



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: May 7, 2024

#### Common Council-City Clerk

Current	Recommended
Staff Assistant - Common Council President PR 2JX (\$62,041 - \$86,854) (One Vacant Position)	Policy and Administration Director PR 2NX (\$85,366 - \$119,521) FN: Minimum rate \$101,391 (One Vacant Position)

#### Background

City Clerk Jim Owczarski has requested to reclassify the position of Staff Assistant – Common Council President as a Policy and Administration Director. A new job description was provided and DER Compensation staff has discussed with Deputy City Clerk Dana Zelazny the changes to this position.

#### Responsibilities and Requirements

This Policy and Administration Director provides staff assistance to the Common Council President and manages the staff and office work flow. Duties and responsibilities include:

- 20% City Governance: Monitor, review and brief Council President on pending legislation and policy issues on committee agendas and Common Council. Represent Council Present before various committee, boards and commissions. Meet with citizens regarding permit, license and zoning applications.
- 20% Research and Policy Analysis: Provide, pursue research and policy analysis by monitoring community trends, issues that impact the district and city. Make recommendations and/or define policy alternatives on current issues and trends. Support the Council President on developing legislation.
- 15% Maintain a good relationship with legislative assistants, council members, elected officials and city departments as well as the City Clerk and Deputy City Clerk and staff members.
- 15% Community and Neighborhood Relations: Represent Council President at various civic, committee, and governmental functions, including neighborhood and community meetings. Staffing task forces on special issues, meeting with constituents and citizens from all sectors to implement task force goals; draft and edit task force proposals, articles and brochures.
- 15% Manage staff and office work flow.

- 10% Engage in media and communication initiatives for print, written, verbal and online interactions for press conferences and statements, talking points, newsletters and online social media.
- 5% Other related duties as assigned by the Council President.


Minimum requirements include a bachelor's or master's degree in business, public administration, communications, political science or related field and five years of related experience.

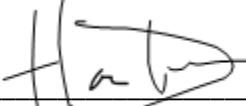
#### Analysis and Recommendation

With the revised responsibilities for this position detailed above, the level of responsibility and nature of work is now comparable to the classifications of Emergency Management Director in the Fire and Police Commission and the Policy and Administration Director in the Mayor's Office. The recommended classification is Policy and Administration Director in Pay Range 2NX (\$85,366 - \$119,521) with a minimum rate of \$101,391.

#### **Action Required – Effective Pay Period 12, 2024 (May 26, 2024)**

**\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by:   
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Reviewed by:   
Harper Donahue IV, Employee Relations Director