DEPUTY CITY MANAGER DESIGNATION

I. Purpose:

The purpose of this regulation is to establish an administrative policy permitting the temporary designation of Department Directors or Division Managers as Deputy City Managers. The Deputy City Manager positions are intended to assist the City Manager through the combination of multiple Departmental responsibilities under a single decision-making supervisor/director who can communicate directly with the City Manager.

The Deputy City Manager is not intended to create an additional supervisory level but to consolidate operations from multiple Departments into a working team under a single decision maker.

II. Policy:

It is the City Manager's policy that certain Department Directors or Division Managers may be assigned temporary responsibilities that transcend normal lines of Departmental responsibility. For the purposes of accepting responsibility and being held accountable, the City Manager may designate a Department Director or Division Manager with the working title of Deputy City Manager.

The following conditions and restrictions shall apply:

A. The Deputy City Manager designation shall not be a new Class Title within the classified service or for at-will executives.

B. The Department Director's or Division Manager's personnel record shall reflect the Deputy City Manager assignment period but the title shall not be used for comparative salary surveys or employment references.

C. The designation to Deputy City Manager and acceptance of additional responsibility will not warrant additional compensation.

III. Procedure

A. The City Manager, upon designating a Department Director or Division Manager to the Deputy City Manager temporary assignment, shall provide notice to Personnel of the effective date and specific title.

B. The City Manager shall notify all Department Directors and Division Managers whose program responsibilities are subject to a Deputy City Manager supervision and authority.

C. The City Manager should define by memorandum the level of Deputy City Manager responsibility, limits of program and staff supervision, and extent of decision-making authority.

IV. **Effective Date:**

The effective date of this Administrative Regulation is and subsequently revised July 30, 2000.

STEVEN E. HAYMAN
ADMINISTRATIVE SERVICES DIRECTOR

ALLAN L. ROEDER
CITY MANAGER