



City of North Port

MEMORANDUM Office of the City Clerk

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TO: Commission

COPY: Peter Lear, City Manager
Amber Slayton, City Attorney
Katy Wong, City Clerk

FROM: Heather Taylor, Deputy City Clerk

SUBJECT: Budget Follow Up Discussion Regarding Clerk Staffing

DATE: August 15, 2019

During the July 16, 2019 Commission Budget Workshop, discussion took place regarding the structuring of the City Clerk's office including the removal of one Public Records Technician position and possible reclassification of one Administrative Service Specialist position to a Senior Executive Assistant position. It was requested that I provide a recommendation as to how I think the office would best be structured.

Since the July 16, 2019 meeting, I have reviewed job descriptions with each staff member and determined the job duties that are essential to each position based on the needs of the City. Along with those essential duties, I submitted recommended removal of duties that were not applicable. I have met with Human Resources to review the suggested changes and have communicated with staff to ensure they were aware of all changes. As of August 15, 2019, these job descriptions have been finalized, except for the Public Records Tech.

Based on review of each staff members job functions and the needs of the City, in addition to the modifications of the job descriptions, I recommend the following structure changes in the Clerk's office:

- Removal of one Public Records Tech Position
- Reclassification of remaining Public Records Tech position to a Public Records Tech II (Cost to the City – Wages \$1,670, FICA \$150, FRS \$140 for a total of \$1960 – Justification can be seen in the attached job description)

Currently, the Clerk's office is going through a lot of changes, procedures are being created and many projects are in process to get the office where it needs to be. This is going to take time and staffing to complete. Therefore, I do not recommend the removal of any other staff positions at this time. Future staff changes will be addressed as the City grows, projects are completed and with the possibility of the Deputy City Clerk position being modified to no longer be a Charter Officer. I do foresee the possibility of additional future structure changes:

- Deputy City Clerk fall under City Clerk.
- Deputy City Clerk supervise staff.
- Records Management Administrator supervise Records staff
- Add Records Specialist position
- Reclassify one Administrative Service position to Executive Assistant or Staff Assistant II (depending on City needs and workload)

In addition, I would recommend cross-training of all like positions to ensure there is a knowledgeable back-up for each position, with team-building exercises/training to build stronger relationships amongst staff and making the office a pleasurable place to work. I have conducted one-on-one and staff meetings pertaining to changes, responsibilities, and expectations. The policy regarding Charter Officers will be beneficial in providing staff with an understanding of Chain of Command as we move forward in this transition. Any recommendations from the Commission are welcomed and I appreciate your support.

Thank you.

Heather

Encl: Previous and Current Staff Job Descriptions
Current Public Records Tech and Proposed Public Records Tech II Job Descriptions
Proposed Future Records Specialist Job Description
Current and Recommended Future Organizational Charts

