



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Jennifer Johnston
DATE: October 29, 2021
SUBJECT: Housekeeping Ordinance to Add Position of Administrative Specialist II

Recommendation

Accept this report and set the attached housekeeping change to Schedule D of Article 35-2, Class Specification Index to reinstate the position of Administrative Specialist II.

Background

On September 13, 2021, the City Council adopted Ordinance No. 3101 amending Schedule D of Article 35-2 by creating a new Administrative Library Technician job classification. This new library position was intended to replace the Administrative Specialist II position within the Library Department.

The Human Resources Department did not intend to fully eliminate the Administrative Specialist II job classification from Schedule D, since that position continues to exist within other City Departments. The Human Resources Department recently noticed an administrative error in the ordinance that eliminated the position of Administrative Specialist II from Schedule D. The position now needs to be reinstated because it still exists within other City Departments.

Discussion

This is a housekeeping item to correct an administrative error. Since the position of Administrative Specialist II still exists within other City Departments, Schedule D should be amended to reinstate the position.