



City of North Port
Human Resources Department
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MEMORANDUM

TO: Peter Lear, City Manager

THRU: Cari Branco, Assistant City Manager

FROM: Christine McDade, Human Resources Director *CM*

SUBJECT: Budget Follow Up Discussion Regarding Clerk Staffing

DATE: August 15, 2019

CC: Jason Yarborough, Assistant City Manager
Heather Taylor, Deputy City Clerk

At the July 16, 2019 Commission Workshop for the FY 2019-2020 Budget, direction was given to the City Manager to have Human Resources conduct an audit of the Administrative Services Specialist position in the City Clerk's Department. Staff completed an audit and review of the job and its job description to determine the position is appropriately placed within a nonexempt status in the compensation and classification structure. The findings of the overall review were made after the following actions were taken:

- July 26, 2019 – Human Resources met with the incumbent to discuss the position and review duties.
- July 29, 2019 – Human Resources met with a Senior Executive Assistant in the City Manager's Office to review her position for comparison purposes.
- July 30, 2019 - Human Resources met with Deputy City Clerk Heather Taylor to discuss staffing needs and Commission direction. Staff also discussed the current job description which she confirmed was reflective of the position.
- August 6, 2019 – Human Resources met with Assistant City Manager Cari Branco to present results of the audit.

In addition to the meetings mentioned above, Human Resources staff reviewed documentation of like positions in regional public organizations for comparison purposes. Staff concluded that the Administrative Services Specialist's level of duties, responsibility and independent judgment fit within the current classification and does not meet the criteria to be classified as an administrative exempt employee. The results of this audit were shared with Deputy City Clerk Heather Taylor for agreement

and approval since City Clerk Katy Wong is currently on a leave of absence.

The findings of the audit and research conclude that the current incumbent is in the appropriate job classification in the City's compensation and classification structure. Any future significant changes and/or additional duties that could change the current pay grade can be reviewed by Human Resources.