TO: Commission

COPY: Pete Lear, City Manager
                 Amber Slayton, City Attorney

FROM: Heather Taylor, Deputy City Clerk

SUBJECT: Discussion Regarding Clerk Staffing

DATE: September 22, 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 regarding office structure.

Since the meeting, all staff job descriptions have been updated to reflect essential duties of each position based on the needs of the City. These job description with the exception of the Public Records Tech position, were finalized on August 15, 2019.

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:

- Reclassification of remaining Public Records Tech position to a Public Records Tech II (Cost to the City – Wages $3,365.86, FICA $257.49, FRS $285.09 for a total of $3,908.44)

The Clerk's office is going through changes, procedures are being created and multiple 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.

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. Any recommendations from the Commission are welcomed and I appreciate your support.

Encl: