

DATE SUBMITTED 9/11/2019  
 SUBMITTED BY CITY MANAGER'S OFFICE  
 DATE ACTION REQUIRED 9/18/2019

COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS all

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: RECLASSIFICATION OF GENERAL OFFICE CLERK  
 1. APPROVAL OF RECLASSIFICATION OF GENERAL OFFICE CLERK POSITION TO ADMINISTRATIVE ASSISTANT

DEPARTMENT INVOLVED: CITY MANAGER'S OFFICE/PUBLIC SERVICES

BACKGROUND/SUMMARY:

The position of General Office Clerk is currently occupied by Jisela Solorzano. During her evaluation it has come to her supervisor's attention, Jackie Loper, that Jisela has assumed the duties for the Public Services Department above that of an Office Clerk and more in line with an Administrative Assistant. After review and analysis of her duties, the City Manager's Office agrees with Mr. Loper and would like to reclassify Jisela as an Administrative Assistant. In doing so, she will be compensated at a Range 60 on the Teamsters Salary Schedule.

FISCAL IMPACT: \$2,454.40

*Please note: difference in salary will not negatively impact 2019-2020 fiscal year budget.*

FINANCE INITIALS

JS

STAFF RECOMMENDATION: It is staff's recommendation that the position of General Office Clerk be reclassified to that of an Administrative Assistant.

DEPT. INITIALS

all

MANAGER'S RECOMMENDATION: City Manager agrees with staff's recommendation to reclassify this position under the Teamsters position allocation list.

CITY MANAGER'S INITIALS

EM

MOTION:

SECONDED:  
 AYES:  
 NAYES:  
 ABSENT:

APPROVED ( ) REJECTED ( )  
 DISAPPROVED ( ) DEFERRED ( )  
 REFERRED TO:

**CITY OF IMPERIAL  
TEAMSTERS SALARY SCHEDULE  
FISCAL YEAR 2019 - 2020**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>10 YR STEP 8</u>
55	15.09	15.84	16.63	17.46	18.34	19.25	20.22	21.23
56	15.46	16.24	17.05	17.90	18.79	19.73	20.72	21.76
57	15.85	16.64	17.47	18.35	19.26	20.23	21.24	22.30
58	16.25	17.06	17.91	18.81	19.75	20.73	21.77	22.86
59	16.65	17.48	18.36	19.28	20.24	21.25	22.31	23.43
60	17.07	17.92	18.82	19.76	20.75	21.78	22.87	24.02
61	17.49	18.37	19.29	20.25	21.26	22.33	23.44	24.62
62	17.93	18.83	19.77	20.76	21.80	22.89	24.03	25.23
63	18.38	19.30	20.26	21.28	22.34	23.46	24.63	25.86
64	18.84	19.78	20.77	21.81	22.90	24.04	25.25	26.51
65	19.31	20.28	21.29	22.35	23.47	24.65	25.88	27.17
66	19.79	20.78	21.82	22.91	24.06	25.26	26.52	27.85
67	20.29	21.30	22.37	23.49	24.66	25.89	27.19	28.55
68	20.80	21.83	22.93	24.07	25.28	26.54	27.87	29.26
69	21.31	22.38	23.50	24.67	25.91	27.20	28.56	29.99
70	21.85	22.94	24.09	25.29	26.56	27.88	29.28	30.74
71	22.39	23.51	24.69	25.92	27.22	28.58	30.01	31.51
72	22.95	24.10	25.31	26.57	27.90	29.30	30.76	32.30
73	23.53	24.70	25.94	27.24	28.60	30.03	31.53	33.11
74	24.12	25.32	26.59	27.92	29.31	30.78	32.32	33.93
75	24.72	25.95	27.25	28.62	30.05	31.55	33.13	34.78
76	25.34	26.60	27.93	29.33	30.80	32.34	33.95	35.65
77	25.97	27.27	28.63	30.06	31.57	33.15	34.80	36.54
78	26.62	27.95	29.35	30.82	32.36	33.97	35.67	37.46
79	27.28	28.65	30.08	31.59	33.16	34.82	36.56	38.39
80	27.97	29.37	30.83	32.38	33.99	35.69	37.48	39.35

<u>POSITION</u>	<u>RANGE</u>
Accounting Assistant I	57
Accounting Assistant II	61
Accounting Assistant III	66
Animal Control Officer	57
<i>Building Service Worker</i>	60
Code Enforcement Officer	69
Crew Leader	63
General Maintenance Worker I	57
General Maintenance Worker II	60
<i>General Maintenance Worker III</i>	64
General Office Clerk	57
Library Technician	57
Maintenance Electrician	78
Planning Technician	57
Police Records Clerk	60
Police Services Technician	60
Recreation Specialist	60
Senior Records Clerk	66
Wastewater Operator Trainee I (OIT I)	60
Wastewater Operator Trainee II (OIT II)	64
Wastewater Operator I	71
Wastewater Operator II	74
Water Operator Trainee I (OIT I)	60
Water Operator Trainee II (OIT II)	64
Water Operator I	71
Water Operator II	74
<i>Water Operator III</i>	80

2.9% COLA

Council Action on June 19, 2019

Implementation as of 1st payday July 2019



CITY OF IMPERIAL (CA)  
 Established Date: Jan 30, 2019  
 Revision Date: Jan 30, 2019

## ADMINISTRATIVE ASSISTANT

Bargaining Unit: Miscellaneous Employees  
 (General)

Class Code:  
 5700

### SALARY RANGE

\$16.50 - \$23.22 Hourly  
 \$1,320.00 - \$1,857.60 Biweekly  
 \$2,860.00 - \$4,024.80 Monthly  
 \$34,320.00 - \$48,297.60 Annually

### CLASSIFICATION DESCRIPTION:

Under the supervision of the Management Analyst, provides a variety of journey level secretarial and administrative office support work to the City Manager's Office.

### DUTIES:

#### Essential Duties and Responsibilities:

The following are representative of duties and responsibilities of the position but are not intended to be all encompassing:

- Provides customer service for walk-in traffic to City Hall by directing customers to appropriate departments or providing requested information in a courteous, respectful and professional manner;
- Answers all incoming telephone calls to City Manager's Office in a courteous, respectful and professional manner;
- Prepares letters, memoranda and other correspondence as necessary;
- Assists Finance Department - Utility Billing Division by providing cashier services entering the daily cash receipts into the accounting and utility systems;
- Assists in the preparation/distribution of notices, fliers and posters for various events and activities within the City of Imperial;
- Assists in the preparation of City Council and Commission meeting packets as necessary;
- Scheduling and maintaining a calendar of appointments and meetings for City Manager's Office;
- Make Reservations for Training and City Events;
- Assist Management and HR Analyst in preparation of reports by researching and compiling necessary material;
- Independently maintain an efficient filing system;
- May be required to assist other departments in clerical capacity on an as needed basis;
- Maintain City Manager's Office inventory of supplies;
- Creates requisitions for purchases;
- Performs other duties as assigned;

### QUALIFICATIONS:

#### Minimum Qualifications:

- High School Diploma or GED;
- Two (2) Years of successful experience in an administrative support role.

**Knowledge of:**

- Modern office practices, procedures and equipment.
- General practices of customer service;
- Interpersonal skills using tact, patience and courtesy;
- Research techniques and procedures and methods for reports;
- Customer billing and collection activities;
- Basic record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

**Ability to:**

- Learn department or program objectives, policies, procedures and goals.
- Type or input data at an acceptable rate of speed.
- Operate standard office equipment including computer and assigned software.
- Understand and follow oral and written directions;
- Maintain Confidentiality;
- Establish and maintain cooperative and effective working relationships with others;
- Communicate effectively both orally and in writing;
- Complete work with many interruptions;
- Receive, sort and distribute mail;

**ADDITIONAL INFORMATION:****WORKING CONDITIONS:****Work Environment:**

- Indoor/Office environment.
- Fast-paced environment with changing priorities.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard;
- Hearing and speaking to exchange information in person and on the telephone;
- Sitting or standing for extended periods of time;
- Seeing to read a variety of materials;

- Bending at the waist, kneeling or crouching to file materials;
- Lifting, Pushing, or Pulling up to 15-20 lbs.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**GENERAL OFFICE CLERK**Class Code:  
4008-2017CITY OF IMPERIAL (CA)  
Established Date: Jul 1, 1987  
Revision Date: Jul 31, 2017**SALARY RANGE**\$14.46 - \$20.34 Hourly  
\$1,156.80 - \$1,627.20 Biweekly  
\$2,506.40 - \$3,525.60 Monthly  
\$30,076.80 - \$42,307.20 Annually**CLASSIFICATION DESCRIPTION:**

Performs general clerical and related services for the various city departments and does related administrative support work as required.

**DUTIES:**

Under general direction of the Department head, and under general supervision of the Supervisor designated by the Department head, performs varied and increasingly responsible clerical, filing, typing and general office work; document, preparation, reproduction, distribution and filing; use of independent judgment, initiative and discretion with department information, answers the telephone and directs the caller to the proper person and/or takes messages; may be requested to assist in other areas that require bookkeeping duties. Performs other administrative support duties as needed.

**QUALIFICATIONS:****TRAINING AND EXPERIENCE**

Any combination equivalent to graduation from high school and one year of typing and general clerical experience.

**ADDITIONAL INFORMATION:****KNOWLEDGE AND ABILITIES**

Knowledge of modern office practices and procedures, ability to spell and use correct grammar; ability to type 45 words per minute; ability to make arithmetic calculations and to compare names and numbers rapidly and accurately; ability to operate office machines and computer; ability to establish and maintain effective relationships with other.

This is a Union position subject to union dues and annual service fee.