ORGANIZATIONAL REVIEW OF THE CITY CLERK’S OFFICE AND AMENDMENT TO THE LIST OF CLASSES EXCLUDED FROM THE CLASSIFIED SERVICE

RECOMMENDATION

Adopt a resolution amending the list of classes excluded from the Classified Service in accordance with Stockton Municipal Code Section 2.36.060 to include Deputy City Clerk I (Confidential), Deputy City Clerk II (Confidential), Senior Deputy City Clerk (Confidential), and Records Research Specialist (Confidential).

Summary

At the request of the City Clerk, Human Resources Staff has conducted an organizational review of all classifications assigned to the Office of the City Clerk. Staff recommendation is to remove the classifications of Deputy City Clerk I (Confidential), Deputy City Clerk II (Confidential), Senior Deputy City Clerk (Confidential), and Records Research Specialist (Confidential) from the classified service in accordance with Section 1400 of the Charter of the City of Stockton.

DISCUSSION

Background

The City Council shall from time to time establish and amend by resolution, a list of classifications of employees excluded from competitive service. Employees occupying positions in classifications that are subsequently added to this section by resolution, shall retain civil service status in that classification.

Section 1400 of the City Charter sets forth the duties of the City Clerk. According to this section:

“The City Council shall appoint the City Clerk who shall serve at its pleasure. The Clerk shall appoint all other members of the department.”

Although the clerical and administrative classes could have been excluded from the civil service, when they were created in 2002, the classes were placed in Civil Service. Upon the request of the City Clerk, staff reviewed the appropriateness of the inclusion of the clerical and administrative positions in the classified service. After conducting research regarding the history of section 1400 of the City Charter, staff recommendation is the classifications of Deputy City Clerk I (Confidential), Deputy City Clerk II (Confidential), Senior Deputy City Clerk (Confidential), and Records Research Specialist (Confidential) be removed from Classified Service.

An amendment to the City Charter effective January 1, 1995 changed the authority of the Clerk to the
language quoted in the section above, the same amendment gave similar authority to the City Attorney. Prior to the election, the City Clerk only had the authority to appoint assistants and deputies of the department. Historically the employees in the City Attorney’s Office have been excluded from civil service and staff recommendation is to treat the members of the City Clerk’s Office in a similar manner as the appointing authority given the City Attorney and City Clerk is identical.

Present Situation

In accordance with Section 2.36.060 of the City’s Municipal Code, any employees currently holding these classifications will retain classified status in their respective position, but any new employees hired into these classifications will be excluded from Classified Service.

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Affected Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy City Clerk I</td>
<td>0</td>
</tr>
<tr>
<td>Deputy City Clerk II</td>
<td>0</td>
</tr>
<tr>
<td>Records Research Specialist (Confidential)</td>
<td>1</td>
</tr>
<tr>
<td>Senior Deputy City Clerk</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Employees Affected:</strong></td>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>

FINANCIAL SUMMARY

There is no cost associated with these actions.