



# CITY OF SACRAMENTO

**DEPARTMENT OF PERSONNEL**  
PERSONNEL MANAGEMENT SERVICES DIVISION  
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CITY MANAGER'S OFFICE  
**RECEIVED**  
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**DONNA L. GILES**  
DIRECTOR OF PERSONNEL

October 28, 1981

By the City Council  
Office of the City Clerk  
*referred to  
PIPE Comm.*

City Council  
Sacramento, CA

Honorable Members in Session:

**SUBJECT: CLARIFICATION OF APPOINTING AUTHORITY OF ADMINISTRATIVE ASSISTANT TO THE MAYOR AND EXECUTIVE SECRETARY**

SUMMARY

This report provides, by resolution, that the Mayor is the appointing authority for the Administrative Assistant to the Mayor. In addition, it also lays out alternatives for discussion as to the appropriate appointing authority of the Executive Secretary in the Mayor/Council office.

BACKGROUND

Administrative Assistant to the Mayor - Section 74 of the City Charter provides that the Mayor "shall appoint such members of the Mayor's staff, exempt from the civil service system, as may be provided by resolution." The authority to appoint the Mayor's Administrative Assistant, who is appointed depending on qualifications to either the Administrative Assistant to the Mayor I or II classifications, should accordingly be provided by resolution. A resolution is attached.

Executive Secretary - This position assists both the Mayor and Council Members. There are two Charter sections which, arguably, give both the Mayor and the Council a share in appointing the Executive Secretary. Section 74 is stated above. Section 70 of the Charter provides that the Council appoints the City Clerk, Attorney, and Treasurer, and "such other officers and employees of its own body as it deems necessary." The Mayor and Council need to clarify who is the official appointing authority of the Executive Secretary in the Mayor/Council office. The following options are offered for possible consideration:

1. The Personnel and Public Employees Committee could interview candidates and recommend the appointment of one to the Mayor and Council, who jointly would make the appointment.
2. The Personnel and Public Employees Committee could interview candidates and recommend to the Council appointment of one, subject to the veto or concurrence of the Mayor.

3. The Personnel and Public Employees Committee could interview candidates and refer the top one or more for interview to the Mayor. Then, the Mayor and Council could discuss and jointly make the appointment.
4. The Personnel and Public Employees Committee could interview candidates and make a recommendation to the Mayor who, then, would make the appointment.
5. The Personnel and Public Employees Committee and the Mayor could each interview candidates independently. The Council and Mayor could then discuss their respective choices and jointly make an appointment.

The above options are probably not exhaustive. They should serve as a starting point for discussion by the Mayor and Council. When a decision is made, the staff will draft a resolution for approval by the Mayor and Council.

#### RECOMMENDATIONS

It is recommended that:

1. The attached resolution providing that the Mayor is the appointing authority for his Administrative Assistant be approved.
2. The Mayor and Council discuss and decide who the appointing authority is for the Executive Secretary in the Mayor and Council offices.

Respectfully submitted,

  
Donna L. Gilles  
Director of Personnel

DUG/JW/sch

attachment

APPROVED:

  
Walter J. Slipe  
City Manager

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

APPOINTMENT OF EMPLOYEES TO THE CLASSIFICATIONS  
OF ADMINISTRATIVE ASSISTANT TO THE MAYOR I AND  
ADMINISTRATIVE ASSISTANT TO THE MAYOR II

WHEREAS, Section 74 of the City Charter provides that the Mayor shall appoint such members of the Mayor's staff, exempt from the civil service system, as may be provided by resolution; and

WHEREAS, there exists on the Mayor's staff a position classified as Administrative Assistant to the Mayor I or II, depending on the incumbent's qualifications,

THEREFORE, BE IT RESOLVED BY THE CITY OF SACRAMENTO:

That the Mayor is the appointing authority for persons in the classifications of Administrative Assistant to the Mayor I and Administrative Assistant to the Mayor II.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK