

RESOLUTION NO. 17-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA APPROVING THE CREATION OF THE ADMINISTRATIVE SERVICES DEPARTMENT, AND REVISIONS TO THE PERSONNEL CLASSIFICATION AND COMPENSATION PLAN TO CREATE NEW CLASSIFICATION SPECIFICATIONS AND SET THE SALARY LEVELS FOR THE DIRECTOR OF ADMINISTRATIVE SERVICES AND CITY CLERK POSITION AND THE DEPUTY DIRECTOR OF HUMAN RESOURCES POSITION; AND AUTHORIZE THE SALARY FOR SAID POSITIONS**

WHEREAS, the City's Personnel Policy and Procedure's Classification Plan Administration provides the procedure for the development, revision and implementation of revising the City of Commerce Classification Plan; and

WHEREAS, one of the key staffing components was to develop a strong leadership structure for the Administration Department and Human Resources Department; and

WHEREAS, California Government Code Section 35601 vests the government of a general law city in various officers, which includes a city clerk. The duties of a city clerk are contained in Government Code Sections 40801 through 40814 and Commerce Municipal Code Section 2.12.020, which largely mirrors those contained in state law; and

WHEREAS, the Director of Administrative Services and City Clerk will be responsible for managing and directing the daily operations of the Administrative Services Department. The Director of Administrative Services and City Clerk will serve as the City Clerk for the City of Commerce and will perform all of the duties required of the City Clerk by state law and the Commerce Municipal Code. Other major job functions and responsibilities will be to direct the daily operations of the City Clerk Division, Cable Division, Public Information Division, legislative functions, Council support functions and serve as an assistant to the City Administrator.

WHEREAS, the Deputy Director of Human Resources will help manage and direct the daily operations of the Human Resources department and provide assistance to the Director of Human Resources.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMMERCE DOES HEREBY RESOLVE, DECLARE AND DETERMINE AS FOLLOWS:

Section 1. The City Council hereby approves the creation of the Administrative Services Department.

Section 2. The City Council hereby approves the above-discussed revisions to the Personnel Classification and Compensation Plan creating new classification specifications and setting the salary level for the following:

- Director of Administrative Services and City Clerk; and
- Deputy Director of Human Resources.

Section 3. The Job Description for the position of Director of Administrative Services and City Clerk, which is attached hereto as Exhibit A, is hereby approved. The current City Clerk, Lena Shumway, is hereby appointed to the position of Director of Administrative Services and City Clerk, a Step 3 salary level.

Section 4. The Job Description for the position of Deputy Director of Human Resources, which is attached hereto as Exhibit B, is hereby approved. The current Deputy City Administrator, Fernando Mendoza, is hereby appointed to the position of Deputy Human Resources Director, at his current salary level and shall no longer serve as the Deputy City Administrator.

Section 5. The compensation levels for the two positions as reflected in the revised Schematic of Operational Job Classifications – Executive Employees, attached hereto as Exhibit C, is hereby approved.

Section 6. The City Clerk shall certify to the adoption of this resolution, assign it the next number in order, and thereupon and thereafter the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED THIS 7th day of March, 2017.

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Ivan Altamirano  
Mayor

ATTEST:

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Lena Shumway  
City Clerk