



TOWN OF FAIRFAX

STAFF REPORT

February 1, 2023

TO: Mayor and Town Council

FROM: Heather Abrams, Town Manager

SUBJECT: Adopt Resolution to Retitle and Amend the Classification and Corresponding Specification and Pay Range of Deputy Town Clerk to Deputy Town Clerk / Administrative Analyst

RECOMMENDATION

Adopt Resolution to Retitle and Amend the Classification and Corresponding Specification and Pay Range of Deputy Town Clerk to Deputy Town Clerk / Administrative Analyst.

BACKGROUND

On February 2, 2022, the Town Council, authorized the Town Manager to execute an agreement with Corte Madera for the provision of administrative analyst services. From February 2022 through early December 2022, Corte Madera provided approximately 0.5 Full-time Equivalent (FTE) administrative analyst services to the Town. Those services have ended, as Corte Madera no longer has the capacity to support them. Those responsibilities have been assumed by the Town Clerk's office.

In addition, the Town previously employed a Communications Coordinator approximately .75% time. In August 2022, the Communications Coordinator moved on to a full-time position with another agency. The duties were assumed by the Town Clerk's office with some contractor support. The Communications Coordinator position remains unfilled.

DISCUSSION

There is a need for staff to perform administrative analysis and communications services within the Town Clerk's office. The administrative burden placed on municipal governments in California and the nation has been growing over the last ten years, and exponentially over the last three years. At the same time, we continue to experience repeated environmental, weather-related, and biological disaster events which strain staff resources and require detailed and accurate analysis, reporting, and record-keeping. All of this puts a burden on the Town Clerk's office, which is responsible for all official records in the Town, among other duties.

Staff has reviewed the Town's current classifications to identify a classification most appropriate for this type of work. Deputy Town Clerk has been a long-established classification in the Town and as written, performs support for the Town Clerk, serves as the Town Clerk in their absence, performs record-keeping, planning and conducting elections, file research, data analysis and report preparation, and other administrative support activities for Town administration. Retitling the classification to Administrative Analyst / Deputy Town Clerk, and adding duties related to the preparation of public communications, social media and website management, brings the duties in-house and provides effective support for increased reporting, analysis, and record-keeping related to disasters and unfunded mandates.

Staff recommends retitling and revising the Deputy Town Clerk classification to Deputy Town Clerk / Administrative Analyst as shown in the attached job classification specification.

Administrative Analyst and Communications duties to the Deputy Town Clerk classification increases the depth and breadth of responsibilities, warranting some additional salary consideration. Staff conducted a salary survey for the position and found average compensation at local and regional entities to be 7% above the top monthly salary currently posted for Deputy Town Clerk.

TOWN OF FAIRFAX COMPENSATION STUDY - DECEMBER 2022 DEPUTY CITY CLERK/ ADMINISTRATIVE ANALYST				
Agency	Class Title	Cash		
		Monthly Min Salary	Monthly Max Salary	No. of steps
Fairfax	Deputy Town Clerk	\$6,113	\$7,802	6
San Anselmo	Deputy Town Clerk/Municipal Information Officer	\$7,850	\$9,544	1
Mill Valley	Deputy City Clerk/ Mgmt. Analyst II	\$6,924	\$9,279	7
Town of Ross	Management Analyst	\$7,813	\$9,044	4
Sausalito	Deputy City Clerk/Administrative Aide	\$5,978	\$8,480	7
Piedmont	Deputy City Clerk	\$6,948	\$8,445	5
Carmel By the Sea	Deputy City Clerk	\$6,434	\$7,820	2
San Rafael	Deputy City Clerk	\$5,929	\$7,206	5
Novato	Deputy City Clerk/Executive Assistant	\$5,756	\$6,996	5
Corte Madera	N/C			
Danville	N/C			
Larkspur	N/C			
St. Helena	N/C			
Tiburon	N/C			

Therefore, staff recommends a pay range of \$6,550 low monthly salary and \$8,359.60 top monthly salary which is in line with the market average.

FISCAL IMPACT

The cost to the Town in Fiscal Year 2022-23 will be negligible as the time to recruit will take several months. The Town will bring the full cost of the position, including benefits, to Council in the FY 2023-2024 budget. It is estimated to be approximately \$144,733. Note that the fiscal impact is offset by the savings from the unfilled Communications Coordinator position (\$80,000) and the former shared services position for Administrative Analyst (\$60,000). This is not an additional position and the funding is already budgeted.

ATTACHMENT

Resolution with the retitled and amended Job Description attached as Exhibit A

RESOLUTION 23 - __

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
TO RETITLE AND AMEND THE CLASSIFICATION AND CORRESPONDING SPECIFICATION
AND PAY RANGE OF DEPUTY TOWN CLERK TO
DEPUTY TOWN CLERK / ADMINISTRATIVE ANALYST**

WHEREAS, the Fairfax Town Council wishes to retitle and amend the classification specification and pay range, as shown below, for the approved position of Deputy Town Clerk to Deputy Town Clerk / Administrative Analyst; and

Confidential Salary Table	Step A	Step B	Step C	Step D	Step E	Step F
Deputy Town Clerk / Administrative Analyst	\$6,550.00	\$6,877.50	\$7,221.40	\$7,582.40	\$7,961.57	\$8,359.60

WHEREAS, the position of Deputy Town Clerk / Administrative Analyst has been determined by staff to be “at will” and non-exempt from the overtime provisions of the Fair Labor Standards Act; and

WHEREAS, staff has conducted a labor universe review and found that the classification best fits in the Unrepresented Confidential Group; and

WHEREAS, Resolution 22-86 Adopting an Annual Salary Schedule for Fiscal Year 2022-2023 will be amended in a separate Resolution to include the position title and pay range as described above; and

WHEREAS, the Town Council is required to approve any revisions to the Town’s approved list of classifications and pay ranges;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Town Council approves and adopts the retitled and amended Job Classification attached hereto and incorporated herein as Exhibit A.

The foregoing resolution was duly introduced and adopted at a meeting of the Town Council of the Town of Fairfax held in said Town on the 1st day of February 2023, by the following vote:

AYES:
NOES:
ABSENT:

Chance Cutrano, Mayor

Attest: _____
Michele Gardner, Town Clerk

Exhibit A

TOWN OF FAIRFAX DEPUTY TOWN CLERK / ADMINISTRATIVE ANALYST

DEFINITION

Under general direction, performs a variety of difficult, complex and highly responsible administrative, records management and support functions for the Office of the Town Clerk; plans, participates in, and coordinates the maintenance of official Town documents; coordinates the document imaging system; assists in the election process; assumes all duties and responsibilities of the Town Clerk in his/her absence; prepares, presents, and delivers public and employee communications including web and social media postings and coordinating the Town newsletter; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Administrative Analyst / Deputy Town Clerk is a position within the Town Clerk's Office with duties specifically related to Town Clerk support and Town-wide Communications. The incumbent exercises a substantial degree of judgment over a variety of administrative, records management and other functions.

This class is distinguished from the Deputy Town Clerk / Assistant to the Town Manager by the latter's responsibility for all Office of the Town Clerk duties and functions and for its responsibility to provide executive support to the Town Manager.

SUPERVISION GIVEN AND RECEIVED

Supervision is provided by the Assistant to the Town Manager. Direction may also be provided by the Town Manager. This position provides no direct supervision, but may provide indirect supervision, training, guidance, technical support to other Town staff in the position's areas of expertise.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Plans, organizes, and participates in the work involved in maintaining official Town documents and records including agendas, minutes, ordinances, resolutions, contracts, agreements, deeds and other legal documents and official records of the Town and subsidiary authorities.
- Participates in the development, implementation and monitoring of goals, objectives and policies for the Town Clerk's Office.
- Participates and provides schedules and analysis in the development and administration of the Town Clerk's budget.
- Coordinates the document imaging program and maintenance of complex filing and computerized record systems; analyzes and evaluates technology relative to records management.
- Ensures compliance with government codes for records retention and destruction, assists with preparation of records retention schedules and administers the storage, retrieval and destruction of documents.
- Serves as acting Town Clerk in the Clerk's absence and signs and attests to official documents as needed.
- Accepts legal documents on behalf of the Town and distributes or processes them appropriately.
- Compiles, organizes and interprets data, writes reports and prepares correspondence.
- Analyzes administrative and operational situations and recommends change as needed.
- Materially participates and supports the Town Clerk in the planning and conduct of Town elections.
- Materially participates and supports the Town Clerk as the Town filing officer for Political Reform Act filings.
- Directs and participates in file research and document certification.
- Maintains and monitors the Town website and coordinates, designs, develops, and posts various Town notices and information, including regular updates with information from all Departments.
- Coordinates, prepares, and conducts marketing, public relations, and outreach programs; prepares and compiles marketing material including the Town Newsletter, brochures, posters, articles, advertisements, and flyers.

- Operates and uses modern office equipment and technology, including computers and applicable software.
- Attends Town Council meetings and provides staff support including preparing agenda packets and minutes as needed.
- Proofs, edits, and combines work of others into a finished report.
- Serves as staff for various advisory committees and governing bodies as assigned.
- Conducts studies and analysis of data and information from multiple sources, prepares accurate and informative reports and presentations on study and analysis results, may present findings to Council or an advisory body.
- Assists the Town Manager and Finance Director with preparation and monitoring Department budgets as requested.
- Generates documents and correspondence, communicates with others; updates computer system files; prepares, reviews, and maintains forms, files and other necessary records.
- Answers questions and provides information and assistance to the public in person, on the telephone, virtually, and in writing regarding highly specialized or difficult, complex Town administrative matters.
- Develops and maintains positive working relationships with co-workers, other Town employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal and state laws and regulations, including the Political Reform, Brown and Public Records Acts.
- Principles, practices, and techniques of public records management including document imaging and applicable laws regarding records retention and destruction requirements.
- Principles, practices, and techniques related to the Town Clerk function.
- Principles and practices of public information, media relations, and community outreach.
- Website management.
- Concepts related to marketing and graphic design.
- Principles, methods, and practices of research, analyzing, compiling, and reviewing budgets and budget variance reports.
- English usage, grammar, spelling, and punctuation.
- Town government structure and processes.
- Effective public contact and public relations techniques and practices.
- Analysis and research methods and techniques.
- Computer programs and word processing applications as they relate to area assigned.
- Adobe Acrobat Pro DC, Zoom, Granicus, Microsoft Word, Excel, Publisher, and PowerPoint.

Ability to:

- Collect, compile, and analyze data from multiple internal and external sources.
- Apply, explain, and work in accordance with a variety of laws. Initiate and compose reports and correspondence.
- Establish and maintain comprehensive computerized and manual files and records systems.
- Use automated office and web-based and computerized systems.
- Establish and maintain effective relationships with those contacted in the course of work.
- Greet and engage with the public with courtesy and tact.
- Communicate effectively and tactfully in both oral and written form.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Present the results of research and data analysis effectively in oral, written, or graphic form.
- Establish and maintain effective working relationships with Town employees, applicants, candidates, elected officials, appointed citizens advisory committees, other public agencies, and the general public.
- Prepare clear and concise written reports, graphs, schedules, and presentations; reason logically and speak effectively.
- Lead by example, promote professional and respectful communications and relations with and between groups and individuals.

EDUCATION AND EXPERIENCE

A 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 an Associate's degree or two years towards a Bachelor's degree from a college or university in Business or Public Administration or a closely related field.

Three (3) years of progressively responsible experience, preferably in a municipal setting.

Licenses and Certifications:

Possession of or ability to obtain, an appropriate and a valid CA driver's license within 120 days of employment or the ability to convey oneself from one geographical location to another multiple times a day, timely.

Special Requirements:

Ability to work a flexible schedule on any day or evening to support the Office of the Town Clerk and assigned public bodies.

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 work areas 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.