

REPORT TO CITY COUNCIL

DATE: DECEMBER 10, 2008

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER

BY: NATHAN HAMBURGER, ASSISTANT CITY MANAGER
CELESTE BIRD, ADMINISTRATIVE ANALYST

SUBJECT: RESOLUTION NO. 08-1508; AMENDING THE COMPENSATION PLAN BY ESTABLISHING THE POSITION OF ADMINISTRATIVE INTERN II; AND SETTING THE SALARY RANGE FOR THE POSITION

The purpose of this report is to seek approval from the City Council for a new job classification and salary range for the position of Administrative Intern II.

In an effort to mentor and better provide growth opportunities for entry level part-time staff, it is respectfully requested that the part-time position of Administrative Intern II be added to the City's job classification plan. The range for the Administrative Intern II position would be set at Range 435 which is the same Range as a Recreation Specialist in our Community Services Department.

The position of Administrative Intern II will be cross-trained to provide, among other duties, support to and serve as an alternate of the Code Compliance Officer in the Planning Department. Staff feels that it is important to cross-train personnel in this essential position so that appropriate coverage is available during the times in which it is most required, which typically is during weekends and/or emergency situations. This is consistent with the cross-training that has occurred in various departments over the past several years.

RECOMMENDATION

It is respectfully recommended the City Council adopt Resolution No. 08-1508 amending the Compensation Plan by establishing the position of Administrative Intern II; setting the salary range for the position.

Attachment: Resolution No. 08-1508
Job Classification – Administrative Intern II

RESOLUTION 08-1508

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AMENDING THE COMPENSATION PLAN BY ESTABLISHING THE POSITION OF ADMINISTRATIVE INTERN II; SETTING THE SALARY RANGE FOR THE POSITION

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

SECTION 1. The City Compensation Plan is amended to include the classification of Administrative Intern II;

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

<u>CLASSIFICATION</u>	<u>RANGE</u>
ADMINISTRATIVE INTERN II	435

SECTION 3. The effective date of Resolution No. 08-1508 is December 10, 2008.

PASSED, APPROVED and ADOPTED by the City Council of the City of Agoura Hills this 10th day of December, 2008, by the following vote to wit:

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

Denis Weber, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

EXHIBIT A

CITY OF AGOURA HILLS

ADMINISTRATIVE INTERN II

DEFINITION

Under general supervision, performs specialized technical and routine administrative work; performs related duties as required.

CLASS CHARACTERISTICS

The Administrative Intern II classification is distinguished from the Administrative Intern classification by assisting with more involved tasks such as reviewing and interpreting specific codes and ordinances which require a minimum amount of special training such as the ability to serve as an alternate to the Code Enforcement Officer and Planning Staff. The Administrative Intern II class may be utilized in various City departments.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to, the following:

1. Provides weekend support and the ability to serve as an alternate to the Code Enforcement Officer and Planning Staff.
2. Performs research and analysis on administrative, fiscal, and operational matters as directed; prepares reports to summarize findings and makes recommendations as to appropriate action to be taken.
3. Compiles data and prepares reports in accordance with general guidelines.
4. Assists in budget preparation, analysis, and administration; as directed, performs audits and/or maintains records of account activity; prepares projections of service volumes and related costs.
5. Participates in the preparation and revision of manuals and other administrative materials; provides administrative assistance in the implementation of new administrative procedures.
6. Responds to inquiries and provides technical and administrative assistance to resolve complaints, or refers to appropriate authority. Assist in the enforcement of specific codes and ordinances related to the public right-of-way and signage.

7. Operates a computer terminal to key data, perform file maintenance, and generate computer reports; under direction, may initiate or prepare correspondence in the performance of assigned tasks.
8. Coordinates activities with other City departments in the performance of assigned tasks; assists others in the performance of related tasks.

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 completion of college-level courses in public administration, business administration, planning, or a related field. Some experience related to the position assignment is desirable, but not required.

Knowledge, Skills, and Abilities

Working knowledge of methods and techniques of research, statistical analysis, and report preparation; organization and functions of the assigned municipal department; general office procedures. Ability to perform specialized, technical, and routine administrative tasks; key data and operate a computer terminal in performance of assigned tasks; conduct research, perform analysis, and prepare reports of findings; interpret and apply related laws, ordinances, and regulations; work independently; communicate effectively both orally and in writing; understand and follow verbal and written directions; establish and maintain cooperative working relationships with the general public and local business owners. Ability to follow appropriate safety measures when working in the public right-of-way.

Special Requirements

Possession of or ability to obtain a valid Class C California driver's license and a satisfactory driving record. Ability to walk for prescribed periods of time.