

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 07/25/05		Item Number: <u>C-4</u>	
AGENDA ITEM: Approval of the Revised Classification Specification for Secretary to the Chief Administrative Officer			
Contact Person/Dept.: Serena Wright		Phone Number: 310-253-5640	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List, Culver City Management Group on July 15, 2005			
Department Approval: Kermit Francis 7/14/05		CAO Approval: Jerry Fulwood 7/18/05	
City Controller Approval: N/A			

RECOMMENDATION

That the City Council approve the revised classification specification for Secretary to the Chief Administrative Officer.

BACKGROUND

The classification specification for Secretary to the Chief Administrative Officer ("CAO") was established in 1956 as Administrative Secretary; the title was subsequently changed in 1976 to Executive Secretary and finally to Secretary to the CAO in 1983.

The primary responsibility of the Secretary to the CAO is to provide complex administrative support to the Chief Administrative Officer and the City Council.

DISCUSSION

The Chief Administrative Officer, with concurrence from the Personnel Department, is requesting to change the title of this classification to Executive Assistant to the Chief Administrative Officer. The current job title is obsolete in the market place and does not speak to the level of responsibility and professionalism required of this position. A survey of the labor market revealed that Executive Assistant to the Chief Administrative Officer is a more common and functional job title.

The Civil Service Commission approved this revised classification specification at the June 15, 2005 meeting.

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FISCAL ANALYSIS

There is no fiscal impact.

ATTACHMENTS

1. Revised Classification Specification for Secretary to the Chief Administrative Officer
2. Labor Market Survey

MOTION

That the City Council

Approve the revised classification specification for Secretary to the Chief Administrative Officer.