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Title: Action on the New Job Specifications for Risk Manager, Contracts Manager, and Public Records Manager, and Set Salary Ranges for Each

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Attachments: 1. Job Description for Risk Manager, 2. Job Description for Contracts Manager, 3. Job Description for Public Records Manager

Date	Ver.	Action By	Action	Result
6/26/2018	1	City Council and Authorities Concurrent	Approved the Consent Calendar	

REPORT TO COUNCIL

SUBJECT

Action on the New Job Specifications for Risk Manager, Contracts Manager, and Public Records Manager, and Set Salary Ranges for Each

BACKGROUND

The Risk Manager, Contracts Manager, and Public Records Manager positions are new management positions in the City’s unclassified service and the incumbents will serve at the discretion of the City Manager in an “at will” basis. Sections 4 and 6 of the Personnel and Salary Resolution require City Council approval of new job classifications and specifications.

DISCUSSION

The Risk Manager, Contracts Manager, and Public Records Manager job descriptions incorporate the expectations for the incumbents to adhere to the City’s Code of Ethics and Values, and demonstrate strong professional and service-oriented leadership. This report captures key elements for each of the positions.

Risk Manager

This position is a management position in the unclassified service responsible for management of loss control and loss prevention through hazard identification, financial management, as well as insurance and claims management. This position will develop, administer, and advise all City departments on an integrated loss control program for the purpose of identifying, evaluating, and reducing risks and liability from all sources. The incumbent will be well versed in the principles and practices of risk management, and ensure compliance with Cal/OSHA, Federal, State, and local laws and regulations. This position will also be responsible for reviewing contracts and projects and making recommendations regarding indemnification, risk transfer, and insurance requirements. The incumbent will need to possess the ability to negotiate, prepare, and manage applicable contracts.

The budgeted monthly salary range for this position is \$11,916 to \$15,421 based on the duties and level of experience required for this position.

Contracts Manager

This position is a management position in the unclassified service responsible for conducting the most complex, sensitive, and difficult ongoing analytical work related to the City's contracting policies and procedures, Prevailing and Minimum Wage Policies, and Federal and State labor compliance regulations and standards. The incumbent exercises independent judgment and discretion, provides oversight and insures consistency with contracts executed and monitored by the City, develops and implements trainings on the City's contracting policies and procedures, and seeks new solutions and ways of doing business in an improved and more effective way. This position will also formulate corrective action plans for resolution of labor compliance violations and analyze problems and negotiate complex contractual terms, investigate sensitive or unusual issues or complaints, and provide guidance and assistance.

The budgeted monthly salary range for this position is \$11,142 to \$14,418 based on the duties and level of responsibility required for this position.

Public Records Manager

This position is a management position in the unclassified service responsible for fulfilling public record requests, developing and promoting city-wide public records disclosure systems, maintenance and oversight of public record retention schedules and adherence to them, and providing city-wide public records education and training. The incumbent will demonstrate a strong ability to perceive and assess situations, and work in a fast-paced environment with a high level of organization. The incumbent will work under the administrative direction of the City Manager with considerable independence in making judgments related to his/her assignments. The incumbent will stay abreast of, interpret, apply, and explain codes, laws, rules and regulations associated with the Public Records Act, and ensure compliance with the Public Records Act through appropriate retention, management, disclosure and disposition of public records.

The budgeted monthly salary range for this position is \$8,631 to \$11,170 based on the duties and years of experience required for this position.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to the City in approving the revised job descriptions. The FY 2018/19 Budget includes the funding for the Risk Manager, Contracts Manager, and Public Records Manager positions.

COORDINATION

This report has been coordinated with the Finance Department and City Attorney's Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the new job descriptions for Risk Manager (with a monthly salary range of \$11,916 to \$15,421), Contracts Manager (with a monthly salary range of \$11,142 to \$14,418), and Public Records Manager (with a monthly salary range of \$8,631 to \$11,170).

Reviewed by: Julia Hill, Interim Director, Human Resources

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Job Description for Risk Manager
2. Job Description for Contracts Manager
3. Job Description for Public Records Manager