



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Mark Danaj

SUBJECT: APPROVAL OF AMENDMENTS
TO THE CITY PAY PLAN FOR
VARIOUS JOB CLASSIFICATIONS

DATE: 04-07-08

Approved

Christine J. Shuppiy

Date

4-11-08

COUNCIL DISTRICT: N/A
SNI AREA: NA

RECOMMENDATION

Adoption of a resolution to:

1. Amend the City of San José Pay Plan effective March 11, 2008 to change the title for the classification of Executive Assistant U (8021) (formerly Executive Assistant to the City Auditor).

OUTCOME

The City of San José Pay Plan will be amended for the classification of Executive Assistant to the City Auditor U (8021).

BACKGROUND

When new job classifications are added or deleted, job titles are changed, or salaries are revised, relevant resolutions must be amended. The City Pay Plan reflects all job classification and compensation changes made through Council Resolution, and is on file in the Human Resources Department and published on the City's Internet and Intranet sites.

ANALYSIS

Classification Title Changes

- a. Executive Assistant (8021) (formerly titled Executive Assistant to the City Auditor)

This classification has been a single-incumbent position in the Auditor's Office. The specification has been retitled and revised to cover a broader array of duties common to other Council Appointees and City Executive Council members. There are other individuals who may be reallocated into this classification in the future.

PUBLIC OUTREACH/INTEREST

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

Not applicable.

COORDINATION

This resolution was coordinated with the City Attorney, the Office of Employee Relations and the Budget Office.

COST SUMMARY/IMPLICATIONS

There are no cost implications pertaining to this resolution.

HONORABLE MAYOR AND CITY COUNCIL

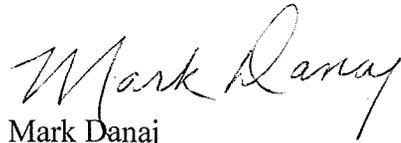
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Subject: Amendments to Pay Plan

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CEQA

Not a CEQA project.

A handwritten signature in cursive script that reads "Mark Danaj".

Mark Danaj
Director, Human Resources

For questions please contact Sarah Nunes, Employment Division Manager, at 975-1458.

