



Midpeninsula Regional  
Open Space District

R-16-55  
Meeting 16-09  
April 27, 2016

## **AGENDA ITEM 4**

### **AGENDA ITEM**

Reclassification of an Executive Assistant position to Executive Assistant/Deputy District Clerk in the General Manager's Office

### **GENERAL MANAGER'S RECOMMENDATION**

Adopt a resolution adding the Executive Assistant/Deputy District Clerk to the District's Classification and Compensation Plan.

### **SUMMARY**

On November 9, 2011, the Board of Directors approved the position of Executive Assistant to the District's Classification and Compensation Plan. Due to changes in the workload and complexity of responsibilities in the General Manager's Office, the General Manager directed staff to re-evaluate the position of Executive Assistant. The evaluation identified the need to reclassify the existing position to create a new classification of Executive Assistant/Deputy District Clerk.

The findings of the reclassification study affirmed that the incumbent performs the full range of professional duties as described in the draft Executive Assistant/Deputy District Clerk job description (Attachment A) as well as duties that reflect a greater role in supporting the District Clerk, including provide backup support for the District Clerk and attend meetings during absences; maintain the official records of the District; respond to public records requests; ensure compliance with the provisions of the Open Meetings law; and provide administrative support to the District Clerk.

### **DISCUSSION**

Prior to the austerity measure implemented during the recession in 2011, the District had a Deputy District Clerk/Office Manager in addition to a District Clerk. After the resignation of the incumbent Deputy District Clerk, the position was converted to a Senior Accounting Technician to address a more critical workload need that resulted from implementation of the Integrated Accounting and Financial System (IAFS). Establishing an Executive Assistant/Deputy District Clerk classification in the General Manager's Office and in direct support to the General Manager would create a classification to perform a wide variety of technical duties in the department not adequately represented by other classifications and recreate the Deputy District Clerk capacity. The current position more closely aligns with the level of Executive Assistant/Deputy District Clerk classification which defines the full range of knowledge, skills

and responsibilities of the incumbent in the General Manager's Office and exercise a significant degree of independence of action and decision-making. This position also interacts with executive management, elected officials and representatives of outside organizations.

Human Resources has reviewed the proposed changes and indicates that a salary range five percent above the current Executive Assistant position appropriately reflects the new job requirements and responsibilities, allowing the District to remain competitive within the local labor market for similar positions in comparator agencies.

The position description for the proposed Executive Assistant/Deputy District Clerk classification is included as Attachment A to this report and the proposed salary range is \$5,756 to \$7,187 monthly (Attachment B). This position is the highest level of the Administrative Assistant series which also includes the Administrative Assistant and Senior Administrative Assistant classifications.

### **FISCAL IMPACT**

The total annual cost (salary and benefits) of the Executive Assistant/Deputy District Clerk position will range from approximately \$106,268 to \$123,440. For FY2015-16, a total of \$113,753 is budgeted for the position (for the 12-month period from July 1, 2015 to June 30, 2016).

### **PUBLIC NOTICE**

Notice was provided pursuant to the Brown Act. No additional notice is necessary.

### **CEQA COMPLIANCE**

No compliance is required as this action is not a project under the California Environmental Quality Act (CEQA).

### **NEXT STEP**

The incumbent has been performing the duties attached in the job description and referenced above. Upon Board approval, the District's Classification and Compensation Plan will be amended accordingly.

#### **Attachment**

1. Executive Assistant/Deputy District Clerk Classification Description
2. Resolution Amending the District's Classification and Compensation Plan

Prepared by:  
Steve Abbors, General Manager

Contact person:  
Candice Basnight, Human Resources Supervisor



## Midpeninsula Regional Open Space District

### **EXECUTIVE ASSISTANT/DEPUTY DISTRICT CLERK**

#### **DEFINITION**

Under the direction of the General Manager, independently performs a full range of highly responsible, confidential, and complex administrative duties supporting the General Manager; coordinates assigned programs, projects, and services with other District departments and outside agencies. Assists the District Clerk in preparing board agendas and packets, assists in maintaining official District records, may assist in coordinating District election processes; provide professional and/or administrative support to the Board of Directors and the Office of the General Manager, as required. This position may be deputized by the District Clerk to act in the capacity of the District Clerk under the authority of the City Clerk, pursuant to the provisions of the California Government Code.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Manager. May exercise general supervision over assigned staff.

#### **CLASS CHARACTERISTICS**

This confidential position is the highest-level administrative support class assigned to the General Manager's Office. This Incumbent performs a variety of administrative and project coordination support work for the General Manager, Controller, Board of Directors, and associated staff. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of District activities, and the ability to conduct independent projects. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities originating at a District-wide level requiring a broader understanding of District functions and the capability of relieving District management staff of day-to-day administrative and coordinative duties. This classification performs a variety of administrative duties, including providing assistance to the District Clerk, performing required duties for District's Board meetings, preparing agenda packets; and functioning as the District Clerk in his/her absence.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Ensures the office administrative functions of the General Manager's office are effectively carried out.
- Performs a wide a variety of general administrative and clerical duties to support the General Manager, including transcribing, researching, and creating summaries, recommendations, resolutions, proclamations, and memos; printing and assembling monthly reports; researching databases; and sorting mail.
- Maintains and coordinates the schedule and calendar of the General Manager as directed; schedules meetings; schedules and tracks appointments with other departments.
- Assists the District Clerk in preparation and delivery of the District Board agendas, meeting notices, resolutions and related materials;

- Assist the District Clerk with Board and Committee meeting coordination and provides a variety of support to District Board and committees, including reserving meeting rooms, maintaining access reports, and following-up on decisions as required; ensures compliance with the Brown Act; maintains committee directories.
- Participates in entering invoices and expenditures into the database, creating requisitions, updating vendor information, and generating various reports.
- Researches, compiles, organizes, and analyzes information and data for special projects and various reports, publications, and newsletters; designs and implements forms; prepares written materials to explain District programs and procedures.
- Assists in gathering, assembling, updating, and distributing a variety of information, forms, records, and data as requested, including vital records, District Regulation and Administrative Policy updates, and Board policies; assists in preparing and maintaining a variety of databases and reports.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, attending meetings, and serving on various task forces and committees.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Organizes and maintains various administrative, reference, and follow-up files; purges files as required.
- Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public; directs callers to appropriate District staff.
- Checks and tabulates standard arithmetic or statistical data; may summarize such information and prepare periodic numerical reports.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Types, originates, formats, proofreads, and distributes a wide variety of reports, letters, and memoranda, including agenda items, bid documents, and documents associated with capital improvement projects; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.
- Provides training to lower-level and new staff as required.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Practices and methods of office management and administration, including the use of standard office equipment.
- Basic principles and practices of supervision and training.
- Organization and function of public agencies, including the role of an elected Board of Directors and appointed committees.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and procedures of record keeping and reporting.

- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Business mathematics and basic statistical techniques.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, explain and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures, as well as complex administrative and departmental policies and procedures.
- Performs District Clerk functions when the District clerk is absent, including attending District Board meetings and preparing District minutes.
- Perform essential duties of the District Clerk in her/his absence, including those involved with Board and Committee meetings.
- Perform responsible administrative support work with accuracy, speed, and general supervision.
- Provide varied and responsible office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Understand and carry out complex oral and written directions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade supplemented by two (2) years of college-level coursework in business or secretarial science, and three (3) years of responsible secretarial experience involving assisting executive management or a high-level official with administrative duties such as typing, filing, calendar coordination, public relations, and project coordination tasks.

**Licenses and Certifications:**

- Possession of a valid California Driver's License.
- Certified Municipal Clerk Designation preferred

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: October 2011  
REVISED: April 2016  
FLSA: Exempt

**RESOLUTION NO. XX-\_\_**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AMENDING  
THE CLASSIFICATION & COMPENSATION PLAN TO ADD THE  
CLASSIFICATION OF EXECUTIVE ASSISTANT/DEPUTY DISTRICT  
CLERK**

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WHEREAS, the General Manager has proposed an amendment to the Midpeninsula Regional Open Space District Classification and Compensation Plan to reflect current comparative data; and

WHEREAS, the Board of Directors having considered such proposal and recommendation;

NOW, THEREFORE, the Board of Directors of Midpeninsula Regional Open Space District does hereby resolve as follows:

1. The Classification and Compensation Plan of the Midpeninsula Regional Open Space District shall be amended to add the classification of Executive Assistant/Deputy District Clerk as reflected below:

<b>Classification Title</b>	<b>Step Range #</b>	<b>Hourly Range \$ Minimum</b>	<b>Monthly Range \$ Maximum</b>	<b>Annual Range \$ Minimum</b>	<b>Time Maximum</b>	<b>Annual Minimum</b>	<b>Annual Maximum</b>	<b>Time Base</b>
Executive Assistant/Deputy District Clerk	29	33.208	41.463	5,756	7,187	69,072	86,244	Full-time

2. Except as herein modified, the Classification and Compensation Plan, Resolution No. 15-18 as amended, shall remain in full force and effect.
3. This resolution shall be effective April 28, 2016.

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on \_\_\_\_\_, 2016, at a regular meeting thereof, by the following vote:

\* \* \* \* \*

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

**APPROVED:**

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Secretary  
Board of Directors

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President  
Board of Directors

**APPROVED AS TO FORM:**

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General Counsel

I, the District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

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District Clerk