



## Legislation Details (With Text)

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<b>File created:</b>	11/10/2022	<b>In control:</b>	Personnel Commission
<b>On agenda:</b>	11/16/2022	<b>Final action:</b>	
<b>Title:</b>	Creation of Public Affairs Manager Job Class Specification		
<b>Attachments:</b>	1. Public Affairs Manager Job Class Specification NEW, 2. City Manager's Office Organizational Chart		

Date	Ver.	Action By	Action	Result
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**SUBMITTED TO:** Personnel Commission

**SUBMITTED BY:** Brittany Mello, Director of Administrative Services

**DATE:** November 16, 2022

**Subject:**

**Creation of Public Affairs Manager Job Class Specification**

The City Manager's Office is seeking to create the job classification of **Public Affairs Manager**.

The Public Affairs Manager classification will provide coordination of the City's overall public information function and short and long-term strategic planning in support of the City Manager's Office. This position will perform job duties necessary to fulfill the City's operational goals and objectives. The classification is FLSA exempt - Professionals and will be represented by the Management Employees Organization (MEO).

The pay range recommendation was based upon internal and external classification comparisons, and was approved by the City Council at the December 21, 2021 meeting. The recommended compensation was determined in accordance with Personnel Rule 12-1 Assigning Positions to Appropriate Ranges and Pay Plans.

The Administrative Services Department has created the job classification, and HBMT has reviewed the proposed job classification.

**Proposed Job Class Title:** Public Affairs Manager  
**Pay Grade:** 232

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION:**

**Amend the City's Classification Plan by approving the proposed Public Affairs Manager job**

**classification.**

**Attachment(s):**

1. Public Affairs Manager Job Class Specification NEW
2. City Manager's Office Organizational Chart