

City of Cloverdale, California

DEPUTY CITY CLERK / HUMAN RESOURCES TECHNICIAN

The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.

DEFINITION

Under the administrative direction of the City Manager/City Clerk, oversees and directs the operations and services performed by the City Clerk's Department; administers municipal elections in coordination with the County; provides policy guidance and professional assistance to City departments; ensures compliance with Conflict of Interest laws and FPPC regulations; plans, directs, and oversees the development, implementation and maintenance of records management; coordinates activities with other City officials and outside agencies; provides complex staff support to the City Council and City Manager; performs other related duties as required. Additionally, the incumbent serves as the City's Human Resources Technician providing support in a variety of program areas including employee relations, risk management, recruitment, classification and compensation, training, benefits administration, and equal employment opportunity in compliance with State and Federal regulations, City personnel policies and adopted human resource rules and regulations; performs and is responsible for risk management activities.

DISTINGUISHING CHARACTERISTICS

The Deputy City Clerk/Human Resources Technician is a full-time, administrative management level classification, which exercises full responsibility for all functions and operations of the City Clerk (50%) and Human Resources' Offices (50%), including responsibility for overall policy development, program planning, fiscal management, and administrative duties. The incumbent manages the administration of the City Council and Planning Commission agenda review processes and the preparation of agendas; attends meetings and prepares minutes for legislative bodies; administers the commission appointment process; develops and maintains the systems for managing a citywide document and records management program; administers municipal elections and enforces federal, state, and local laws, including campaign financing, public records, meeting notices, and conflict of interest management. As Human Resources Technician, performs the full range of human resources generalist duties with responsibility and expertise in benefits management, workers' compensation, risk management and recruitment.

Incumbent provides complex technical and administrative support and advisement to the City Manager, Management Team, City Council, and employees on matters related to personnel, risk management, city clerk, and the City's policies and procedures.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Current principles, practices and techniques of municipal records management.
- Laws and regulations regarding the maintenance, retention, and release of records and information.
- Applicable federal, state and local laws, codes and regulations.
- Basic workers' compensation law and procedural requirements as they relate to claims processing.
- Benefit program administration and requirements including COBRA (Consolidated Omnibus Budget Reconciliation Act) and HIPAA (Health Insurance Portability and Accountability Act).
- Principles, methods and practices of risk management.
- Policies and procedures, principles and practices of personnel administration and management including recruitment, interviews, discipline, employee evaluation, and termination.
- Account and statistical recordkeeping.
- Current office procedures, equipment and computer software applications.
- Techniques and methodologies for conducting research and surveys.
- Proper business English usage, spelling, grammar and punctuation.
- Business and statistical mathematics.

Ability to:

- Understand, interpret, explain and apply a variety of complex policies, procedures, Memorandums of Understanding, and applicable laws, codes, and regulations.
- Prepare clear, concise, and accurate correspondence, documentation, records, reports, and meeting minutes.
- Accurately and promptly provide information to the public, employees and other agencies.
- Perform a variety of professional, technical, confidential and analytical human resources functions; oversee and manage personnel program with minimal guidance and supervision.
- Interpret and apply a variety of human resource and risk management rules, laws and policies with good judgment.
- Investigate and obtain basic data necessary to evaluate solutions to complex problems.
- Exercise independent judgment, discretion, initiative and political awareness.
- Collect and analyze statistical data; conduct research and special projects as assigned.
- Perform financial and statistical recordkeeping.
- Operate office equipment and computer terminals, including related software applications such as Microsoft Word, Excel, and Outlook, at a high level of skill and accuracy.
- Establish and maintain effective working relationships with employees, supervisors, outside agencies and the public.
- Communicate effectively both orally and in writing.
- Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Meet deadlines and handle multiple work projects.

EXAMPLES OF DUTIES

DEPUTY CITY CLERK

- Responsible for all City Clerk's Office activities and services as directed by State law and City ordinance, including activities associated with the production, publication, and maintenance of City records, legislative agendas, and minutes relating to City Council, Planning Commission, Subcommittees and other board and commission activities; coordinates activities with other City officials, departments, outside agencies, organizations and the public.
- Develops, implements and maintains departmental goals, objectives, policies, and procedures; advising the public, elected officials and staff in the interpretation of City and department policies.
- Coordinates a comprehensive, centralized citywide records management program to ensure proper records retention, maintenance, and disposition practices are incorporated into City record keeping practices; ensures availability of records to City staff and the public; provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections and local government legislative processes and actions; analyzes, enforces, and explains laws and regulations related to public records, meeting notification, archival research, municipal elections, campaign financing, and conflict of interest.
- Works with City Council, City Manager, City staff, Planning Commission and the public to plan and prepare City agendas; oversees preparation and distribution of the agendas, Council/Commission packets and supporting documentation; receives and reviews agenda items to ensure that all submittals are complete and in compliance with established procedures and the Brown Act.
- Attends all meetings of the City Council, Planning Commission, Subcommittees and other boards and commissions as assigned and keeps all related records of the legislative proceedings; maintains and disseminates all actions, including minutes, ordinances, resolutions, contracts, deeds, bonds, vital records, correspondence, and reports ensuring timely preparation; participates in writing contracts resolutions, ordinances, and other legal documents; makes necessary corrections to resolutions, ordinances, contracts, and leases prepared by City departments; monitors legal documentation of City Council and Planning Commission actions for accuracy of intent; maintains, indexes, and files all City records; prepares certified copies of City documents for elected officials, staff, and the public; oversees the codification of all City ordinances and the maintenance of the consolidated codes reflecting the legislative actions of the City Council.
- Coordinates meeting and event planning of regional boards and committees for the City Council and City Manager.

- Accepts and/or processes subpoenas, appeals, lawsuits, and claims against the City; certifies affidavits, documents, and depositions pertaining to City affairs and business, which may be used in court; serves as the custodian of the City Seal.
- Coordinates the bid opening process and monitors the City's related performance bond activities; records legal documents of the City.
- Prepares, manages, and coordinates the City Clerk and Human Resources' Office budgets.
- Administers provisions of the Political Reform Act of 1974 as it pertains to local government, including the filing of campaign statements and Statements of Economic Interest for all elected and appointed officials and other designated employees.
- Establishes positive working relationships with and serves as a resource to representatives of community organizations, state/local agencies and associations, City management and staff; develops and coordinates communications with the community to increase citizen accessibility to City records and information; maintains and updates information on the City's websites.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of municipal records management and elections; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints.
- Conducts special projects as assigned by the City Manager.

HUMAN RESOURCES TECHNICIAN

- Serves as the City's Personnel Officer.
- Oversees employee benefits program including acquisition and changes of benefits in coordination with the Redwood Empire Municipal Insurance Fund (REMIF), contract management, and providing information on benefit programs to City Manager, Management Team, payroll department, and employees.
- Develops, implements, updates and maintains City personnel policies, procedures and regulations and Employee Handbook.
- Coordinates recruitments, interviews, and pre-employment physicals. Serves as the primary contact for the selection of and services provided by temporary agencies for all departments.
- Advises City Manager, Management Team, and Department Supervisors regarding employee performance evaluations, disciplinary procedures, and other employee issues.
- Assists City Manager and Management Team in labor negotiations with various employee groups as necessary, including revision and preparation of Memorandums of Understanding (MOUs) and coordination of meet and confer issues.
- Prepares/updates job descriptions and performs salary surveys, as needed.
- Administers Department of Transportation (DOT) Drug and Alcohol Random Testing Program.

- Administers Workers Compensation and Disability Programs, in coordination with REMIF.
- Administers Public Employees Retirement System (PERS) contract administration and changes.
- Coordinates employee training programs.
- Maintains personnel and other employment-related files.
- Serves as the City's Risk Manager.
- Responsible for claims and accident handling, in conjunction with REMIF.
- Liaison with REMIF to administer City's general liability, workers comp, automobile, property and other insurance coverages.
- Serves on City's safety committee.
- Reviews and tracks certificates of insurance.
- Reviews contracts and agreements for proper risk transference and hold harmless clauses.
- Coordinates with other City staff, community groups, and individuals on Special Events Insurance.
- Prepares and updates liability release forms for various City programs and activities.

EDUCATION AND EXPERIENCE

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. Requires high school diploma or GED; 2 years of college or technical school business/executive coursework and a knowledge of administrative skills; plus 3 years of related administrative, human resource administration or governmental experience. Possession of or ability to obtain within 24 months, a Certified Municipal Clerk designation is highly desirable.

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.