



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: October 25, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager
Trisha Ortiz, Interim City Attorney

SUBJECT: Adopt Resolution Authorizing the City Manager to Convert an Existing Legal Secretary Position Assigned to the City Attorney's Office to a Management Analyst I/II Position

BACKGROUND

Personnel support assigned to the City of San Bruno's City Attorney's Office has historically consisted of two city positions – a full-time (in-house) City Attorney and a full-time Legal Secretary. Additional legal support is provided by outside counsel assigned to specific projects, managed under the direction of the City Attorney.

The City evaluated staffing for the City Attorney's office following the in-house City Attorney's announcement that he was retiring, and this report recommends converting the Legal Secretary position to a Management Analyst I/II position. The additional cost of this classification adjustment is projected at \$5,200 annually, inclusive of salary and benefit expenses. No additional budget appropriation is requested for the current 2022/23 fiscal year. Going forward, the additional costs will be incorporated into future annual budgets for the City Attorney's Office.

DISCUSSION

The following is a summary of the key duties assigned to the Legal Secretary position.

- **Office Administration**
Answer phones, open mail, process office payroll, order office supplies, and update the City's law library. Draft, finalize and mail correspondence. Schedule City Attorney meetings. Coordinate depositions and deposition preparation meetings.
- **Invoice Processing**
Processes City Attorney Office invoices and routes for review, approval and payment.
- **Worker's Compensation**
Supports the City's workers' compensation claims administrator. Receives and processes medical injury claim packets as well as declination packets for submission to the claims administrator. Coordination with human resources and departmental

staff on work restrictions. Reviews and circulates work status reports and ensures proper workers' compensation leave/work classifications. Processing of workers' compensation invoices for payment.

- **Certificates of Insurance**
Administration and tracking of Certificates of Insurances citywide from City vendors and issuance of City certificates in coordination with San Bruno's risk pool/insurance provider(s).
- **Public Records Act Requests**
Central administration of all Public Information Act Requests. Routes to appropriate department/staff for collection of documents, monitors response deadlines and provides reminders and requests extensions when necessary. Supports review by City Attorney and oversees final delivery of requested documents.
- **Subpoenas**
Central administration of all subpoenas received by the City. Routes to appropriate personnel, collects responsive documents and monitors response deadlines. Supports review by City Attorney and ensures timely compliance with all subpoenas requirements and submits Declaration of Custodian of Records Forms.
- **Weapons Petition**
Supports the Police Department with mental health related weapon pleadings. Drafts pleadings, supports City Attorney review and files with the Court within required timeframes.
- **City Property Damage Claims**
Central processing for all claims for damage to City property. Coordinates with the Police Department, Public Works and the City Attorney as well as other invoiced parties. Drafts and sends demand letter to third parties and/or their insurance company. Coordinates Restitution Claims with the District Attorney's Office. Monitors all claims for payment and works with appropriate personnel to resolve non-payment issues.
- **Third-Party Claims**
Coordinates and tracks third-party claims against the City. Processes and circulates claims for review by the City Attorney and the City's risk pool/insurance provider(s). Drafts claim decision letters, where appropriate.

To support an adjustment of broader duties for the position, provide better internal alignment with other City positions, and increase the viable pool of candidates for the position, the City Manager recommends converting the position to a Management Analyst I/II position. The Management Analyst position is a flexible position, whereby the junior (I) and senior (II) level classifications are journey positions that increase based on knowledge, skills, and abilities of the incumbent/candidate. In contrast to the Legal Secretary duties, a Management Analyst's duties can be more project-driven and allow for strategic and focused work assignments to align with the City's current needs and priorities.

If approved, upon the conversation of the Legal Secretary position to a Management Analyst I/II position, the City Manager intends to make the following adjustments in duty/task assignments. Other job assignments may occur in the future.

- **Office Administration:** General administrative tasks will be split between the Management Analyst and other administrative staff within the City Manager's Office. Additionally, maintenance of the City's Law Library will be assigned to City Library staff.
- **Public Records Act Requests and Subpoenas:** Administration of these functions will be transitioned to the City Clerk's Office and overseen by the City Clerk.
- **Risk Management:** The Management Analyst position will support citywide risk management, monitor claims trends and work with all city departments to lower risk, reduce injury as well as support the development and implementation of risk reduction policies citywide. The position will also work with the City's risk pool/insurance provider(s) to implement best practices in risk reduction. This is a new role that is anticipated to be a major improvement in how the City supports and staffs' risk management.

The job description for the Management Analyst I/II is a board classification that is used across various City departments and the general duties and responsibilities that are assigned to the Legal Secretary position fit within the Management Analyst I/II position. Attachment 2 includes a copy of the current job description for the Legal Secretary position and Attachment 3 includes a copy of the current job description for the Management Analyst I/II position.

The Legal Secretary position is currently an unrepresented / confidential position. This personnel classification will remain if the position is converted to a Management Analyst I/II position.

FISCAL IMPACT:

The currently authorized annual salary ranges for the Legal Secretary and Management Analyst I/II positions are below.

Position	Min Annual Salary	Max Annual Salary
Legal Secretary	\$80,112	\$98,304
Management Analyst I	\$83,016	\$101,376
Management Analyst II	\$95,436	\$117,360

Staff recommends a budgeted funding level for the proposed Management Analyst I/II position at the top step (max salary) of the Management Analyst I position. This will allow for filling the position at the top step of the level "I" classification or up to the second step of the level "II" classification. The total salary difference of this change from the current budgeted

salary for the Legal Secretary position is \$3,072 (from \$98,304 to \$101,376). With related benefit costs, the estimated total annualized cost of the change is \$5,200 for FY 2022-23.

No additional budget appropriation is requested for the current 2022/23 fiscal year. If approved, the transition will likely occur in December 2022 and the projected additional cost in the current fiscal year is projected at 60% of the annualized estimated cost of \$5,200 (which is \$3,120). This amount will be funded with salary savings from vacant positions the City Manager's Office.

Going forward, the additional costs will be incorporated into future annual budgets for the City Attorney's Office.

ALTERNATIVES:

1. Do not approve requested classification conversion and provide direction to maintain the current structure or an alternative position classification.

RECOMMENDATION:

Adopt Resolution Authorizing the City Manager to Convert an Existing Legal Secretary Position Assigned to the City Attorney's Office to a Management Analyst I/II Position.

ATTACHMENTS:

1. Resolution
2. Attachment 2 - Legal Secretary Job Description
3. Attachment 3 - Management Analyst I/II Job Description