



## **CITY OF COMMERCE AGENDA REPORT**

**TO:** HONORABLE CITY COUNCIL

**Item No. \_\_\_\_\_**

**FROM:** CITY ADMINISTRATOR

**SUBJECT:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, APPROVING REVISIONS TO THE PERSONNEL CLASSIFICATION AND COMPENSATION PLAN TO CREATE NEW CLASSIFICATION SPECIFICATIONS AND SET THE SALARY LEVEL FOR ADMINISTRATIVE INTERN

**MEETING DATE:** DECEMBER 6, 2016

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### **RECOMMENDATION:**

Staff is recommending the City Council adopt a resolution establishing the classification and salary level for Administrative Intern.

### **ANALYSIS:**

The City has historically used both paid and unpaid interns. Interns provide administrative and/or technical support throughout the City and offer an opportunity for individuals to gain practical experience in municipal government in areas such as finance, personnel, planning and specialized departmental activities. This classification was specifically developed to be a "general" classification that will allow for various departments to offer internships.

This classification is designated as "at will" and not eligible for regular employment status. Interns serve at the request of the hiring authority. Staff is recommending the Intern assignment be limited to two years and placed at the Part Time Salary Range 12 (\$16.88-\$20.56).

### **FISCAL IMPACT:**

Funding for Internships was approved in the current budget (\$100,000 one-time funding) and therefore this activity may be carried out without additional impact on the current operating budget.

### **RELATIONSHIP TO STRATEGIC GOALS:**

This item is related to a specific 2016 **Strategic Focus Area – City Organization** as follows:

The City of Commerce is an organization and workplace that encourages innovation, attracts and retains employees through a supportive working environment with competitive salary and benefits.

Approved by: Michael A Casalou, Director of Human Resources

Budget Impact: Vilko Domic, Director of Finance

Approved as to form: Eduardo Olivo, City Attorney

Respectfully submitted: Jorge Rifá, City Administrator