

PERSONNEL COMMITTEE

10-0165R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF EXECUTIVE ASSISTANT AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of executive assistant, which were approved by the civil service board on March 16, 2010, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its confidential unit employees; and that pay range for said classification shall be Range 9. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved:

Approved for presentation to council:

Department Director

Chief Administrative Officer

Approved as to form:

Approved:

Attorney

Auditor

HR JA:alo 3/26/2010

STATEMENT OF PURPOSE: This position has been created to provide support to the chief administrative officer by effectively managing his/her schedule and performing a wide variety of complex and confidential administrative, secretarial, analytical and research duties. The pay range negotiated for the classification is Range 9, \$3,593 to \$4,291 per month.