



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 02/05/2019

ITEM NO: 6

DATE: JANUARY 31, 2019
TO: MAYOR AND TOWN COUNCIL
FROM: LAUREL PREVETTI, TOWN MANAGER
SUBJECT: APPROVE AN AMENDMENT TO THE CLASSIFICATION PLAN REVISING THE SALARY RANGE FOR THE DEPUTY CLERK CLASSIFICATION AND AUTHORIZE SALARY AND BENEFITS BUDGET ADJUSTMENTS IN THE AMOUNT OF \$27,718 FROM ESTIMATES AVAILABLE FY 2018/19 OPERATING REVENUES

RECOMMENDATION:

Approve an amendment to the classification plan (Attachment 1) revising the salary range for the Deputy Clerk classification.

BACKGROUND:

The Town of Los Gatos Personnel Rules and Regulations (Section 4.4) and the Municipal Code (Section 2.30.925) require that amendments and revisions to the classification plan are effective upon approval by Town Council. Typically, these changes are presented to Council for approval as part of the formal budget adoption or through the labor negotiations process.

DISCUSSION:

Due to a recent Office Assistant vacancy in the Town Clerk's division within the Town Manager's Office, staff evaluated the current organizational structure and determined to replace the vacancy with a Deputy Clerk. The Deputy Clerk classification currently exists as a Confidential classification; however, the classification has not been assigned during the last five years. Incumbents in this classification are typically preparing for future growth into a Town Clerk

PREPARED BY: LISA VELASCO
Human Resources Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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DISCUSSION (continued):

classification. The Deputy Clerk job classification was updated to reflect current duties, technology changes, and certification requirements.

The salary range was also reviewed and adjusted to reflect external and internal compensation equity. If approved, the competitive new base salary range will be \$70,221 - \$90,834 annually (\$33.76 - \$43.67 hourly).

CONCLUSION:

Staff is requesting approval of an amendment to the classification plan to revise the salary range for the Deputy Clerk classification. The revised salary ensures a competitive compensation package compared to other agencies and will aid in yielding a qualified pool of applicants during the recruitment process.

FISCAL IMPACT:

The vacancy is currently budgeted as a full-time equivalent Office Assistant with a total annual cost of \$125,836. The additional annual cost to fill the vacancy as a Deputy Clerk with the proposed salary range is \$27,718 for a total salary and benefits compensation of \$153,554.

The cost will be absorbed into the department's existing operating budget. Funding to support the FY 2019/20 ongoing cost each year will be incorporated into the proposed future year budgets for Council approval.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachment:

1. Town of Los Gatos Salary Schedule for Confidential Classifications