions, contracts, agreements, deeds, insurance, and minutes; certify copies as required; oversee the indexing, filing, and scheduling of documents for microfilming or other technological record keeping systems.

Provide official notification to the public regarding public hearings, including legal advertising of notices.

Execute official City documents; maintain custody of City Seal; administer and file oaths of office and oaths of allegiance.

Officiate at bid openings; direct the preparation of contracts and agreements between the City and bidders.

Respond to citizen inquiries.

Research and prepare data for City Council, staff members, other governmental agencies, citizens, and news media; answer questions and give out information on the telephone, by correspondence, and in person.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal government.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Legal terminology and the forms and documents used in legal secretarial work.

Legal procedures and practices involved in composing, processing and filing a variety of legal documents.

Standard legal references and their contents.

Pertinent Federal, State, and local laws, codes and regulations.

Organization and function of municipal government.

Election laws, political reform requirements, and procedures for administering municipal elections.

Records management functions and the City's official record keeping system.

Modern principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles and practices of records management, including records retention laws.

Principles and methods of record keeping and report writing.

English usage, spelling, vocabulary, grammar, and punctuation.

Practices used in minute taking and preparation.

Modern office procedures, methods and computer equipment.

Principles of supervision, training, and performance evaluation.

Knowledge of:

Principles and practices used in dealing with the public.

Safe driving principles and practices.

Skill to:

Take and transcribe shorthand or speed writing notes at a speed necessary for successful job performance.

Operate modern office equipment ,including computer equipment.

Operate a motor vehicle safely.

Ability to:

Select, supervise, train, and evaluate assigned staff.

Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Direct the retention/destruction of official records in accordance with applicable laws and regulations.

Gain cooperation through discussion and persuasion.

Prepare and administer a budget.

Plan and organize work to meet schedules and deadlines.

Identify and respond to community and City Council issues, concerns and needs.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient City Clerk's and City Attorney's Office services.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare and maintain accurate and complete records.

Plan, coordinate, and conduct municipal elections.

Ability to:

Prepare official minutes, resolutions, and ordinances.

Meet and deal tactfully and effectively with the public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Type at a speed of 60 words per minute is desirable.

Minimum Qualifications:

Experience:

Five years of increasingly responsible complex administrative support experience in a City Clerk's or City Attorney's Office.

Training:

Equivalent to the completion of the twelfth grade. An Associate's degree with major course work in public administration, business administration, or a related field is desirable. A Bachelor's degree from an accredited college or university in public administration, business administration, or a related field is highly desirable.

License or Certificate:

Ability to obtain certification by the International Institute of Municipal Clerks as a Certified Municipal Clerk.

Certification or ability to be a Notary Public is required.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations; availability to attend evening meetings.

Effective Date: February 2007

ATTACHMENT 6
Chief Deputy City Clerk Job Description,
City of Covina

CITY OF COVINA

CHIEF DEPUTY CITY CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees and directs the operations and services of the Records Management Department, which includes the performance of statutory duties and the preparation, posting and maintenance of agendas, minutes and records for the City Council as prescribed by statute; in coordination with the elected City Clerk conducts/coordinates municipal elections and ensures compliance with conflict of interest laws and FPPC regulations; coordinates program activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council, City Clerk, City Manager, and Assistant City Manager; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Chief Deputy City Clerk** is an at-will executive level classification which exercises full responsibility for all functions and operations of the Records Management's Office including records management and retention, production and publication of agendas and minutes for the City Council and a variety of commissions and boards, and is responsible for enforcement of laws and regulations pertaining to elections and campaign financing, public records, meeting notices and conflict of interest. This position is distinguished from the next higher classification of Assistant City Manager in that the latter has overall responsibility for all City Departments.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Assistant City Manager. Provides support to the elected City Clerk to accomplish the responsibilities of the position. Exercises direct supervision over assigned office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all Records Management's Office activities, budgets, and services including activities associated with the production, publication and maintenance of City records, agendas, agenda packets, and minutes relating to City Council, and other board and commission activities; coordinates activities with other City officials, departments, outside agencies, organizations and the public.
- Develops, implements and maintains departmental goals, objectives, policies and procedures; supervises, trains, motivates and evaluates assigned staff in the development and interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.

CHIEF DEPUTY CITY CLERK

Page 2

- Executes and certifies official City documents; maintains custody of the City Seal; administers and files oaths and affirmations; takes affidavits and depositions pertaining to City affairs.
- Keeps an accurate record of the proceedings of the City Council and related boards and commissions; follows up on Council actions to ensure timely preparation, indexing and filing of agreements, resolutions, ordinances and vital records; updates the Municipal Code to reflect actions of the Council.
- Plans and directs the conduct of municipal elections in cooperation with the City Clerk; assists in administering local data returns for statewide elections; serves as liaison with County elections officials.
- Serves as the filing officer for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates and committees; coordinates City Council, City Clerk, City Manager, City Attorney and other filings with the Fair Political Practices Commission.
- Provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history and Fair Political Practices Commission filings; analyzes, enforces and explains laws and regulations related to public records, meeting notification, archival research, municipal elections, campaign financing and conflict of interest.
- Verifies and implements City Code updates by informing appropriate parties; coordinates with Publisher and City Attorney to correct inconsistencies under the policy direction of the City Council; develops and coordinates communications with the community to increase citizen accessibility to City records and information.
- Conducts special projects as assigned by the Assistant City Manager; directs the City's centralized records management system.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of municipal records management, elections and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.
- Attends bid openings; opens bids; and maintains custody of bid bonds.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech sufficient to communicate in group settings without the aid of a microphone. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Chief Deputy City Clerk**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in a City Clerk's office including two years of administrative or supervisory experience and an associate of arts degree in public or business administration or a closely related field. A bachelor's degree is highly desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of, or the ability to obtain, certification as a California Certified Municipal Clerk. Possession of a Notary Public is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of municipal records management and elections; principles and practices of budget administration; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and perform the duties of the Records Management's Office; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; operate a variety of automated record keeping systems.

ATTACHMENT 7
Assistant City Clerk Job Description,
City of West Covina



ASSISTANT CITY CLERK

Bargaining Unit: Department Heads

Class Code:
ASST CITY CLK

CITY OF WEST COVINA

Established Date: Jul 28, 2015

Revision Date: Jul 28, 2015

SALARY RANGE

\$42.30 - \$57.10 Hourly

\$3,384.00 - \$4,568.31 Biweekly

\$7,332.00 - \$9,898.00 Monthly

\$87,984.00 - \$118,776.00 Annually

DESCRIPTION:

Job Summary:

Under general direction, organizes, supervises, coordinates, and manages coordination and recordation of all City Council meetings, records management, and the City's Pet License Program. As the City Clerk is an elected part-time position, the Assistant City Clerk is responsible for all the daily activities associated with the office of the City Clerk.

EXAMPLES OF DUTIES:

Essential Functions:

- Attends all meetings of the City Council and Community Development Commission, and prepares corresponding minutes.
- Supervises the file maintenance of minutes, resolutions, ordinances, agreements and other official City documents.
- Attests and certifies City documents, including but not limited to, contracts, agreements, ordinances and resolutions.
- Prepares legal notices for hearings, ordinances, special meetings, public bids and elections.
- Assists the City Manager's office in the compilation of the agenda for City Council meetings.
- Responsible for compiling and recommending documents to be destroyed.
- Supervises and coordinates the Citywide microfilm program.
- Responsible for recordation of appropriate City documents with the County Recorder.
- Serves as contract administrator for the microfilm program, municipal elections, and related programs as necessary.
- Supervises and coordinates the pet licensing program including contract administration for animal control activities.
- Supervises full-time and limited service City Clerk's office staff members.
- Administers oaths and takes affidavits.
- Registers voters and conducts municipal elections.
- Serves as Filing officer for campaign reporting and statements of economic interest, pursuant to the Political Reform Act.
- Conducts bid openings for capital improvement projects.
- Maintains and updates City municipal code.

TYPICAL QUALIFICATIONS:**Required Knowledge:**

Knowledge of municipal recordkeeping requirements, Brown Act provisions, Fair Political Practices regulations, and contract administration; ability to supervise staff, prepare reports and communicate effectively both orally and in writing.

Education:

A Bachelor's Degree in business, public administration or related field.

Experience:

Three years progressively responsible experience in a City or County Clerk's office. Experience in a supervisory or administrative capacity in a City Clerk's office may be substituted for the required degree on a year for year basis.

Physical Requirements:

This position also requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION:

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

VACANCY AND RECRUITMENT REPORT

AGENDA ITEM NO: 5-B

Date of Report: May 4, 2017

Page 1

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
City Manager's Office							
City Manager Retired (1)	Open	5/4/17	6/7/17	N/A	N/A	TBD	Open 5/4/17. Close on 6/7/17.
City Clerk							
Community & Economic Development							
Administrative Intern (Part-Time) Resignation (1)	Open	4/3/17	4/24/17 or first 25 qualified	N/A	N/A	5/16/17	9 invited to the oral board interviews.
Code Enforcement Officer Promoted (1)							Pending recruitment 05/2017
Human Resources							
Clerk Typist (Part-Time) Budgeted (1)	Open	12/21/16	1/12/17 or first 100 apps	N/A	N/A	TBD	Screening applications
Library							
Literacy Program Administrator Terminated (1)	Open	4/25/17	6/15/17	N/A	N/A	TBD	Open 4/25/17. Close on 6/15/17.
Management Services							
Account Clerk Promoted (1)	Open	4/3/17	4/20/17 or first 25 qualified	N/A	N/A	TBD	Screening applications.
Public Works							
Crew Leader Promoted (1)							Pending recruitment 05/2017.
Equipment Services Specialist (Part-Time) Budgeted (1)	Open	2/6/17	3/6/17 or first 50 apps	N/A	N/A	4/18/17	Sent cert list to the department on 4/26/17.
Lead Mechanic Under fill (1)							Pending recruitment 07/2017
Maintenance Worker (Part-Time) Resignation (3) Promoted (1)	Open	12/21/16	1/12/2017 or first 100 apps	N/A	N/A	3/29/17	Hired Jose Mendivil, Christian Moore, and Edgar Padilla (pending backgrounds)
Parks Supervisor Retired (1)	Open	4/25/17	5/25/17	TBD	N/A	TBD	Open 4/25/17. Close on 5/25/17.
Recreation & Community Services							
Child Care Teacher (Part-Time) Resignation (1)	Open	12/21/16	1/26/17	N/A	N/A	4/4/17	Hired Adriana Corona and Eva Travi (pending backgrounds).
Program Coordinator Retired (1)	Open	2/6/17	2/27/17	N/A	N/A	TBD	Pending oral board interview date.

Date of Report: May 4, 2017

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
Police Department							
Community Service Officer – Community Relations Bureau (Part- Time) Promoted (2)	Open	2/17/17	3/31/17 or first 25 qualified	N/A	N/A	4/12/17	Sent cert list to the department on 4/13/17.
Community Service Officer – Parking Enforcement (Part-Time) Resignation (1)	Open	4/3/17	4/20/17 or first 25 qualified	N/A	N/A	TBD	Screening applications.
Jailer Pending Resignation (1)	Open	4/25/17	5/17/17 or first 50 qualified	N/A	N/A	TBD	Closed on 5/1/17. Screening applications.
Police Clerk Resignation (1)	Open	4/25/17	5/16/17 or first 50 apps	N/A	N/A	TBD	Closed on 4/27/17. Screening applications.
Police Officer Lateral/Pre-Service Continuous	Open DTF	10/21/15	Continuous	1/7/17 4/8/17	2/4/17 4/30/17	2/28/17 5/3/17	Sent cert list to the department on 3/8/17. Pending cert list.
Police Officer Recruit Continuous	Open DTF	10/21/15	Continuous	1/7/17 4/8/17	2/4/17 4/30/17	2/28/17 5/3/17	Sent cert list to the department on 3/8/17. Pending cert list.
Fire Department							
Firefighter Pending Paramedic Completion (2)	Open	4/17/17	4/19/17	N/A	N/A	4/24/17	Sent cert list to the department on 4/27/17
Permit Technician I Retired (1)	Open	4/3/17	4/18/17 or first 50 qualified	TBD	N/A	TBD	Pending written exam date.

* Tentative Date
DTF = Difficult-to-Fill designation

2017 PERSONNEL BOARD ATTENDANCE
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		JAN	FEB	MAR	MAR - S	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Igawa	Yoko	NM	P	P	P	P								
Kwan	Liane	NM	P	P	P	P								
Lemire	Pauline	NM	P	P	P	P								
Robles	Frank	NM	P	P	A	P								
Verbeck	Greg	NM	P	P	P	P								

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy