

MEETING DATE 7/25/05

AGENDA ITEM Approval of the Revised Classification Specification for
Secretary to the Chief Administrative Officer

ATTACHMENTS

	<u>Pages</u>
1 Revised Classification Specification for Secretary to the CAO	1 – 2
2 Labor Market Survey	3 – 5

Title ~~EXECUTIVE ASSISTANT SECRETARY~~ TO THE CHIEF ADMINISTRATIVE OFFICER

Definition

This is a single position in the classified service category. The position performs a variety of complex and responsible administrative and secretarial duties for the Chief Administrative Officer (CAO) and the City Council. The incumbent of the position requires considerable initiative, independent judgment, and analytical skill to assess and solve problems and inter-personal skill in working with policy-makers, employees at all levels, and the general public.

Supervision Received and Exercised

This position reports to the Chief Administrative Officer and supervises other secretarial staff.

Essential Job Duties

The following tasks are essential for this position. The position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

1. Receives and screens a wide variety of telephone calls and personal visitors, assesses the nature of their contact, analyzes issues and if necessary, collects relevant and sufficient data including researching issues with appropriate department representative. Implements, when possible, appropriate resolutions or, if necessary, refers the caller/visitor to the CAO, Council member or the appropriate Department or Division head. Follows up on complaint resolutions. Makes a positive and professional impression on the public.
2. Types letters, memoranda, and related material from drafts or transcribes from a dictaphone machine in an accurate and timely manner. Composes and edits correspondence, and other documents for proper wording, grammar and content.
3. Performs secretarial support for the City Council tracking mail and written requests for information, scheduling appointments, coordinating appearances and arranging business travel and accommodations, reconciling business expenses, ordering their specific supplies such as business cards, etc., and tracking their annual appointments to various boards and making related filings/notifications.
4. Initiates and maintains a variety of filing systems relating to confidential and non-confidential material. Keeps files in a logical order and up-to-date so that material is readily retrievable.
5. Prepares draft agenda for City Council meetings consistent with established deadlines for the review of the ACAO. Upon review finalizes the agenda for distribution. From various City departments, compiles their staff reports for the City Council agenda into a single document for distribution.
6. Computes and accurately prepares payroll records, compiles a variety of narrative and statistical reports for the CAO.
7. Stays current with trends in secretarial techniques and practices. Seeks ways to improve office operations. Identifies better methods for meeting service demands streamlining and improving work methods and tests possible improvements for application in the Administration Department and other City departments.
8. Relieves the CAO of a variety of responsible administrative details. Independently or in accordance with general instructions, composes correspondence on a wide range of subjects requiring a high degree of knowledge and familiarity with City policies and policies of the CAO. Correspondence is also sent on a regular basis to legislators in state and federal government concerning upcoming issues which are of prime importance to the City.
9. Develops and maintains a broad understanding of the varied functions and operations of the City and their relationship to overall programs and policies.
10. Arranges the schedule of appointments and appearances and travel of the CAO exercising discretion in committing the CAO's time.
11. Administers petty cash for the department.
12. Assists in Budget preparation for the Administration Department and Council.

Marginal Job Duties

The following tasks are typically performed by individuals in this classification but are considered less than essential

- 1 Schedules the use of the Council Chambers and certain conference rooms including the arrangement of supplies and special set-ups
- 2 Maintains master emergency and other governmental phone lists and rosters

Minimum Knowledge, Skill and Ability

Knowledge of

- Modern office procedures and practices, including business correspondence, record keeping systems, office equipment, and automated office software such as word processing
- City organization, functions and programs
- Principles of managing and coordinating secretarial and clerical functions
- Policies and procedures of the City
- Arithmetic

Skill and Ability

- Type accurately at a speed of 60 words per minute
- Perform difficult secretarial and administrative tasks involving the use of judgment and organization
- ~~Identify sensitive issues and maintain confidentiality.~~
- Develop and write clear and comprehensive memoranda and reports
- Understand, interpret, and apply appropriate City policies, procedures, rules, and regulations
- Meet and communicate with the public in resolution of complaints or inquiries
- Identify and correct errors in English usage, grammar, composition, or format
- Coordinate and direct a variety of complicated tasks or process elements
- Evaluate demands on the CAO's time and schedule his/her time accordingly
- Apply sound judgment in assigning workload priorities
- Display tact and diplomacy in contacts with officials, employees, and members of the general public

Training and Experience

Any combination equivalent to training and experience that could likely provide the required knowledge, skill and ability would be qualifying. A typical way to obtain the knowledge, skill and ability would be completion of the twelfth grade and five years of varied and responsible experience in the performance of complex administrative and secretarial duties, preferably in a public agency.

Physical Requirements and Working Conditions

Require vision (which may be corrected) to read small print

Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.

Perform work which is primarily sedentary

Is subject to inside environmental conditions

May be required to work at a video display terminal for prolonged periods

Secretary to the CAO

<u>CITY</u>	<u>TITLE</u>
Alameda	Executive Assistant
Anaheim	Administrative Assistant
Arcata	Administrative Assistant
Arroyo Grande	Administrative Assistant
Bakersfield	Administrative Assistant for Public Works Policy and City Manager Secretary for other departments
Berkeley	Administrative Secretary
Beverly Hills	Administrative Secretary
Big Bear Lake	Administrative Secretary
Brentwood	Administrative Secretary for Dept Heads Executive Assistant to City Manager Police Chief and City Attorney
Burbank	Looking to change Administrative Secretary to Executive Assistant
California City	Administrative Secretary and Administrative e Assistant
Carson	Administrative Secretary for General Manager Executive Assistant for City Manager
Chico	Overworked
Chino	Administrative Secretary
Citrus Heights	Administrative Assistant
City of Ukiah	Executive Assistant to the City Manager due to budget cuts she is the only department head assistant
Colton	Executive Assistant or Administrative Assistant for Director/Manager positions
Diamond Bar	Administrative Assistant Executive Assistant to City Manager
El Cajon	Administrative Secretary if they prepare Agenda & Minutes for commission meetings
El Cerrito	Management Assistant
Emeryville	Administrative Secretary Administrative Assistant to City Manager
Eureka	Administrative Assistant for division secretaries Administrative Services Assistant for department secretaries
Fairfield	Administrative Assistant
Flakeport	Secretary II (if supervise others) Secretary I if they don't supervise
Fresno	Executive Assistant to a Department Head or Executive Secretary
Fullerton	Administrative Secretary
Garden Grove	Department Secretary they did not want to be called Administrative Assistants
Gardena	Executive Legal Secretary supports City Attorney and City Manager
Gilroy	Administrative Secretary
Hayward	Administrative Secretary Executive Assistant to City Manager
Healdsburg	Administrative Assistant
Hermosa Beach	Administrative Assistant
Huntington Park	Secretary to with title of boss not his/her name
Inglewood	Administrative Secretaries for Department Heads, Executive Secretary for City Administrator & Mayor, and Assistant to the City Administrator

Bold Text = Survey Cities

Secretary to the CAO

Irwindale	Secretary to department heads Administrative Secretary to City Manager Administrative Assistant to Chief of Police Management Assistant to City Manager and City Council
Lompoc	Office Staff Assistant IV
Long Beach	Executive Secretary to the City Manager
Los Alamitos	Department Secretary Executive Assistant for City Manager
Marysville	Administrative Assistant
Merced	Executive Secretary for City Manager Secretary III Department heads
Modesto	Executive Secretary
Montclair	Administrative Specialist and Administrative Secretary
Montebello	Administrative Secretary and Secretary but want to get away from it
Monterey	Administrative Assistant
Morro Bay	Administrative Technicians
Palm Desert	Administrative Secretary
Palm Springs	Administrative Secretary and Administrative Assistant
Pasadena	Administrative Assistant to the City Manager
Pleasant Hill	Administrative Secretary Executive Secretary for City Manager and Police Chief
Rancho Mirage	Department Secretary for Community Development and Public Works Administrative Assistant for Housing Authority
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Roseville	Administrative Assistant
San Jose	Administrative Assistant very occasionally Secretary
San Luis Obispo	Administrative Assistant
San Marino	Administrative Secretary
Sand City	Administrative Assistant
Sanger	Department Secretary Administrative Secretary for Police Chief Fire Chief and City Manager
Santa Barbara	Executive Secretary
Santa Clara	Office Specialist III or IV City Manager & Attorney Executive Assistant
Santa Maria	Secretary for Department Heads Executive Assistant for City Manager
Santa Monica	Community Relations Assistant
Santa Rosa	Executive Secretary if they supervise 10 or more staff and they are considered Management Unit
Santee	Administrative Secretary
Selma	Department Secretary but want more updated titles
Sierra Madre	Administrative Assistant & position is exempt
Simi Valley	Administrative Secretary
Surf City	City Administrator's secretary's title is Executive Assistant and department head (including Police Chief) secretary titles are Administrative Assistant Division head secretaries are in the Administrative Secretary's classification
Torrance	Administrative Secretary to the Manager
Town of Windsor	Administrative Specialists
Town of Windsor	Administrative Specialist
Watsonville	Executive Secretary

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Secretary to the CAO

	Currently Administrative Staff Assistant Going through a classification/compensation study The new proposed title is Administrative Specialist IV For some specialized positions, will be using Senior Administrative Specialist or the name of the dept in the title, such as Legal Services Specialist
West Hollywood	
Westminster	Administrative Aide

City of Culver City, California
City Council Agenda Item Report

Meeting Date 07/25/05

Item Number _____

AGENDA ITEM Consideration of a Resolution Approving Classified Personnel Actions and Unclassified Personnel Actions

Contact Person/Dept Victoria Jackson

Phone Number 310/253-5644

Fiscal Impact Yes ☒ No ☐

General Fund Yes ☒ No ☐

Public Hearing ☐

Action Item ☒

Attachments ☒

Public Notification Master Notification List on July 20, 2005

Department Approval

Serena Wright

07/12/05

CAO Approval

City Controller Approval

RECOMMENDATION

It is recommended that the City Council approve the Personnel Actions

BACKGROUND/DISCUSSION

The Resolution included in your packet tonight covers Classified Personnel Actions (Exhibit 'A') and Unclassified Personnel Actions (Exhibit B"), all of which were routine in nature

FISCAL ANALYSIS

The fiscal impact associated with the aforementioned personnel actions is reflected in the adopted budget for Fiscal Year 2004-2005

MOTION

That the City Council

Adopt the Resolution Approving Classified Personnel Actions and Unclassified Personnel Actions

MEETING DATE 7/25/05

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