



CITY OF
EL SEGUNDO

Administrative Series Classification Study

Presentation to the City Council

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Overview

- Administrative Classification Series Study
- Classifications Included
- Study Process
- Recommendations
- Salary Ranges
- Reclassifications
- FLSA Designations
- Fiscal Impact

Administrative Classification Series Study

- Bargaining unit request to revisit 2023 study
- 12 employees: 10 City Employees Association and 2 Management & Confidential
- Ensure that employees are properly classified
- Descriptions accurately reflect duties & responsibilities
- Align job titles
- Provide clear career development path

Classifications Included

- Office Specialist I-II
- Administrative Specialist
- Senior Administrative Specialist
- Administrative Technical Specialist
- Executive Assistant
- Senior Executive Assistant*

Study Process

- Virtual orientation meeting for employees and supervisors
- Employees completed a Position Description Questionnaire (PDQ)
- PDQ reviewed by supervisors for comments
- Consultant conducted employee interviews & developed updated classification specifications and recommendations
- Employee review of their updated classification specification
- Meeting with bargaining unit regarding recommendations
- City Council consideration

Office Specialist I-II

Current Classification Title	Proposed Classification Title	Current Minimum Experience Requirements	Proposed Minimum Experience Requirements	Recommendation
Office Specialist I	Office Specialist	1 year of office/administrative experience	2 years of customer service or office assistant experience	Merge Office Specialist I with Office Specialist II with minimum experience level at 2 years including customer service; Title change to Office Specialist
Office Specialist II	Office Specialist	1 year of office/administrative experience	2 years of customer service or office assistant experience	

Administrative Specialist

Current Classification Title	Proposed Classification Title	Current Minimum Experience Requirements	Proposed Minimum Experience Requirements	Recommendation
Administrative Specialist	Administrative Specialist	3 years increasingly responsible secretarial/office administrative	3 years of increasingly responsible office support experience	No change to title; type of experience updated to office support; same minimum years of experience requirements

Senior Administrative Specialist Administrative Technical Specialist

Current Classification Title	Proposed Classification Title	Current Minimum Experience Requirements	Proposed Minimum Experience Requirements	Recommendation
Senior Administrative Specialist	Senior Administrative Specialist I (1)	4 years increasingly responsible secretarial/office administrative	2 years of increasingly responsible administrative and technical support experience	Establish Senior Administrative Specialist I-II; retitle to Senior Administrative Specialist I; include technical experience and reduce the minimum level of experience required from 4 years to 2 years
Administrative Technical Specialist	Senior Administrative Specialist II (1)	4 years increasingly responsible administrative support and financial experience and completion of 30 units in accounting or finance	3 years of increasingly responsible office and administrative and technical support experience	Establish Senior Administrative Specialist I-II; retitle to Senior Administrative Specialist II; change "financial" experience to "technical" experience, reduce the minimum level of experience required from 4 years to 3 years; remove requirement of 30 units in accounting or finance

Executive Assistant

Current Classification Title	Proposed Classification Title	Current Minimum Experience Requirements	Proposed Minimum Experience Requirements	Recommendation
Executive Assistant	Executive Assistant	5 years progressively responsible secretarial/office administrative experience providing assistance to an administrative official or senior management	4 years progressively responsible administrative and technical support experience, including 1 year of providing support to senior/executive management	Note: the Executive Assistant was the highest-level classification included in the study. Experience updated to include technical support. Recommend reducing experience to 4 years to align with higher level Senior Executive Assistant.

Senior Executive Assistant

Current Classification Title	Proposed Classification Title	Current Minimum Experience Requirements	Proposed Minimum Experience Requirements	Recommendation
Senior Executive Assistant	Senior Executive Assistant	5 years progressively responsible secretarial/office administrative experience providing assistance to an administrative official or senior management, 1 year experience disseminating information to the public	5 years progressively responsible administrative and technical support experience, including 2 years of providing support to senior/executive management. Previous lead or supervisory experience is desirable.	Experience updated to include technical support with 2 years supporting senior/executive management with lead or supervisory experience as desirable.

Salary Ranges

Proposed Classification Title	Top Step Monthly Salary Range	Recommendation
Office Specialist	\$5,386	Combine Office Specialist I-II salary ranges, utilizing Office Specialist II as the top step salary of new Office Specialist
Administrative Specialist	\$5,945	Maintain same salary range prior to study
Senior Administrative Specialist I	\$6,562	Utilize prior Senior Administrative Specialist salary range
Senior Administrative Specialist II	\$7,243	Utilize prior Administrative Technical Specialist salary range
Executive Assistant	\$8,875	Maintain same salary range prior to study
Senior Executive Assistant	\$9,763	Adjust range to maintain a 10% differential between Executive Assistant



Reclassifications

Department	Current Classification Title	Proposed Classification
City Manager	Executive Assistant	Senior Executive Assistant
Community Development	Senior Administrative Specialist	Senior Administrative Specialist II
Information Technology	Administrative Specialist	Senior Administrative Specialist II
Recreation, Parks and Library	Senior Administrative Specialist	Senior Administrative Specialist II



FLSA Non-Exempt Designation

- Executive Assistant & Senior Executive Assistant
- Covered under Administrative Code for Management & Confidential unrepresented employees
- Will earn overtime at 1.5 for all hours worked

Fiscal Impact

- Reclassification of 4 incumbents
- \$21,613 for FY 2025-26
- No additional appropriation needed

Questions

