



## Legislation Text

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**File #:** 19-1115, **Version:** 1

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**TO:** Honorable Mayor & Members of the North Port Commission

**FROM:** Peter D. Lear, CPA, CGMA, City Manager

**TITLE:** Clerk Staffing/Positions

### **Recommended Action**

Discuss Clerk Staffing/Positions.

### **Background Information**

At the July 16, 2019 Commission Workshop for the FY 2019-2020 Budget, Commission gave direction for the City Manager to have Human Resources conduct and audit of the Administrative Service Specialist position in the City Clerk's Department.

At the July 16, 2019 Commission Workshop for the FY 2019-2020 Budget, Commission requested the Deputy City Clerk provide a recommendation for the structure of the City Clerk's office.

### **Strategic Plan**

Efficient & Effective Government

### **Financial Impact**

The reclassification of the Public Records Tech I position to Public Records Tech II position will result in an annual increase of \$

### **Procurement**

#### Attachments:

1. Memorandum - Deputy City Clerk
2. Memorandum - Human Resources
3. Organizational Chart
4. Staff Job Descriptions
5. Recommended Public Records Tech II Job Description

**Prepared by:** Heather Taylor, Deputy City Clerk

**Department Director:** N/A