

## REPORT TO CITY COUNCIL

**DATE:** OCTOBER 22, 2014

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** GREG RAMIREZ, CITY MANAGER *GR*

**BY:** NATHAN HAMBURGER, ASSISTANT CITY MANAGER *h2*

**SUBJECT:** REQUEST TO APPROVE RESOLUTION NO. 14-1764; ESTABLISHING THE POSITION OF ADMINISTRATIVE AIDE, APPROVING THE CLASSIFICATION SPECIFICATION AND SETTING THE SALARY RANGE

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Following a review of the organization structure by Human Resources staff, necessitated by the attrition of several staff positions, the City Council is being asked to consider the creation of an Administrative Aide classification that will be able to assist across several departments with a variety of tasks.

The proposed classification will serve as a generalist position that is able to assist with cross departmental tasks and assignments. As the organizational employee makeup has changed over the years, the need to have employees with the ability to efficiently work across the broad spectrum of the duties that are handled through the various City departments, has been identified as a desirable asset. The ability to understand the responsibilities of multiple departments creates the opportunity for staff to provide a positive customer experience. The flexibility to be trained in multiple facets of the City's services also broadens the ability to have a balanced succession plan, with employees that have been trained and have experience in the various facets of a contract city, which ultimately allows them to have the capacity to step into a position of need in any of the City's departments.

The funding for this position will not require any further appropriation, as the funds exist in the approved Fiscal Year 2014-15 Budget through the attrition of several positions. Rather than backfill these vacant positions at their existing levels, Human Resources staff is recommending to utilize positions, such as the Administrative Aide, that offer a wider range of training and experience, which ultimately result in the ability for growth over time, which assists in the retention of quality employees.

### RECOMMENDATION

Staff respectfully recommends the City Council approve Resolution No. 14-1764; establishing the position of Administrative Aide, approving the classification specification, and setting the salary range.

Attachment: Resolution No. 14-1764

**RESOLUTION NO. 14-1764**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING THE POSITION OF ADMINISTRATIVE AIDE, APPROVING THE CLASSIFICATION SPECIFICATION AND SETTING THE SALARY RANGE**

**THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:**

**SECTION 1.** The Compensation Plan is amended to include the classification for the position of Administrative Aide and the classification specification, attached hereto as Exhibit "A," is incorporated herein as though set forth in full, and authorized and approved.

**SECTION 2.** The classification of Administrative Aide is assigned the salary range as listed below:

<b><u>CLASSIFICATION</u></b>	<b><u>RANGE</u></b>
Administrative Aide	848

**SECTION 3.** The effective date of this resolution is October 23, 2014.

**PASSED, APPROVED, AND ADOPTED** this 22<sup>nd</sup> day of October, 2014, by the following vote to wit:

AYES: (0)  
NOES: (0)  
ABSENT: (0)  
ABSTAIN: (0)

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William D. Koehler, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk

## **EXHIBIT "A"**

### **CITY OF AGOURA HILLS**

#### **ADMINISTRATIVE AIDE**

##### **DEFINITION**

Under general supervision of the City Manager's Department, performs a variety of difficult and complex administrative tasks in support of multiple departments. Performs other related duties as assigned.

##### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Provides administrative support to the City Manager's Department and assists in multiple departments, as needed. Assists in the management and retention of various department records, which may include plans, documents, reports, permits, etc.
2. Prepares, edits, and distributes correspondence, detailed reports, documents, standard forms, and related records from a variety of sources; facilitates transmission of materials to appropriate agencies and/or individuals.
3. Responds to inquiries from the public, other departments and agencies; answers public and/or agency requests for information, or refers inquiries to appropriate departments or agencies based on knowledge of City policies and procedures.
4. Performs a variety of clerical duties, including typing/word processing, scanning, data entry, calendar management, filing, editing, and proofreading.
5. Assist with coverage and backup to other departments. Requires issuance of various permits (building, planning, Parks and Recreation), calculation and collection of fees.
6. May review applications for completeness and process permits as authorized.
7. Conduct technical research. Coordinate projects with City staff and consultants and contractors who perform services on the City's behalf.
8. May perform duties at various city facilities.
9. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a minimum of three years of progressively responsible administrative/clerical/customer service experience.

### Knowledge, Skills, and Abilities

Considerable knowledge of related clerical and general office methods and techniques, including office equipment operation; records processing, and maintenance procedures and systems; preparation of complicated documents requiring specialized typing and/or word processing, including graphics and desk publishing. Working knowledge of the basic functions and organization of municipal government. Ability to learn, read, interpret and apply City policies and procedures. Ability to communicate effectively in writing or orally with the public, other agencies, and City staff. Ability to learn and effectively use software programs for City functions. Ability to understand and use correct English grammar, spelling, and punctuation.

### Special Physical Requirements

This position may require the employee to remain sedentary, or to remain at a work station for extended periods of time while taking minutes at meetings. This position requires the ability to communicate with the public and other employees utilizing a telephone or other communication device, including answering and transferring in-coming calls, or in person. This position may require walking at City owned parks and facilities, which may include some steep terrain.