



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Jennifer Johnston
Director of Human Services and Labor Relations

DATE: August 6, 2024

SUBJECT: Position Reclassification – Administrative Technician II

Recommendation

It is requested and recommended that City Council approve the reclassification of the City Clerk's Office's current Administrative Technician II positions (Labor Grade 10) to Administrative Assistant positions (Labor Grade 13).

Background

An Administrative Technician II position vacancy occurred within the City Clerk's Office on April 24, 2024, and recruitment efforts have been underway since May 2024.

While considering the needs of the department, it was determined that the capacity of an Administrative Assistant would more appropriately manage the required essential duties. The City Clerk's Office would be more aptly served by the skillset of an Administrative Assistant position, and the reclassification would assist with the department's retention and recruitment. The Administrative Assistant position has a higher job knowledge requirement with more complexity. This type of skill set is needed when dealing with federal and state election compliance as well as vital records compliance. The City's customers will be better served by this position reclassification. We currently have one vacancy in the Administrative Technician II position and one position that is occupied. Both positions will be upgraded and our current employee will be moved to the labor grade 13, at the next step K as she was at her max pay in the Administrative Technician II position. This will still leave her with 5 steps to advance through annually. This also positions the department to fill the vacancy with a qualified candidate in time for election support.

Discussion

Reclassifying the City Clerk's Office's Administrative Technician II positions to Administrative Assistant positions will not have an adverse impact on the department's Fiscal Year 2025 budget.

cc: Thomas J. Aspell Jr., City Manager