

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Matthew J. Fertal

From: John D.R. Clark

Dept: City Manager

Dept: Human Resources

Subject: **APPOINTMENT:
DEPARTMENT SECRETARY**

Date: January 13, 2009

OBJECTIVE

To request City Council approval to appoint a new Police Department Secretary at Step "E" of salary range E143.

BACKGROUND

The current Municipal Code allows the City Manager to appoint new employees at any of the first three steps of the established salary range. The City Council, by minute order, can approve the hiring of an employee at any step in the salary range.

DISCUSSION

The Chief of Police is requesting Step "E" placement of a highly qualified Department Secretary candidate, with over six (6) years of municipal administrative support experience with the City of Anaheim and the Orange County Office of Education. The candidate has direct experience in coordinating calendars and scheduled meetings for Public Safety Officials and appears to be an excellent fit for the current vacancy in the Police Department, where many of this position's responsibilities require extensive knowledge of public safety. Placement at "E" also insures the candidate will not experience a pay reduction, inasmuch as the City of Anaheim picks up most of the 8% employee share of CalPERS contribution.

FISCAL IMPACT

None anticipated, as the Police Department budgeted for this position at "G" step in its fiscal year 2008-09 Budget.

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COMMUNITY VISION IMPLEMENTATION

This position supports the Strategic Plan Goals of the Police Department by effectively providing administrative support to the Chief of Police. This position will also be responsible for providing complex and confidential support to the entire Police Department management team in successfully meeting their goals of the 2005 – 2010 Strategic Plan.

RECOMMENDATION

It is recommended that the City Council:

- Approve appointment of a Department Secretary candidate at Step "E" of salary range E143.

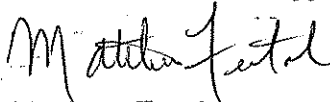


JOHN D.R. CLARK
Director of Human Resources



By: JANY H. LEE
Recruitment and Classification Supervisor

Recommended for Approval



Matthew Ferial
City Manager

Attachment: Redacted resume of candidate

Department Secretary
Police Department

Work Experience

- November 2004 to Present- **Office Supervisor**, City of Anaheim Fire Department

Duties: Direct support to the Fire Marshal and Fire Prevention staff. Compose and review letters, memos, reports to Council, policies, procedures and other department documents. Schedule appointments and maintain department calendars. Compile data, prepare monthly activity and statistical reports. Hire, train, supervise and evaluate support staff. Maintain confidential files, process A/P, A/R and petty cash. Input and maintain Fire Prevention payroll. Process requests for public records. Maintain office supply orders. Take and transcribe monthly meeting notes.

- November 2002 to November 2004- **Department Secretary**, Orange County Department of Education

Duties: Respond to inquiries from principals, staff, vendors and parents. Monitor grants and budgets. Maintain master department calendar. Compose documents and spreadsheets using Adobe, M/S Word, Excel and Publisher. Place, research and respond to discrepancies of orders. Research and compile data for department use. Direct support for Director, Language Arts and Digital Technology Coordinators.

- August 1999 to November 2002- **Store Planning Fixture Coordinator**, Home Depot Corporate Office

Duties: Ordered and maintained fixture needs and inventory records for new store openings. Collaborated with planners and fixture buyer on procedures and layout of new stores. Provided exceptional customer service to internal and external customers and vendors. Heavy phone customer service. Direct support for store personnel. Filed, faxed, copied and maintained department records.

- November 1997 to August 1999- **Special Services Desk Associate**, Home Depot

Duties: Provided exceptional customer service. Processed special order requests. Worked closely with vendors to ensure accuracy of orders. Oversaw children's weekly craft clinic. Trained new employees on cash register procedures. Collaborated with management on team-building exercises and team motivation.

Education

- September 1981 to June 1982- Goldenwest College, completed 4 (quarter) units

Typing Skills- 50 words per minute