

Pamela Summerville - Class Spec - Property Clerk Revisions

From: Pamela Summerville
To: breanna0217@aol.com; joerose@joeroselaw.com
Date: 6/11/2015 4:30 PM
Subject: Class Spec - Property Clerk Revisions
CC: Debbie Shipp; Stephanie Van-Steyn
Attachments: Scanned image from Sharp MX-M620N - PRN0104; Class Spec Change - Property Clerk - REDLINE 2.doc

Joe & Veronica,

Attached is a Memorandum regarding the amendment to the Property Clerk class specification revisions and red-lined version 2 for your review.

Please review, sign and return by June 19, 2015. I would like to take the changes to the July 16, 2015 Civil Service Meeting. If we do not hear from you, we will consider that you have no issues regarding this change.

Pamela

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MEMORANDUM

June 10, 2015

TO: Joseph W. Rose, Attorney at Law, Stockton City Employees' Association
Veronica Segura, President, Stockton City Employees' Association

FROM: Pamela Summerville, Human Resources Analyst I

SUBJECT: **AMEND PROPERTY CLERK CLASS SPECIFICATION**

This memo addresses the proposed amendments to the class specification for Property Clerk. These changes are being requested to bring the position announcement and expected experience in line with the actual job duties and to assist in the recruitment of qualified potential employees. The comments by SCEA were reviewed and addressed by the Police and Human Resources departments and are noted on the class spec.

The class specification for the Property Clerk is being amended to update the minimum qualifications to include adding a Physical/Mental Abilities section which is ADA Compliant Standard Language to address essential job functions.

If you concur, please sign the attached consent form and return to me by June 19, 2015. We will place the spec change proposal on the July 16, 2015 Civil Service Commission agenda for ratification. Should you have any additional questions, please let me know.

Pamela Summerville
PAMELA SUMMERVILLE
HUMAN RESOURCES ANALYST I

CONCUR:

On behalf of the Stockton City Employees' Association, I concur with the proposed changes as attached.

JOSEPH W. ROSE
Attorney for Association

Date: _____

VERONICA SEGURA
President

Date: _____

Attachments: Revised Spec Redline and Union Concurrence document
cc: DeAnna L. Solina, Esq., Assistant Director of Human Resources
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