

JACKSONVILLE CITY COUNCIL 2017 ECA and COUNCIL STAFF



MANDATORY PROFESSIONAL STANDARDS TRAINING

**Cheryl L. Brown, Director/Council Secretary
Jacksonville City Council**

**Derrel Q. Chatmon, Esq.,
Senior Assistant General Counsel**

August 14, 2017
Employee and Full Staff Overview Training

**Jacksonville City Council
2017 ECA and Council Staff Mandatory
Professional Standards Training**

PROGRAM AGENDA

Monday, August 14, 2017
Conference Room A
City Hall St. James Building– 1st Floor

<u>Time (PM)</u>	<u>Events, Sessions & Topics</u>	<u>Speakers</u>
11:00 a.m.	Introduction	Cheryl L Brown
11:10 a.m.	Session: Professional Conduct -ECA and Council Staff Training -Questions and Answers	Derrel Chatmon
12:00 p.m.	Adjournment	

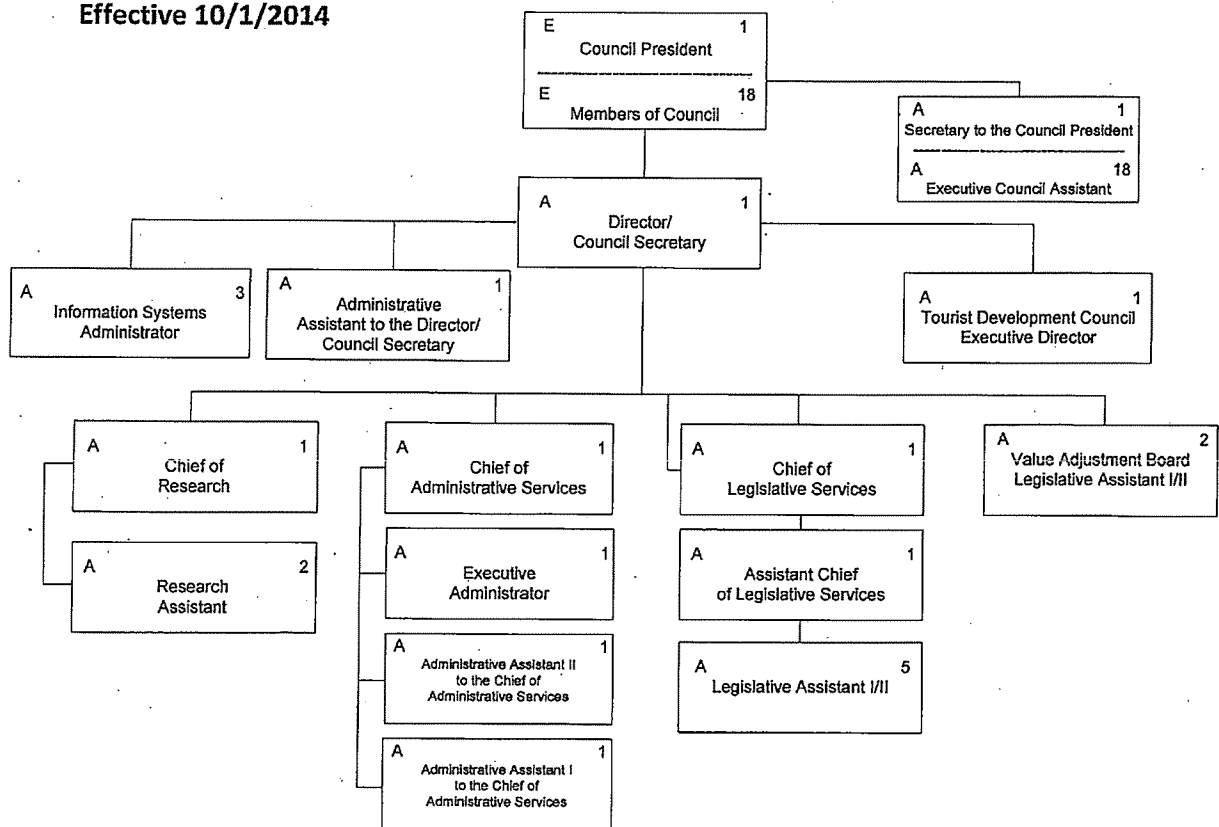
~~ Adjournment ~~

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**CITY COUNCIL
ORGANIZATIONAL CHART**

Office of City Council
Effective 10/1/2014



§10.108, MUNICIPAL ORDINANCE

Sec. 10.108. - Executive support for Council Members.

There is established up to 19 positions which shall be titled Executive Council Assistants, who shall be appointed by and serve at the pleasure of Council Members, and who shall not be in the classified service of the City and who shall not be subject to the civil service laws affecting the City. Each Executive Council Assistant shall report only to the appointing Council Member. The salary range of Executive Council Assistants shall be set by the Council, and the benefits and terms and conditions of employment shall be established in an employment plan prepared by the Council Secretary and approved by the City Council. Executive Council Assistants shall be considered appointed persons for purposes of the reversion provisions in the last paragraph of Section 17.06 of the City Charter. Each Council Member may choose to appoint one Executive Council Assistant as stated above or receive staff support from the Council Secretary, but not both. The duties of an Executive Council Assistant shall be specified by the appointing Council Member and may include, but are not limited to the following:

- (a) Maintain the Council Member's calendar of appointments, prepare and get approvals of all travel in accordance with applicable provisions of the Ordinance Code, and the Rules of the Council.
- (b) Maintain files of all correspondence, reports, legislation, and other items that must be maintained in accordance with all public records laws, in a manner prescribed by the Council Secretary and the Chief of Legislative Services, and other information as the Council Member may direct.
- (c) Make arrangements for, post notices of and take minutes of any public meetings called by the Council Member that are not so recorded by the Legislative Services Division, in accordance with procedures developed by the Council Secretary.
- (d) Process complaints received by the Council Member's office as directed by the Council Member and follow up on or intervene in such complaints to determine status, resolution or other appropriate action taken by the administrative department or agency to which the complaint is referred.
- (e) Interact with constituents and administrative personnel to the extent directed by the Council Member, including representing the Council Member at community meetings called by the Council Member or any other official function to which the Council Member may be invited.
- (f) Conduct research on pending legislative items, prepare speeches and make presentations when so directed by the Council Member.
- (g) Maintain project files as directed by the Council Member and meet with administration representatives and constituents to coordinate projects on behalf of the Council Member.
- (h) Prepare correspondence and reports and handle all incoming mail, including preparation of responses.
- (i) Monitor and keep such records as are necessary regarding expenditures from public funds over which the Council Member has direct control.
- (j) Assist the Council Member in developing legislative programs and proposals, including soliciting input from the community and coordinating with the Office of General Counsel for drafting of same.
- (k) Prepare honorarium resolutions or certificates as directed by the Council Member, and coordinate all aspects of presentation of same whether at an official Council Meeting or elsewhere.
- (l) Assist the Council Member in preparation for Council and Committee meetings.
- (m) Perform other such duties as directed by the Council Member.

In the event a Council Member's Office becomes vacant for any reason, the Council Secretary may, at his or her discretion, continue the employment of the former Council Member's Executive Council Assistant, or employ an interim Executive Council Assistant, for any period of time until the Office is filled. The Executive Council Assistant shall assume those responsibilities assigned to him/her by the Council Secretary or the Council President.

(Ord. 95-1254-738, § 1; Ord. 1999-418-E, § 2; Ord. 2000-793-E, § 2; Ord. 2001-1022-E, § 2; Ord. 2006-1104-E, § 1)

JOB DESCRIPTION

EXECUTIVE COUNCIL ASSISTANT

EXECUTIVE COUNCIL ASSISTANT

JOB DESCRIPTION: Each Executive Council Assistant is appointed by an elected official (Council Member) and serves as the immediate subordinate to provide assistance in fulfilling the duties of the elected office. Job duties include answering incoming telephone lines, providing information, and maintaining schedules. Greets visitors, reserves meeting rooms and post notices for public meetings and records minutes of meetings. The work requires knowledge of administrative practices which are gained through a combination of education, training, and experience. Requires skill in organizing and prioritizing, as well as, specialized skills in researching, compiling, analyzing, and presenting data, which is usually gained through a combination of training and related experience. Communication skills in understanding and influencing people are required to resolve work related problems or complaints. The work is performed in both office and field environments. Operates personal computers, copiers, facsimile, and other standard office equipment. The work is performed under minimal supervision by the appointing Council Member and work assignments vary. Duties assigned are at the discretion of the appointing authority (Council Member).

DUTIES: (not intended to be all inclusive)

- Answers incoming telephone lines and provides information.
- Responds to inquiries/complaints in a manner prescribed by the Council Member.
- Maintains Council Member's calendar/schedule of appointments and meetings.
- Posts notices, and records and prepares minutes of public meetings in accordance with all applicable laws, rules, and regulations.
- Reserves rooms for public meetings sponsored by the Council Member.
- Prepares all required travel forms for City travel and makes all travel arrangements for the Council Member.
- Attends community meetings and other official functions as requested by the Council Member.
- Assists the Council Member in developing legislative programs and proposals.
- Conducts research on pending legislative items, prepares speeches, and makes presentations when directed by the Council Member.
- Sorts all incoming U.S. and Inter-office mail, including items received via facsimile.
- Interprets laws, rules, regulations, policies, for the purpose of answering inquiries, resolving complaints, or to resolve work related problems.
- Maintains various administrative records and files.
- Provides back-up assistance for other Executive Council Assistants if requested by their Council Member.
- Performs related work as required by the Council Member.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of administrative practices, methods, and procedures relating to administrative support areas.
- Knowledge of research and statistical methods and techniques.
- Ability to coordinate and monitor administrative activities.
- Ability to research and compile data, and to prepare written reports and correspondence.
- Ability to interpret laws, rules, and regulations.
- Ability to communicate effectively, both verbally and in writing.
- Ability to operate standard office equipment such as personal computers and software applications, copiers, facsimile, and related equipment.

Rev. 08/09/2017
Rev. 07/18/2011
Rev. 11/06/2007
07/01/1999

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT I TO THE CHIEF OF ADMINISTRATIVE SERVICES

**ADMINISTRATIVE ASSISTANT I
TO THE CHIEF OF ADMINISTRATIVE SERVICES**

JOB DESCRIPTION: This position is appointed by the Council Secretary (2000-793) and reports to the Chief of Administrative Services. Job duties include answering incoming telephone lines, providing general information and routing calls accordingly. Greets and announces visitors and reserves and coordinates meeting rooms as requested. Assists in accounting and other administrative duties assigned by the Chief of Administrative Services. The work requires knowledge of administrative practices and basic accounting methods which are gained through a combination of education, training, and experience. Requires skill in organizing and prioritizing accounting and purchasing projects, as well as, specialized skills in researching, compiling, analyzing, and presenting data, which is usually gained through a combination of training and related experience. Communication skills in understanding and influencing people are required to resolve work related problems or complaints. The work is performed in an office environment. Operates personal computers, copiers, facsimile, and other standard office equipment. The work is performed under general supervision where work assignments are varied.

DUTIES: (not intended to be all inclusive)

- Answers incoming telephone lines to provide general information and routes calls accordingly.
- Maintains calendar of all meeting rooms, including accepting reservations and notification of availability or changes.
- Sorts and distributes all incoming U.S. and Inter-office mail, including items received via facsimile.
- Prepares meeting rooms for official public meetings as requested.
- Assists in the preparation of documents and maintenance of records and files for all field orders, purchase orders, blanket orders, check requests, and change orders.
- Assists in the maintenance of office supplies and equipment, including on-line ordering of supplies and requesting service for equipment.
- Maintains current inventory report of office supplies and requests replenishment when needed.
- Maintains the Council reception area, supply room, break areas, and all meeting rooms of the City Council, keeping them neat and orderly.
- Interprets laws, rules, regulations, policies, for the purpose of answering inquiries, resolving complaints, or to resolve work related problems.
- Maintains various administrative records and files.
- Provides back-up assistance for on-line ordering and purchasing function when necessary.
- Provides assistance to Council Members by retrieving telephone messages and mail, forwarding inquiries and complaints to appropriate City Agencies, and other administrative duties when necessary.
- Provides assistance to Executive Council Assistants with various projects.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of administrative practices, methods, and procedures relating to administrative support areas.
- Knowledge of research and statistical methods and techniques.
- Ability to coordinate and monitor administrative activities.
- Ability to research and compile data, and to prepare written reports and correspondence.
- Ability to interpret laws, rules, and regulations.
- Ability to communicate effectively.
- Ability to operate standard office equipment such as personal computers and software applications, copiers, facsimile, and related equipment.

REQUIREMENTS: A high school diploma or equivalent; two year combination of education, training, and experience in administrative work or related area; minimum typing speed requirement of 40 wpm.

Rev. 08/09/2017
01/26/2006

JOB DESCRIPTION

**ADMINISTRATIVE ASSISTANT II
TO THE CHIEF OF
ADMINISTRATIVE SERVICES**

**ADMINISTRATIVE ASSISTANT II
TO THE CHIEF OF ADMINISTRATIVE SERVICES**

JOB DESCRIPTION: This position is appointed by the Council Secretary (2000-793) and reports to the Chief of Administrative Services. Job duties include accounting and other administrative duties assigned by the Chief of Administrative Services. The work requires knowledge of administrative practices and basic accounting methods which are gained through a combination of education, training, and experience. Requires skill in organizing and prioritizing accounting and purchasing projects, as well as, specialized skills in researching, compiling, analyzing, and presenting data, which is usually gained through a combination of training and related experience. Communication skills in understanding and influencing people are required to resolve work related problems or complaints. The work is performed primarily in an office environment with limited time spent on field work. Operates personal computers, copiers, facsimile, and other standard office equipment. The work is performed under general supervision where work assignments are varied.

DUTIES: (not intended to be all inclusive)

- Researches, compiles data, prepares reports and correspondence.
- Assists in maintenance of budgets, monitoring expenditures, and purchasing materials.
- Prepares documents, requests and obtains quotes, and maintains records and files for all field orders, purchase orders, blanket orders, check requests, and change orders.
- Collects and distributes incoming checks payable to vendors.
- Maintains office supplies and equipment, including on-line ordering of supplies and requesting service for equipment.
- Coordinates and implements administrative practices and procedures to facilitate work processes and accomplish unit activities.
- Interprets laws, rules, regulations, policies, for the purpose of answering inquiries, resolving complaints, or to resolve work related problems.
- Maintains various administrative records and files.
- Provides assistance for human resources, payroll, property inventory, and travel accounting function when necessary.
- Provides coverage for front reception desk when needed.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of administrative practices, methods, and procedures relating to administrative support areas.
- Knowledge of research and statistical methods and techniques.
- Ability to coordinate and monitor administrative activities.
- Ability to research and compile data, and to prepare written reports and correspondence.
- Ability to interpret laws, rules, and regulations.
- Ability to communicate effectively.
- Ability to operate standard office equipment such as personal computers and software applications, copiers, facsimile, and related equipment.

REQUIREMENTS: A high school education or equivalent and four year combination of education, training, and experience in administrative work or related area, which includes a minimum of two years of accounting and purchasing experience.

Rev. 08/09/2017
07/10/2009

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR/COUNCIL SECRETARY

**ADMINISTRATIVE ASSISTANT TO
THE DIRECTOR/COUNCIL SECRETARY**

JOB DESCRIPTION: This is an administrative support and secretarial position and is appointed by and works under the direct supervision of the Director/Council Secretary (2000-793). Requires thorough knowledge of the policies and procedures of the organization under the Director/Council Secretary's jurisdiction. Work requires knowledge of business communications and administrative methods, practices, and procedures which involves the use of specialized skills in composing correspondence, coordinating, monitoring, and facilitating administrative actions and processes which is gained through a combination of education, training, and experience. May interpret rules, regulations, and policies pertaining to City government, the public, and others. Requires specialized skills in researching, compiling, analyzing, and presenting data. Communication skills in understanding and influencing people are required to resolve work related problems or complaints. The work is performed primarily in an office environment with limited time spent on field work. Operates personal computers, copiers, facsimile, and other standard office equipment. The work is performed under general supervision where work assignments are varied.

DUTIES: (not intended to be all inclusive)

- Prepares research, compiles data, prepares reports and correspondence and prepares and presents written or oral report on findings.
- Types correspondence, articles, reports, manuals, and other materials on general or technical subjects; proofreads for accuracy and completeness.
- Establishes, maintains, and updates administrative filing system.
- Prepares, assembles, and processes documents and related materials for appropriate disposition; monitors submission deadlines and time frames.
- Prepares and processes documents relating to tuition reimbursement and career development in accordance with the City of Jacksonville's Tuition Reimbursement/Career Development Program.
- Interprets laws, rules, regulations, and policies, for the purpose of answering inquiries or resolving complaints.
- Maintains Director's calendar by scheduling appointments and conferences with or without prior clearance and makes Director aware of scheduled appointments and meetings.
- Operates personal computer, typewriter, copier, calculator, telephone, and other standard office equipment.
- Greets the public, answers incoming telephone calls, and responds to questions requiring interpretation of organization practices and procedures.
- May record and transcribe dictation of official minutes, correspondence, legislative proceedings, and reports.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of administrative practices, methods, and procedures relating to administrative support areas.
- Knowledge of the procedures, functions, and specialized terminology of City Council areas.
- Knowledge of Business English and arithmetic.
- Knowledge of research, compiling data, and preparing written and oral reports.
- Skill in composing routine correspondence.
- Ability to handle confidential information with discretion.
- Ability to establish, maintain, and update filing systems.
- Ability to interpret laws, rules, and regulations.
- Ability to communicate effectively.
- Ability to operate standard office equipment such as personal computer and software applications, copier, facsimile, typewriter, and related equipment.

REQUIREMENTS: A five year combination of education, training, and experience in administrative and/or clerical support work or related area; a Bachelor's Degree in Business, Administration, or related field; or a combination of education, professional training and work experience which demonstrates the potential ability to perform the duties of the position. Minimum typing speed requirement of 40 wpm.

Rev. 08/09/2017
Rev. 05/19/2006
11/27/2001

JOB DESCRIPTION

EXECUTIVE ADMINISTRATOR

EXECUTIVE ADMINISTRATOR

JOB DESCRIPTION: This position is appointed by the Director/Council Secretary and is assigned to the Administrative Services Division. It is comprised of administrative work in performing and coordinating administrative support functions. The work requires knowledge of administrative methods, practices, and procedures which are gained through a combination of training and substantial job experience. The work requires seasoned knowledge of the City's human resources, worker's compensation, employee benefits, pension, payroll, travel, inventory, communication billing, and accounts payable policies and procedures. Work is performed independently and requires frequent use of judgment in search for solutions or new applications. Requires skill in coordinating administrative details affecting the department. Serves as the Departmental Ethics Officer and Property Officer. Work is performed primarily in an office environment with limited time spent on field work.

DUTIES:

- Administers and maintains all human resources, leave, payroll, worker's compensation, employee benefits, and pension functions at the department level.
- Reviews and prepares check requests for payment of invoices for the Value Adjustment Board and maintains records of all expense related to the VAB.
- Assists in maintenance of budgets and monitoring expenditures; provides salary projections and recommendations for various accounts.
- Composes and maintains the Human Resources Manual and Administrative Services Manual for the department.
- Prepares, reviews and maintains files and reports of monthly telephone billing.
- Serves as Property Officer for the department and prepares and maintains inventory records to include the tracking of all equipment (numbered and unnumbered) with the ability to locate upon request. Certifies annual property certification and processes equipment for transfer to other agencies or surplus.
- Serves as Travel Coordinator; reviews all travel request forms and documentation for accuracy and to ensure adherence to all rules and regulations; maintains travel accounting records verifying that funds are available.
- Conducts periodic meetings with the department director, senior management, and employee groups to review, disseminate, and discuss or provide advice on department policies and regulations.
- Assists the City Ethics Officer in the formulation of ethics awareness training sessions, conferences, and seminars that are developed for and presented to employees.
- Reviews and recommends improvements for administrative practices and procedures. Coordinates and implements administrative practices and procedures to facilitate work processes and accomplish unit activities.
- Recommends, interprets and administers laws, rules, regulations, policies, and procedures governing the administrative support activities.
- Researches, compiles data, conducts special studies, prepares written reports and correspondence.
- Provides training and technical guidance to other employees.
- Attends meetings to provide information and generally represent the department for administrative matters.
- Creates and maintains administrative records, files, and reports.
- May schedule, assign, monitor, and review the work of others.

**EXECUTIVE ADMINISTRATOR
(Continued)**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of management and administrative principles and practices.
- Knowledge of laws, rules, regulations, policies, procedures, and guidelines governing the City of Jacksonville.
- Knowledge of data-gathering techniques, methods, and procedures.
- Ability to research, analyze, interpret and apply laws, rules, regulations, policies, procedures, and guidelines governing ethics, human resources, payroll, worker's compensation, employee benefits, pension activities and pay plans.
- Ability to establish and maintain human resources, payroll, worker's compensation, and telephone records and files.
- Ability to plan, organize, and implement special programs and projects.
- Ability to perform mathematical calculations and ability to compile and interpret statistical data.
- Ability to communicate effectively.
- Ability to operate personal computers and use software applications.

REQUIREMENTS:

A six-year combination of education, training, and experience in administrative work which includes at least four years of human resources, leave, and payroll experience.

Rev. 08/09/2017
Rev. 12/08/2009
Rev. 08/30/2007
Rev. 09/01/2005

JOB DESCRIPTION

INFORMATION

&

AV SYSTEMS MANAGER

INFORMATION & AV SYSTEMS MANAGER

JOB DESCRIPTION: This position is appointed by the Director/Council Secretary. This is professional managerial work in the analysis, design, planning, organizing, implementation, maintenance, and modification of computer management information systems, software and equipment, audio visual systems and equipment, and telecommunications equipment. The work requires knowledge of the techniques, methods, practices and procedures used to design, implement, maintain, and modify computer systems and equipment gained through specialized course work, training, and experience. Contacts require skills in understanding and influencing people and are important in identifying user needs and resolving user system problems. The work is performed with under administrative direction with minimal direct supervision and involves a variety of situations requiring independent judgment. The work is subject to operating plans, objectives, functional policies and precedents, and the worker is free from any technical control in planning and carrying out their work responsibilities. The work is covered by substantially diversified techniques, methods, practices and procedures and is reviewed in terms of feasibility, compatibility with other work projects, and effectiveness in meeting requirements or expected results. Operates personal computers, files servers, and related peripheral equipment and software. The work is performed primarily in an office environment with limited time spent on field work. The physical demands may include lifting and moving light to moderately heavy objects and equipment.

EXAMPLES OF WORK: (not intended to be all inclusive)

- Plans, organizes, designs, implements, maintains and modifies computer management information systems, software, and equipment, audio visual systems and equipment, and telecommunications equipment.
- Initiates and performs computer management information systems needs analyses.
- Functions as key resource for the agency computer management, audio visual and telecommunications systems and related equipment and software.
- Maintains operating systems and coordinates procurement, installation, and maintenance of computers and related equipment and software.
- Maintains audio visual and communications devices and coordinates procurement, installation, and maintenance of related equipment and software.
- Responds to and provides technical assistance to personnel to improve operations and automate processes, and resolves related problems.
- Devises methods and procedures for conversion of data into proper form for automation.
- Develops and implements long range computer management information systems plans for the agency.
- Prepares budgets and oversees expenditures.
- Consults with management on computer information systems needs and priorities.
- Develops and oversees data quality control.
- Designs and oversees data processing and local area networks.
- Formulates and recommends programs or policies.
- Performs related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the techniques, methods, practices and procedures used to analyze, design, implement, maintain, and modify computer management information systems, databases, software, and equipment.
- Knowledge of microcomputers and peripheral equipment.
- Knowledge of microcomputer programming techniques, methods, and practices.
- Knowledge of departmental rules and procedures.
- Ability to analyze, design, install, maintain and modify microcomputer systems.
- Ability to identify, diagnose and correct system problems.
- Ability to read, understand and apply technical material.
- Ability to maintain operating systems and file servers and coordinate procurement, installation and maintenance of microcomputer equipment.
- Ability to write, maintain, update and modify microcomputer programs and documentation.

INFORMATION & AV SYSTEMS MANAGER
(Continued)

- Ability to communicate effectively.
- Ability to plan, organize, and prioritize work projects.

OPEN REQUIREMENTS: Bachelor's Degree in Computer Science or related field and five years progressively responsible experience in analysis, design and management of critical, highly complex management information systems (MIS), networks, and/or system configurations; or a combination of education, professional training and work experience which demonstrates the potential ability to perform the duties of the position of Information & AV Systems Manager.

Rev. 08/09/2017
01/10/2007

JOB DESCRIPTION

INFORMATION SYSTEMS ADMINISTRATOR

INFORMATION SYSTEMS ADMINISTRATOR

JOB DESCRIPTION: This position is appointed by the Director/Council Secretary. This is professional work in the analysis, design, implementation, maintenance, and modification of computer management information systems, databases, software, and other equipment. Serves as coordinator for information systems projects. Job duties include both technical and administrative work. The work requires knowledge of the techniques, methods, practices, and procedures used to analyze, design, implement, maintain, and modify computer systems and equipment. Requires additional knowledge of administrative methods and practices which are gained through a combination of training, job experience, and education. Work is performed with little supervision and requires the use of independent judgment in search for solutions or new applications. Requires skill in coordinating administrative details. Work is performed in an office environment.

DUTIES:

- Designs, implements, maintains, and modifies computer management information systems, databases, software, and equipment.
- Studies, reviews, and analyzes functional activities, operations, and methods of support and makes recommendations to systems.
- Plans, researches, coordinates, and reports information.
- Provides technical assistance to personnel regarding computer-related matters.
- Manages related projects.
- Maintains data relating to City Council Boards and Commissions, including appointments and terms.
- Maintains City Council web site.
- Monitors current events and points of interest; updates web site as information changes.
- Researches, compiles data, conducts special studies, and prepares written reports and correspondence.
- Maintains records, files, and reports.
- Performs related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of computer applications and administrative principles and practices.
- Knowledge of laws, rules, regulations, policies, procedures, and guidelines governing the City of Jacksonville.
- Knowledge of data-gathering techniques, methods, and procedures.
- Ability to research, analyze, interpret and apply laws, rules, regulations, policies, procedures, and guidelines.
- Ability to plan, organize, and implement special programs and projects.
- Ability to compile and interpret statistical data.
- Ability to communicate effectively.
- Ability to operate personal computers and use software applications.

REQUIREMENTS:

Minimum 5 years of progressively responsible administrative management, public information, or computer operations. A Bachelor's Degree in Computer Science and Information Systems, Business Administration, Communications, or related field and extensive years experience in operating computer software applications, including database management; or a combination of education, professional training and work experience which demonstrates the potential ability to perform the duties of the position of Information Systems Administrator.

Rev. 08/09/2017
03/16/2004

JOB DESCRIPTION

LEGISLATIVE ASSISTANT I

LEGISLATIVE ASSISTANT I

JOB DESCRIPTION: This is para-professional administrative work. Upon recommendation from the Chief of Legislative Services, appointments to this position are made by the Director/Council Secretary (2004-464E). Works under the direct supervision of the Chief of Legislative Services, Assistant Chief of Legislative Services, and/or Legislative Assistant II depending on assignment. Maintains official records of the Jacksonville City Council and related work. Work involves preparation of agendas for Council and Committee Meetings and setting up meeting places. Duties will require attendance at meetings outside regular working hours and may require attendance at meetings outside of assigned work location. Must have ability to use modern computer equipment and software applications used in the legislative process. Routine work is performed primarily in an office environment with limited time spent on field work.

DUTIES: (not intended to be all inclusive)

- Receives and processes new and enrolled legislation for official action and signature.
- Prepares Council and Committee agendas.
- Reviews, researches, posts, and processes legislation, communications, and reports for Council meetings.
- Develops and prepares reports, charts, etc. to track and organize information.
- Researches agenda items.
- Publishes notices of pending Council action as required by law.
- Establishes and maintains legislative files and associated records and systems.
- Prepares and indexes certificates of need, certificates of public convenience and necessity, and other evidences of permission or authority granted by the Council.
- Prepares official minutes of Council meetings, official records, and other correspondence.
- Staffs Council and Committee meetings, and Value Adjustment Board meetings, including setting up meeting places, taking notes on Committee action, and recording proceedings.
- Operates Legislative Tracking/Indexing System.
- Prepares and scans records and other documents for imaging/scanning process.
- Organizes and categorizes scanned documents.
- Monitors and maintains records stored to ensure quality control.
- Establishes and maintains legislative files.
- Composes routine correspondence and memoranda.
- Assists Chief and Assistant Chief in preparation for and during City Council Meetings.
- May review work assignments and assist with training of other Legislative Assistant I's.
- Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES:

- Knowledge of office practices and procedures.
- Knowledge of Business English and Grammar.
- Knowledge of Consolidated government operation and laws, regulations, and policies of the City Council.
- Strong written and oral communication skills required. Ability to be an open communicator who can relate to council members, administrative staff, other government professionals, business interests, citizen volunteers, and the general public in a professional, courteous, effective manner.
- Ability to provide positive customer service to continue and enhance that attitude throughout the division. An understanding that the citizen comes first. A commitment to advise and work with all members equally of an active City Council who occasionally represent diverse opinions and to participate in positive solutions to community issues.
- Maintains strict neutrality and impartiality in serving the City Council, its committees and members on an equally effective basis. Puts aside personal feelings about any public policy

LEGISLATIVE ASSISTANT I
(Continued)

issue under consideration and provides equally prompt, efficient, effective service to council members with widely varying political and public service philosophies.

- Ability to think and manage strategically to accomplish short-range and long-range goals while keeping an eye for accuracy and detail and a strong orientation toward customer service.
- Ability to read and understand complex public policy documents.
- Ability to face challenges and explore solutions in an open, positive, and proactive fashion in a cooperative, collegial fashion with co-workers, supervisors and other City Council member and staff.
- Thorough knowledge of, and hands-on ability to use, a typewriter, modern micro-computing and office automation, applicable software and equipment used in the legislative process, including, at a minimum, considerable knowledge of word processing, spreadsheet, database, presentation, and Internet search programs.

REQUIREMENTS: A two-year combination of education, training, and experience in clerical support work which includes at least one year of administrative support experience and must be able to type at a rate of 40 wpm.

Rev. 08/09/2017
10/04/2016
03/22/2016
05/19/2008
03/20/2006
08/27/2004

JOB DESCRIPTION

LEGISLATIVE ASSISTANT I - VAB

LEGISLATIVE ASSISTANT I - VAB

JOB DESCRIPTION: This is para-professional administrative work. Upon recommendation from the Chief of Legislative Services, appointments to this position are made by the Director/Council Secretary (2004-464E). Works under the direct supervision of the VAB Clerk (Director/Council Secretary) and/or Legislative Assistant II depending on assignment. Maintains official records of the Value Adjustment Board and related work. Work involves providing information to the public, data entry, coordinating hearing schedules, and maintaining complex records. Must have ability to use modern computer equipment and software applications used in the Value Adjustment Board process. Routine work is performed primarily in an office environment with limited time spent on field work.

DUTIES: (not intended to be all inclusive)

- Receives and processes petitions used for the appeal of property value(s).
- Accepts and processes filing fees and prepares deposits.
- Prepares and scans records and other documents for imaging/scanning process
- Responds to inquiries from the public regarding the VAB process.
- Schedules hearings for petitions filed; prepares and sends hearing notices to petitioners and assigned Special Magistrates.
- Establishes and maintains paper and electronic VAB files, reports, and associated records and systems.
- Publishes notices as required by law.
- Prepares VAB meeting agendas and sets up meeting area.
- Develops and prepares reports, charts, etc. to track and organize information.
- May review and assist with training of other Legislative Assistant I's and other subordinate clerical personnel assigned to the VAB process.
- Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES:

- Knowledge of office practices and procedures.
- Knowledge of Business English and Grammar.
- Knowledge of Consolidated government operation and laws, regulations, and policies of the City Council.
- Strong written and oral communication skills required. Ability to be an open communicator who can relate to council members, administrative staff, other government professionals, business interests, citizen volunteers, and the general public in a professional, courteous, effective manner.
- Ability to provide positive customer service to continue and enhance that attitude throughout the division. An understanding that the citizen comes first. A commitment to advise and work with all members equally of an active City Council who occasionally represent diverse opinions and to participate in positive solutions to community issues.
- Maintains strict neutrality and impartiality in serving the City Council, its committees and members on an equally effective basis. Puts aside personal feelings about any public policy issue under consideration and provides equally prompt, efficient, effective service to council members with widely varying political and public service philosophies.
- Ability to think and manage strategically to accomplish short-range and long-range goals while keeping an eye for accuracy and detail and a strong orientation toward customer service.
- Ability to read and understand complex public policy documents.
- Ability to face challenges and explore solutions in an open, positive, and proactive fashion in a cooperative, collegial fashion with co-workers, supervisors and other City Council member and staff.

LEGISLATIVE ASSISTANT I - VAB
(Continued)

- Thorough knowledge of, and hands-on ability to use modern micro-computing and office automation, applicable software and equipment used in the VAB process, including, at a minimum, considerable knowledge of word processing, spreadsheet, database, presentation, and Internet search programs.

REQUIREMENTS: A two-year combination of education, training, and experience in clerical support work which includes at least one year of administrative support and must be able to type at a rate of 40 wpm.

Rev. 08/09/2017
Rev. 09/29/2016
05/06/2016

JOB DESCRIPTION

LEGISLATIVE ASSISTANT II

LEGISLATIVE ASSISTANT II

JOB DESCRIPTION: This is para-professional administrative work. Upon recommendation from the Chief of Legislative Services, appointments to this position are made by the Director/Council Secretary (2004-464E). Works under the direct supervision of the Chief of the Legislative Services Division. The work requires a thorough knowledge of the laws, rules, regulations, and procedures governing the Legislative process. Maintains official records of the Jacksonville City Council and related work. Work involves preparation of agendas for Council and Committee Meetings and setting up meeting places. Duties will require attendance at meetings outside regular working hours and may require attendance at meetings outside of assigned work location. The work at this level is differentiated from the next lower level by the complexity of the work, the independent judgment required, and scope of supervisory duties assigned. Assigns, monitors and reviews the work of other employees engaged in the related activities. Requires skills in understanding and influencing people and are important in explaining rules and regulations, guiding and training lower level workers, and in resolving complaints concerning services. The work is semi-routine in that tasks are covered by somewhat diversified procedures or precedents, and although patterned involving similar situations, the work at this level is more complex requiring a more frequent use of judgment and choice of correct procedures. The work is performed primarily in an office environment with limited time spent on field work. Must have ability to use modern computer equipment, software applications, scanners, audio and video recording equipment and other standard office equipment used in the legislative process. The work is performed under general supervision where the work is subject to standardized practices and procedures and the worker is permitted to set their own priorities subject to superior's approval.

DUTIES: (not intended to be all inclusive)

- Receives and processes new and enrolled legislation for official action and signature.
- Prepares Council and Committee agendas.
- Reviews, researches, posts, and processes legislation, communications, and reports for Council meetings.
- Develops and prepares reports, charts, etc. to track and organize information.
- Researches agenda items.
- Publishes notices of pending Council action as required by law.
- Establishes and maintains legislative files and associated records and systems.
- Prepares and indexes certificates of need, certificates of public convenience and necessity, and other evidences of permission or authority granted by the Council.
- Prepares official minutes of Council meetings, official records, and other correspondence.
- Staffs Council and Committee meetings, and Value Adjustment Board meetings, including setting up meeting places, taking notes on Committee action, and recording proceedings.
- Operates Legislative Tracking/Indexing System.
- Prepares and scans records and other documents for imaging/scanning process.
- Organizes and categorizes scanned documents.
- Monitors and maintains records stored to ensure quality control.
- Establishes and maintains legislative files.
- Composes routine correspondence and memoranda.
- Assists the Chief in preparation for and during City Council Meetings.

LEGISLATIVE ASSISTANT II
(Continued)

- Assigns and reviews the work of Legislative Assistant I's and other subordinate clerical personnel as well as provides training.
- Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES:

- Knowledge of office practices and procedures.
- Knowledge of Business English and Grammar.
- Knowledge of Consolidated government operation and laws, regulations, and policies of the City Council.
- Strong written and oral communication skills required. Ability to be an open communicator who can relate to council members, administrative staff, other government professionals, business interests, citizen volunteers, and the general public in a professional, courteous, effective manner.
- Ability to provide positive customer service to continue and enhance that attitude throughout the division. An understanding that the citizen comes first. A commitment to advise and work with all members equally of an active City Council who occasionally represent diverse opinions and to participate in positive solutions to community issues.
- Maintains strict neutrality and impartiality in serving the City Council, its committees and members on an equally effective basis. Puts aside personal feelings about any public policy issue under consideration and provides equally prompt, efficient, effective service to council members with widely varying political and public service philosophies.
- Ability to think and manage strategically to accomplish short-range and long-range goals while keeping an eye for accuracy and detail and a strong orientation toward customer service.
- Ability to read and understand complex public policy documents.
- Ability to face challenges and explore solutions in an open, positive, and proactive fashion in a cooperative, collegial fashion with co-workers, supervisors and other City Council member and staff.
- Thorough knowledge of, and hands-on ability to use, a typewriter, modern micro-computing and office automation, applicable software and equipment used in the legislative process, including, at a minimum, considerable knowledge of word processing, spreadsheet, database, presentation, and Internet search programs.

REQUIREMENTS: A five-year combination of education, training, and experience in administrative work with a minimum of three years of satisfactory performance as a Legislative Assistant I/II; and/or upon recommendation by the Chief of Legislative Services and approval by the Director/Council Secretary.

Rev. 08/09/2017
10/1/2016

JOB DESCRIPTION

LEGISLATIVE ASSISTANT II - VAB

LEGISLATIVE ASSISTANT II - VAB

JOB DESCRIPTION: This is para-professional administrative work. Upon recommendation from the Chief of Legislative Services, appointments to this position are made by the Director/Council Secretary (2004-464E). Works under the direct supervision of the VAB Clerk (Director/Council Secretary). The work requires a thorough knowledge of the laws, rules, regulations, and procedures governing the Value Adjustment Board process. Work involves providing information to the public, data entry, coordinating hearing schedules, and maintaining complex records. The work at this level is differentiated from the next lower level by the complexity of the work, the independent judgment required, and scope of supervisory duties assigned. Assigns, monitors and reviews the work of other employees engaged in the related activities. Requires skills in understanding and influencing people and are important in explaining rules and regulations, guiding and training lower level workers, and in resolving complaints concerning services. The work is semi-routine in that tasks are covered by somewhat diversified procedures or precedents, and although patterned involving similar situations, the work at this level is more complex requiring a more frequent use of judgment and choice of correct procedures. The work is performed in an office environment. Operates computer equipment and applicable software applications, as well as scanners, advanced audio recording equipment, calculators, other standard office equipment. The work is performed under general supervision where the work is subject to standardized practices and procedures and the worker is permitted to set their own priorities subject to superior's approval.

DUTIES: (not intended to be all inclusive)

- Receives and processes petitions used for the appeal of property value(s).
- Accepts and processes filing fees and prepares deposits.
- Prepares and scans records and other documents for imaging/scanning process.
- Reviews invoices and recommends approval of invoices for Special Magistrates; Maintains records of payments for reports submitted by Special Magistrates to prevent duplicate payments.
- Coordinates with personnel of the Property Appraiser's Office to revise hearing schedules, record petition withdrawals, and other related issues.
- Responds to inquiries from the public regarding the VAB process.
- Schedules hearings for petitions filed; prepares and sends hearing notices to petitioners and assigned Special Magistrates.
- Certifies final year end numbers to the Department of Revenue using various reports on DOR forms.
- Advertises public notices as required by law for the Value Adjustment Board.
- Establishes and maintains paper and electronic VAB files, reports, and associated records and systems.
- Prepares VAB meeting agendas and sets up meeting area.
- Develops and prepares reports, charts, etc. to track and organize information.
- Coordinates work and leave schedules for VAB staff members.
- Reviews and assigns the work of Legislative Assistant I's and other subordinate clerical personnel assigned to the VAB process, as well as provides training.
- Performs related work as required.

LEGISLATIVE ASSISTANT II - VAB
(Continued)

KNOWLEDGES, SKILLS, AND ABILITIES:

- Knowledge of office practices and procedures.
- Knowledge of Business English and Grammar.
- Knowledge of Consolidated government operation and laws, regulations, and policies of the City Council.
- Strong written and oral communication skills required. Ability to be an open communicator who can relate to council members, administrative staff, other government professionals, business interests, citizen volunteers, and the general public in a professional, courteous, effective manner.
- Ability to provide positive customer service to continue and enhance that attitude throughout the division. An understanding that the citizen comes first. A commitment to advise and work with all members equally of an active City Council who occasionally represent diverse opinions and to participate in positive solutions to community issues.
- Maintains strict neutrality and impartiality in serving the City Council, its committees and members on an equally effective basis. Puts aside personal feelings about any public policy issue under consideration and provides equally prompt, efficient, effective service to council members with widely varying political and public service philosophies.
- Ability to think and manage strategically to accomplish short-range and long-range goals while keeping an eye for accuracy and detail and a strong orientation toward customer service.
- Ability to read and understand complex public policy documents.
- Ability to face challenges and explore solutions in an open, positive, and proactive fashion in a cooperative, collegial fashion with co-workers, supervisors and other City Council member and staff.
- Thorough knowledge of, and hands-on ability to use modern micro-computing and office automation, applicable software and equipment used in the VAB process, including, at a minimum, considerable knowledge of word processing, spreadsheet, database, presentation, and Internet search programs.

REQUIREMENTS: A five-year combination of education, training, and experience in administrative work with three years of satisfactory performance as a Legislative Assistant I/II and at least one year assigned to the Value Adjustment Board; and/or upon approval by the Director/Council Secretary.

Rev. 08/09/2017
09/29/2016
06/06/2016

JOB DESCRIPTION

RESEARCH ASSISTANT

RESEARCH ASSISTANT

JOB DESCRIPTION: This is professional research work and is appointed by and works under the direct supervision of the Chief of Research (2000-793). Requires thorough knowledge of the principles and practices of local government administration and the functions and activities of the Jacksonville City Council and the organization and functions of a consolidated city/county government and the governments/agencies with which it deals. Work requires knowledge of demographic, economic, statistical, sociological and public policy data and information sources. Must have ability to use modern computer equipment and software applications used in the legislative process. Work is performed primarily in an office environment with limited time spent on field work.

DUTIES: (not intended to be all inclusive)

- Conducts research on a wide variety of public policy and related topics as requested by the City Council, a Council committee, or individual Council Members. Conceptualizes and carries out both long-term and short-term research projects.
- Reads and understands complex public policy documents, City Council legislation, state and federal legislation, legal documents, and other written materials, and summarizes those materials in a concise, accurate format.
- Accesses and uses demographic, economic, statistical, sociological and public policy data and information sources in the context of public policy research and analysis.
- Assembles, collects, compiles, correlates, and analyzes basic statistical/research data from written reports, field visits, surveys, questionnaires, Internet searches, literature searches, etc. Creates and utilizes a valid survey instrument to gather information on policy issues from other governmental or private sector institutions.
- Staffs appointed citizen boards and commissions, including the scheduling and noticing meetings. Prepares relevant, comprehensive background materials on public policy issues appropriate to the membership, and generally facilitates lay citizen understanding of public policy issues and the government decision-making process in order to maximize their ability to contribute to the work of the City Council.
- Maintains strict neutrality and impartiality in serving the City Council, its committees and members on an equally effective basis. Puts aside personal feelings about any public policy issue under consideration and provides equally prompt, efficient, effective research and service to Council Members with widely varying political and public service philosophies.
- Performs general and responsible administrative assignments of a difficult and complex nature and exercises good judgement in the performance of such duties. Carries out complex and sensitive policy analysis and research assignments with minimal supervision and general direction.
- Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES:

- Strong written and oral communication skills required. Ability to be an open communicator who can relate to Council Members, administrative staff, other government professionals, business interests, citizen volunteers, and the general public in a professional, courteous, effective manner.
- Ability to provide positive customer service to continue and enhance that attitude throughout the division. An understanding that the citizen comes first. A commitment to advise and work with all members equally of an active City Council who occasionally represent diverse opinions and to participate in positive solutions to community issues.
- Ability to think and manage strategically to accomplish short-range and long-range goals while keeping an eye for accuracy and detail and a strong orientation toward customer service.
- Ability to read and understand complex public policy documents.

RESEARCH ASSISTANT
(Continued)

- Knowledge of demographic, economic, statistical, sociological and public policy data and information sources and the ability to appropriately access and use these sources in the context of public policy research and analysis.
- Ability to face challenges and explore solutions in an open, positive, and proactive fashion in a cooperative, collegial fashion with co-workers, supervisors and other City Council Members and staff.
- Thorough knowledge of the principles and practices of local government administration and thorough knowledge of, or the ability to rapidly acquire thorough knowledge of, the functions and activities of the Jacksonville City Council and the organization and functions of a consolidated city/county government and the governments/agencies with which it deals.
- Thorough knowledge of, and hands-on ability to use, modern micro-computing and office automation, applicable software and equipment used in the legislative process, including, at a minimum, considerable knowledge of word processing, spreadsheet, database, presentation, and Internet search programs.

REQUIREMENTS: A master's degree in public administration, political science or related field and 1 year of experience in public sector (federal, state or local government) policy analysis or research; OR a bachelor's degree in public administration, political science or related field and 3 years of experience in public sector policy analysis or research; OR a combination of education, professional training and work experience which demonstrates the potential ability to perform the duties of the position of Research Assistant.

Rev. 08/09/2017
11/27/2001

JOB DESCRIPTION

DIRECTOR/COUNCIL SECRETARY

DIRECTOR/COUNCIL SECRETARY

JOB DESCRIPTION: The Director/Council Secretary is appointed by the City Council and serves at the pleasure of the City Council.

The Director/Council Secretary is the head of the Office of the Council Secretary which is a department of the legislative branch of the consolidated government. The Director/Council Secretary is charged with the administrative and supervisory operations of the office which includes the Legislative Services Division, Research Division, Administrative Services Division, and a Public Information Division. Work is performed in both office and field environments.

ESSENTIAL FUNCTIONS:

- Creates and maintains the highest standards of integrity, honesty, efficiency and accountability and provides independent oversight of its operations.
- Selects and develops a team of professionals to perform the functions of the Department.
- Plans, directs and establishes administrative policies and objectives in accordance with the initiatives set by the Council.
- Creates and maintains Department Orientation and Procedure Manual.
- Ensures the public's access to the Council and its proceedings and any and all information relating to these proceedings.
- Provides and maintains budget preparations for the City Council Budget.
- Creates and trains all staff members including Executive Council Assistant on Public Notice Training in accordance with the Florida Statutes and the Jacksonville Municipal Code, Sunshine Training.
- Arranges for public broadcast of Council meetings and selected proceedings, whether through contract with a third-party provider or through in-house systems installed in Council meeting areas.
- Negotiates contracts for public broadcast of Council meetings and selected proceedings.
- Maintains electronic archiving of documents for the Council and records for the City of Jacksonville Records Retention.
- Refers requests for information to agencies within City Government.
- Drafts all Scope of Services for Contractual Agreements and Request for Proposals (RFPs)
- Directs all procurement functions for the Department.
- Assigns parking for Council members and Council staff.
- Directs the activities of staff involved in the operations of the department.
- Works closely with the Tourist Development Council.
- Maintains complete files of all legislation and is the official signatory as assigned by the Charter.
- Provides the Council, its committees and members, with information, data and policy analysis, necessary to the proper conduct of legislative business and maintains a Council Library.
- Motivates, monitors and evaluates the performance of direct reports.
- Assigns responsibility, takes corrective action, and demonstrates leadership when evaluating, developing and motivating employees.
- Supervises with facts, focuses on results, provides clear direction, and encourages innovation.

REQUIREMENTS: The Director/Council Secretary shall head the Office of the Council Secretary and shall have a bachelor's degree or higher from an accredited college or university, and at least five years of experience in government legislation, public administration or business administration.

08/09/2017

JOB DESCRIPTION

CHIEF OF ADMINISTRATIVE SERVICES

CHIEF OF ADMINISTRATIVE SERVICES

JOB DESCRIPTION: This position is appointed by the Personnel Committee and confirmed by the City Council and shall serve at the pleasure of the Personnel Committee and the Council.

This position reports to the Council Secretary and is responsible for all administrative matters of the Council including budget preparation, such personnel matters authorized by the Council Secretary, payroll, purchasing, and facilities management other than audio/visual. Work is performed primarily in an office environment with limited time spent on field work.

ESSENTIAL FUNCTIONS:

- Provides leadership to the entire Administrative Services Division and advises on problems relating to the operation and direction of the Division.
- Manages the planning, development and establishment of policies and objectives in accordance with the initiatives set by the Council.
- Manages the maintenance of all personnel, payroll and purchasing files and records.
- Oversees the handling of all physical inventories of Council equipment, and ensures that this is updated annually.
- Maintains all physical facilities and meeting spaces under the control of the Council, in proper condition for use by the Council.
- Ensures the fair use of meeting facilities for legitimate City functions, provided that no such usage shall interfere with the needs of the Council.
- Prepares periodic budget reports for the Council Secretary.
- Assigns and provides supervision for all other support employees of the Division, including the staffing of the Council reception area and Council Aides.
- Assists Executive Council Assistants appointed by individual Council members in the performance of their duties.
- Maintains all administrative records.
- Motivates, monitors and evaluates the performance of direct reports.
- Assigns responsibility, takes corrective action, and demonstrates leadership when evaluating, developing and motivating employees.
- Supervises with facts, focuses on results, provides clear direction, and encourages innovation.

REQUIREMENTS: A five year combination of education and professional experience in business management, public administration or a related field, which must include at least two years' experience at a managerial capacity.

08/09/2017

JOB DESCRIPTION

CHIEF OF LEGISLATIVE SERVICES

CHIEF OF LEGISLATIVE SERVICES

JOB DESCRIPTION: This position is appointed by the City Council and shall serve at the pleasure of the Council.

This position reports to the Council Secretary and is responsible for all legislative operations of the Council, its committees, and boards and commissions functioning as an extension of the Council. Work is performed primarily in an office environment with limited time spent on field work.

ESSENTIAL FUNCTIONS:

- Provides leadership to the entire Legislative Services Division and advises on problems relating to the operation and direction of the Division.
- Manages the planning, development and establishment of policies and objectives in accordance with the initiatives set by the Council.
- Coordinates the Council's long range and strategic plans.
- Ensures accurate and prompt publication of all notices required by law on behalf of or for the Council.
- Oversees the handling of bills proposed for introduction into the Council and all amendments thereto.
- Oversees the preparation of the agenda for each Council and committee meeting in accordance with the rules of the Council.
- Oversees the maintenance of all legislative files, records, dockets, subpoenas, as official records of the City.
- Oversees the petition for rezoning process for all property owners affected.
- Maintains the Journal of the Council, the Record of Ordinances and Record of Resolutions.
- Motivates, monitors and evaluates the performance of direct reports.
- Assigns responsibility, takes corrective action, and demonstrates leadership when evaluating, developing and motivating employees.
- Supervises with facts, focuses on results, provides clear direction, and encourages innovation.

REQUIREMENTS: A five year combination of education and professional experience in business management, project management, public administration, or related field, which must include at least two years' experience at a managerial capacity.

08/09/2017

JOB DESCRIPTION

CHIEF OF RESEARCH

CHIEF OF RESEARCH

JOB DESCRIPTION: This position is appointed by the Personnel Committee and confirmed by the City Council and shall serve at the pleasure of the Personnel Committee and the Council.

This position reports to the Council Secretary and is responsible for providing the Council, its committees and members with the information and data (other than that provided by other departments in the legislative branch) necessary to the proper conduct of legislative business. Work is performed primarily in an office environment with limited time spend on field work.

ESSENTIAL FUNCTIONS:

- Provides leadership to the entire Research Division and advises on problems relating to the operation and direction of the Division.
- Manages the planning, development and establishment of policies and objectives in accordance with the initiatives set by the Council.
- Prepares a legislative summary of each bill introduced into Council, summarizing the provisions of the bill and stating any effect it would have on present law if enacted or adopted.
- Prepares informative and illustrative material on matters of interest to the Council or pertinent to proposed legislation.
- Provides research services as necessary for boards and commission that function as an extension of the Council.
- Maintains the Council Library.
- Develops rules and regulations for the operation of the Council Library.
- Motivates, monitors and evaluates the performance of direct reports.
- Assigns responsibility, takes corrective action, and demonstrates leadership when evaluating, developing and motivating employees.
- Supervises with facts, focuses on results, provides clear direction, and encourages innovation.

REQUIREMENTS: A five year combination of education and professional experience in political science, business or project management, or a related field, which must include at least two years' experience at a managerial capacity.

08/09/2017

JOB DESCRIPTION

**EXECUTIVE DIRECTOR
TOURIST DEVELOPMENT COUNCIL**

EXECUTIVE DIRECTOR – TOURIST DEVELOPMENT COUNCIL

JOB DESCRIPTION: This position is recommended by the Tourist Development Council, appointed by Council and reports directly to the Director/Council Secretary (2001-1022-E). Job duties include accounting and other administrative duties assigned by the Council President, Tourist Development Council and Director/Council Secretary. The work requires knowledge of administrative practices and basic accounting methods which are gained through a combination of education, training, and experience. Requires skill in organizing and prioritizing accounting and purchasing projects, as well as, specialized skills in researching, compiling, analyzing, and presenting data, which is usually gained through a combination of training and related experience. Communication skills in understanding and influencing people are required to resolve work related problems or complaints. The work is performed primarily in an office environment with limited time spend on field work. Operates personal computers, copiers, facsimile, and other standard office equipment. The work is performed under general supervision where work assignments are varied.

DUTIES: (not intended to be all inclusive)

- Researches, compiles data, prepares reports and correspondence.
- Schedules and staff all meetings of the Tourist Development Council, including all sub-committees. Prepares facilities and distributes information to the TDC and other interested parties.
- Assists applicants with grant applications.
- Reviews and processes applications in accordance with Tourist Development Council grant allocation policies and procedures.
- Prepares and submits minutes, including dollars approved for grant requests, recommendations, and actions, for each TDC meeting.
- Reconciles grant account balances, compiles data for fiscal reports, and keeps superiors abreast of pending matters.
- Assists Director/Council Secretary in maintenance of budgets, monitoring expenditures, and purchasing materials.
- With the approval of the Director/Council Secretary prepares documents, requests and obtains quotes, and maintains records and files for all field orders, purchase orders, blanket orders, check requests, and change orders.
- Collects and distributes all incoming checks payable to vendors.
- Maintains office supplies and equipment, including on-line ordering of supplies and requesting service for equipment.
- With the approval of the Director/Council Secretary coordinates and implements administrative practices and procedures to facilitate work processes and accomplish unit activities.
- Interprets laws, rules, regulations, policies, for the purpose of answering inquiries, resolving complaints, or to resolve work related problems.
- Maintains various administrative records and files.
- Maintains, updates online web site.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of administrative practices, methods, and procedures relating to administrative support areas.
- Knowledge of research and statistical methods and techniques.
- Ability to coordinate and monitor administrative activities.
- Ability to research and compile data, and to prepare written reports and correspondence.
- Ability to interpret laws, rules, and regulations.
- Ability to communicate effectively.
- Ability to operate standard office equipment such as personal computers and software applications, copiers, facsimile, and related equipment.

REQUIREMENTS: A five year combination of education, training, and experience in accounting or related area. Demonstrated administrative experience in the area of Tourist Development.

Rev. 08/09/2017
05/19/2011

RULES OF CITY COUNCIL

PART 5.

RULES OF DECORUM

RULES OF THE COUNCIL OF THE CITY OF JACKSONVILLE

**As authorized by
Section 10.101, *Ordinance Code***

**Published April 25, 2017
Reflecting amendments through
Ordinance 2017-160-E**

**Cheryl Brown, Council Secretary
Carol Owens, Chief of Legislative Services
Paula Shoup, Information Systems Administrator**

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PART 5. RULES OF DECORUM

RULE 4.501 ABSENCE FROM MEETINGS

Any member who is unable to attend a Council or committee meeting due to sickness or for a duly authorized reason shall notify the Council Secretary or the Chief of Legislative Services, who shall notify the President, committee chair or Legislative Aide before the meeting convenes. No member present at any meeting of the Council shall absent himself/herself from the meeting without permission from the chair and prior notice given.

RULE 4.502 COUNCIL MEMBERS TO PRESERVE ORDER AND DECORUM

While the Council is in session, the Council Members shall preserve order and decorum, and a Council Member shall neither by conversation nor otherwise delay or interrupt the proceedings or the peace of the Council, nor disturb any Council Member while speaking, or refuse to obey the orders of the Council or its presiding officer.

RULE 4.503 COUNCIL MEMBERS TO OCCUPY REGULAR SEATS

No Council Member shall be allowed to vote on any motion or measure, or gain the privilege of the floor, unless he/she is, at the time he/she is voting or seeking to gain the privilege of the floor, at his/her regular seat which he/she occupies in the Council.

RULE 4.504 MANNER OF SPEAKING

No Council Member at a council meeting or committee meeting shall speak on any question or discuss any matter, nor interrupt another, nor make a motion without first being recognized by the presiding officer, rising (at the council meetings), addressing the presiding officer and obtaining his/her recognition. The presiding officer shall recognize the Council Member who has the floor, and call on each subsequent council member to speak. No Council Member shall be interrupted by another without the consent of the Council Member who has the floor, except by rising to assert a question of order. Each Council Member, in speaking on any matter, shall confine himself/herself to the question, shall not use unbecoming, abusive or unparliamentary language, shall not engage in personal attacks on fellow Council Members or on any speaker before the Council, and shall promote, in the manner and substance of his/her speech, the dignity of, and respect for the Office of City Council and the legislative process.

RULE 4.505 DISRUPTION OF MEETING

Any person, not a Council Member, making personal, impertinent or slanderous remarks or who shall become boisterous while the Council is in session, shall forthwith be barred from further audience before the Council by the presiding officer in his/her discretion. No demonstrations of approval or disapproval from the audience shall be permitted, and if such demonstrations are made, the audience shall be cleared from the Council Chambers. The presiding officer shall call upon the Sergeant-At-Arms to enforce directions given by the presiding officer for any violation of this Rule.

PART 6. VOTING

RULE 4.601 MAJORITY ACTION

Unless otherwise required by the charter or ordinances of the City or indicated by these Rules, all action by the Council shall be by majority vote of Council Members present, who have not

RULES OF THE COUNCIL OF THE CITY OF JACKSONVILLE

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SIX PILLARS OF CHARACTER

accountingWEB

May 19th 2003

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The Six Pillars of Character...

Trustworthiness. Respect. Responsibility. Fairness. Caring. Citizenship. **The Six Pillars of Character** are ethical values to guide our choices. The standards of conduct that arise out of those values constitute the ground rules of ethics, and therefore of ethical decision-making.

In short, the Six Pillars can dramatically improve the ethical quality of our decisions, and thus our character and lives.

1. TRUSTWORTHINESS

When others trust us, they give us greater leeway because they feel we don't need monitoring to assure that we'll meet our obligations. They believe in us and hold us in higher esteem. That's satisfying. At the same time, we must constantly live up to the expectations of others and refrain from even small lies or self-serving behavior that can quickly destroy our relationships.

Simply refraining from deception is not enough. Trustworthiness is the most complicated of the six core ethical values and concerns a variety of qualities like honesty, integrity, reliability and loyalty.

Honesty

There is no more fundamental ethical value than honesty. We associate honesty with people of honor, and we admire and rely on those who are honest. But honesty is a broader concept than many may realize. It involves both communications and conduct.

Honesty in communications is expressing the truth as best we know it and not conveying it in a way likely to mislead or deceive. There are three dimensions:

- **Truthfulness.** Truthfulness is presenting the facts to the best of our knowledge. Intent is the crucial distinction between truthfulness and truth itself. Being wrong is not the same

thing as lying, although honest mistakes can still damage trust insofar as they may show sloppy judgment.

- **Sincerity**. Sincerity is *genuineness*, being without trickery or duplicity. It precludes all acts, including half-truths, out-of-context statements, and even silence, that are intended to create beliefs or leave impressions that are untrue or misleading.
- **Candor**. In relationships involving legitimate expectations of trust, honesty may also require candor, *forthrightness and frankness*, imposing the obligation to volunteer information that another person needs to know.

Honesty in conduct is playing by the rules, without stealing, cheating, fraud, subterfuge and other trickery. Cheating is a particularly foul form of dishonesty because one not only seeks to deceive but to take advantage of those who are not cheating. It's a two-fer: a violation of both trust and fairness.

Not all lies are unethical, even though all lies are dishonest. Huh? That's right, honesty is not an inviolate principle. Occasionally, dishonesty is ethically justifiable, as when the police lie in undercover operations or when one lies to criminals or terrorists to save lives. But don't kid yourself: occasions for ethically sanctioned lying are rare and require serving a very high purpose indeed, such as saving a life, not hitting a management-pleasing sales target or winning a game or avoiding a confrontation.

Integrity

The word integrity comes from the same Latin root as "integer," or whole number. Like a whole number, a person of integrity is undivided and complete. This means that the ethical person acts according to her beliefs, not according to expediency. She is also consistent. There is no difference in the way she makes decisions from situation to situation, her principles don't vary at work or at home, in public or alone.

Because she must know who she is and what she values, the person of integrity takes time for self-reflection, so that the events, crises and seeming necessities of the day do not determine the course of her moral life. She stays in control. She may be courteous, even charming, but she is never duplicitous. She never demeans herself with obsequious behavior toward those she thinks might do her some good. She is trusted because you know who she is: what you see is what you get.

People without integrity are called "hypocrites" or "two-faced."

Reliability (Promise-Keeping)

When we make promises or other commitments that create a legitimate basis for another person to rely upon us, we undertake special moral duties. We accept the responsibility of making all reasonable efforts to fulfill our commitments. Because promise-keeping is such an important aspect of trustworthiness, it is important to:

- Avoid bad-faith excuses. Interpret your promises fairly and honestly. Don't try to rationalize noncompliance.
- Avoid unwise commitments. Before making a promise consider carefully whether you are willing and likely to keep it. Think about unknown or future events that could make it difficult, undesirable or impossible. Sometimes, all we can promise is to do our best.

Avoid unclear commitments. Be sure that, when you make a promise, the other person understands what you are committing to do.

Loyalty

Some relationships (husband-wife, employer-employee, citizen-country) create an expectation of allegiance, fidelity and devotion. Loyalty is a responsibility to promote the interests of certain people, organizations or affiliations. This duty goes beyond the normal obligation we all share to care for others.

Limitations to loyalty. Loyalty is a tricky thing. Friends, employers, co-workers and others may demand that we rank their interests above ethical considerations. *But no one has the right to ask another to sacrifice ethical principles in the name of a special relationship.* Indeed, one forfeits a claim of loyalty when he or she asks so high a price for maintaining the relationship.

Prioritizing loyalties. So many individuals and groups make loyalty claims on us that we must rank our loyalty obligations in some rational fashion. For example, it's perfectly reasonable, and ethical, to look out for the interests of our children, parents and spouses even if we have to subordinate our obligations to other children, neighbors or co-workers in doing so.

Safeguarding confidential information. Loyalty requires us to keep some information confidential. When keeping a secret breaks the law or threatens others, however, we may have a responsibility to "blow the whistle."

Avoiding conflicting interests. *Employees and public servants have a duty to make all professional decisions on merit, unimpeded by conflicting personal interests.* They owe ultimate loyalty to the public.

2. RESPECT

People are not things, and *everyone has a right to be treated with dignity.* We certainly have no ethical duty to hold all people in high esteem, but we should treat everyone with respect, regardless of who they are and what they have done. We have a responsibility to be the best we can be in all situations, even when dealing with unpleasant people.

The Golden Rule (do unto others as you would have them do unto you) nicely illustrates the Pillar of respect. Respect prohibits violence, humiliation, manipulation and exploitation. *It*

reflects notions such as civility, courtesy, decency, dignity, autonomy, tolerance and acceptance.

Civility, Courtesy and Decency

A respectful person is an attentive listener, although his patience with the boorish need not be endless (respect works both ways). Nevertheless, the respectful person treats others with consideration, and doesn't resort to intimidation, coercion or violence except in extraordinary and limited situations to defend others, teach discipline, maintain order or achieve social justice. Punishment is used in moderation and only to advance important social goals and purposes.

Dignity and Autonomy

People need to make informed decisions about their own lives. Don't withhold the information they need to do so. Allow all individuals, including maturing children, to have a say in the decisions that affect them.

Tolerance and Acceptance

Accept individual differences and beliefs without prejudice. Judge others only on their character, abilities and conduct.

3. RESPONSIBILITY

Life is full of choices. Being responsible means being in charge of our choices and, thus, our lives. It means being accountable for what we do and who we are. It also means recognizing that our actions matter and we are morally on the hook for the consequences. Our capacity to reason and our freedom to choose make us morally autonomous and, therefore, answerable for whether we honor or degrade the ethical principles that give life meaning and purpose.

Ethical people show responsibility by being accountable, pursuing excellence and exercising self-restraint. They exhibit the ability to respond to expectations.

Accountability

An accountable person is not a victim and doesn't shift blame or claim credit for the work of others. He considers the likely consequences of his behavior and associations. He recognizes the common complicity in the triumph of evil when nothing is done to stop it. He leads by example.

Pursuit of Excellence

The pursuit of excellence has an ethical dimension when others rely upon our knowledge, ability or willingness to perform tasks safely and effectively.

Diligence. It is hardly unethical to make mistakes or to be less than "excellent," but there is a moral obligation to do one's best, to be diligent, reliable, careful, prepared and informed.

Perseverance. Responsible people finish what they start, overcoming rather than surrendering to obstacles. They avoid excuses such as, "That's just the way I am," or "It's not my job," or "It was legal."

Continuous Improvement. Responsible people always look for ways to do their work better.

Self-Restraint

Responsible people exercise self-control, restraining passions and appetites (such as lust, hatred, gluttony, greed and fear) for the sake of longer-term vision and better judgment. They delay gratification if necessary and never feel it's necessary to "win at any cost." They realize they are as they choose to be, every day.

4. FAIRNESS

What is fairness? Most would agree it involves issues of equality, impartiality, proportionality, openness and due process. Most would agree that it is unfair to handle similar matters inconsistently. Most would agree that it is unfair to impose punishment that is not commensurate with the offense. The basic concept seems simple, even intuitive, yet applying it in daily life can be surprisingly difficult. Fairness is another tricky concept, probably more subject to legitimate debate and interpretation than any other ethical value. Disagreeing parties tend to maintain that there is only one fair position (their own, naturally). *But essentially fairness implies adherence to a balanced standard of justice without relevance to one's own feelings or inclinations.*

Process

Process is crucial in settling disputes, both to reach the fairest results and to minimize complaints. A fair person scrupulously employs open and impartial processes for gathering and evaluating information necessary to make decisions. Fair people do not wait for the truth to come to them; they seek out relevant information and conflicting perspectives before making important judgments.

Impartiality

Decisions should be made without favoritism or prejudice.

Equity

An individual, company or society should correct mistakes, promptly and voluntarily. It is improper to take advantage of the weakness or ignorance of others.

5. CARING

If you existed alone in the universe, there would be no need for ethics and your heart could be a cold, hard stone. Caring is the heart of ethics, and ethical decision-making. It is scarcely possible to be truly ethical and yet unconcerned with the welfare of others. That is because ethics is ultimately about good relations with other people.

It is easier to love "humanity" than to love people. People who consider themselves ethical and yet lack a caring attitude toward individuals tend to treat others as instruments of their will. They rarely feel an obligation to be honest, loyal, fair or respectful except insofar as it is prudent for them to do so, a disposition which itself hints at duplicity and a lack of integrity. A person who really cares feels an emotional response to both the pain and pleasure of others.

Of course, sometimes we must hurt those we truly care for, and some decisions, while quite ethical, do cause pain. *But one should consciously cause no more harm than is reasonably necessary to perform one's duties.*

The highest form of caring is the honest expression of benevolence, or altruism. This is not to be confused with strategic charity. Gifts to charities to advance personal interests are a fraud. That is, they aren't gifts at all. They're investments or tax write-offs.

6. CITIZENSHIP

Citizenship *includes civic virtues and duties that prescribe how we ought to behave as part of a community.* The good citizen knows the laws and obeys them, yes, but that's not all. She volunteers and stays informed on the issues of the day, the better to execute her duties and privileges as a member of a self-governing democratic society. She does more than her "fair" share to make society work, now and for future generations. Such a commitment to the public sphere can have many expressions, such as conserving resources, recycling, using public transportation and cleaning up litter. The good citizen gives more than she takes.

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**APPOINTED
OFFICIALS and EMPLOYEES
SALARY
and
EMPLOYMENT PLAN**

Consolidated City of Jacksonville

APPOINTED
OFFICIALS AND EMPLOYEES

SALARY
AND
EMPLOYMENT PLAN

10-1-90
10-7-91
8-10-98
7-1-02
8-08-03
12-20-06

**APPOINTED OFFICIALS AND EMPLOYEES
SALARY AND EMPLOYMENT PLAN**

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**APPOINTED OFFICIALS AND EMPLOYEES
SALARY AND EMPLOYMENT PLAN**

Section 1: OVERVIEW

- 1.1 The purpose of this Plan is to formalize a uniform salary and employment program for Appointed Officials and Appointed Employees.
- 1.2 It is the City's policy to pay a fair and equitable salary that is competitive with the market and based on the duties and responsibilities of each appointed position.
- 1.3 The Consolidated Government of Jacksonville provides equal opportunity in employment for all qualified persons; and prohibits discrimination in employment because of race, color, religion, gender, national origin, ancestry, age, marital status or disability.
- 1.4 This Plan has been approved by the Director of Human Resources of the Consolidated Government of Jacksonville and subsequent adjustments shall be consistent with public policy and shall be within allocated financial resources.
- 1.5 The Mayor has full authority to make exceptions to this Plan.
- 1.6 This Plan applies to Appointed Officials and Appointed Employees as listed on Addendum #1 who are exempt from the Civil Service System and who are appointed by, and serve at the pleasure of, the appointing authority.

Section 19: SEPARATION

- 19.1 Appointed Officials and Employees serve at the pleasure of the Appointing Authority. Except as provided in Section 19.2 below, or in accordance with Section 17 of the City Charter, any Appointed Official or Employee may be separated from employment at any time, with or without cause, and may, at the sole discretion of the appointing authority, be granted severance pay upon separation. The appropriate budgeting authority must certify the availability of funds for any severance pay to be granted.
- 19.2 Appointed Employees who have been granted protection from dismissal without cause may only be separated from employment for cause as provided in the Civil Service and Personnel Rules and Regulations. Any form of discipline other than dismissal shall be at the discretion of the appointing authority.

ADDENDUM #1

"APPOINTED OFFICIALS AND EMPLOYEES' JOB TITLE LISTING"

APPOINTED OFFICIALS: Employees in positions listed or referred to under Chapter 129 of the Ordinance Code as Appointed Officials:

Council:

- Assistant Chief of Legislative Services
- Assistant Council Auditor
- Chief of Administrative Services
- Chief of Legislative Services
- Chief of Public Information
- Chief of Research
- Council Auditor
- Council Secretary

County Agricultural Agent (Director of Agriculture)

Directors, Deputy Directors and Division Chiefs

Executive Director, Construction Trades Qualifying Board

Executive Director, Human Rights Commission

General Counsel

Medical Examiner's Office:

- Associate Medical Examiner
- District Medical Examiner

Sheriff's Office:

- Directors and Division Chiefs
- Undersheriff

OTHER OFFICIAL EMPLOYEES IN THE FOLLOWING POSITIONS:

- Chief Administrative Officer
- Director of Libraries
- Mayor's Administrative Aides

ADDENDUM #1 CON'T

APPOINTED EMPLOYEES: Employees in positions listed or referred to under Article 17 of the Charter as exempt from Civil Service but who are not appointed officials:

Positions designated in more than one department/agency:

- Assistant Information Technology Officers
- Assistant Management Improvement Officers
- Information Technology Analysts
- Internal Auditors
- Assistant Management Improvement Officers- NE*
- Information Technology Analysts- NE*

Administration & Finance:

- EAP Administrators
- Financial and Administrative Managers (Requires CPA)
- Industrial Psychologist
- Internal Audit Manager EDP
- Managers of Accounting Services
- Managers of Personnel Services
- Principal Internal Auditors
- Secretary to EAP Administrator *
- Senior Investment Analysts (Requires CPA)
- Internal Auditors- NE *

Agriculture:

- Agricultural Extension Adjunct Agents

Civil Service Board:

- Chief Administrative Officer to the Civil Service Board

Clerk of Courts:

- Assistants to the Clerk of the Circuit & County Court
- Chief Assistant Clerk of the Circuit & County Court
- Executive Assistant to the Clerk of the Circuit & County Court **

*Positions are subject to the overtime provisions in Section 3.3 of this Plan.

**Positions which may be subject to Section 3.2 or 3.3 of this Plan, at the discretion of the elected official who appoints the employee in accordance with Section 3.4.

All other positions listed above are exempt and subject to the overtime provisions in Section 3.2 of this Plan.

ADDENDUM #1 CON'T

APPOINTED EMPLOYEES: Employees in positions listed or referred to under Article 17 of the Charter as exempt from Civil Service but who are not appointed officials:

Council:

- Administrative Assistant I to Chief of Administrative Services *
- Administrative Assistant II to Chief of Administrative Services *
- Administrative Assistant/City Council *
- Research Assistants
- Executive Administrator/City Council
- Executive Council Assistant **
- Information Systems Administrator
- Principal Auditor
- Public Accounts Auditor I
- Public Accounts Auditor II
- Public Accounts Auditor III
- Public Information Assistants
- Secretary to the President of the Council **
- Legislative Assistant I*
- Legislative Assistant II*

Court Administration:

- Assistant Court Administrators
- Court Administrator's Secretaries *
- Director of Law Library *
- Mediators
- Project Director, Foster Care Citizen Review
- Volunteer Coordinator *

Duval Co. Housing Finance Authority:

- Administrative Assistant to the Executive Director DCHFA *
- Executive Director Duval County Housing Finance Authority
- Finance Director DCHFA
- Housing Finance Specialists

General Counsel's Office:

- Assistant General Counsels
- Legal Assistants *
- Legislative Delegation Coordinator
- Legislative Delegation Secretary *
- Secretary to General Counsel *

*Positions are subject to the overtime provisions in Section 3.3 of this Plan.

**Positions which may be subject to Section 3.2 or 3.3 of this Plan, at the discretion of the elected official who appoints the employee in accordance with Section 3.4.

HUMAN RESOURCES DEPARTMENT DIRECTOR'S OFFICE



MEMORANDUM

January 5, 2007

TO: Elected Officials, Appointing Authorities, Department Heads, Division Chiefs and Independent Agencies

FROM: Rebecca Salter, Acting Director *Rebecca Salter*
Human Resources Department

RE: Appointed Officials and Employees Salary and Employment Plan

The Appointed Officials and Employees Salary and Employment Plan (Employment Plan) was last adjusted on August 8, 2003. A comprehensive review of the Employment Plan has been accomplished, and attached hereto are the approved amendments to the Plan. An executive summary is provided below to highlight the changes.

Section	Change	Reason
2.2(1)	Added language related to Section 129 Ordinance Code	Provide clarity
2.2(2)	Combined 2.2(2) and 2.2(3)	Provide clarity
2.6	Added language related to 401(a) deferred compensation plan	Include new benefit to employees
3.2(3)	Deleted language requiring forfeiture of compensatory time if not used within 90 days of accrual	Enhancement - no other pay plans contain this 90 day provision
7A.3(5)	Added language clarifying that annual leave is paid at 100% upon retirement, vesting, or 10 years of continuous service.	Clarify current practice
7A.3(6)	Added language clarifying that annual leave is paid at 75% at terminations for reasons other than retirement, vesting, or 10 years of continuous service.	Clarify current practice
Addendum #1	Updated positions designated as appointed	Per legislative changes

The Appointed Officials and Employees Salary and Employment Plan can be accessed on the Intra-City web page under the Human Resources icon/Salary and Employment Plans/ Appointed Officials and Employees Salary and Employment Plan.

If you have any questions concerning the changes, please call me at 630-7528 or the Human Resources Analyst assigned to your department.

RS/cp

Distribution "B"

SIGN IN SHEET

CITY COUNCIL ROSTER
Effective August 7, 2017

NAME	JOB TITLE	USERCODE @coj.net	SIGNATURE
Brock, Carol	Executive Council Assistant (Bowman)	CSBROCK	
Brown, Cheryl	Director/Council Secretary	CLBROWN	
Carlos, Nancy	Administrative Assistant II	NCARLOS	
Cassada, Steve	Information Systems & AV Manager	SCASSADA	
Clements, Jeff	Chief of Research	JEFFC	
Dyer, Laura	Executive Administrator	LDYER	
English, Grace	Legislative Assistant I (VAB)	GENGLISH	
Evans, Nikki	Executive Council Assistant (Crescimbeni)	NEVANS	
Fisher, Katrina	Administrative Assistant to the Director	KFISHER	
Ford-Hardin, Gerrie	Executive Council Assistant (R Brown)	GERRIEF	
Hagan, Rebekah	Executive Council Assistant (Carter)	RHAGAN	
Hampsey, Colleen	Research Assistant	CHAMPSEY	
Harper, Carol	Executive Council Assistant (Gulliford)	CLHARPER	
Hastings, Annette	Executive Director TDC	ANNETTEH	
Holt, Connie	Executive Council Assistant (Ferraro)	CHOLT	
Hutchison, Haleigh	Executive Council Assistant (Hazouri)	HHUTCHISON	
Jackson, John	Research Assistant	JOHNJJ	
Johnson, Sonia	Executive Council Assistant (Schellenberg)	SONIAJ	
King, Chinnery A.	Executive Council Assistant (Dennis)	CKING	
Krieg, Leeann	Executive Council Assistant (Anderson)	LKRIEG	
Kuzel, Kevin	Executive Council Assistant (Love)	KKUZEL	
Lee, Jackie	Executive Council Assistant (Wilson)	JACKIEL	
Lewis, Dana	Executive Council Assistant (K Brown)	DNLEWIS	
Lopez, Staci	Legislative Assistant I	SLOPEZ	
Macdonald, Dan	Executive Council Assistant (Becton)	DANMAC	
MacDonald, Katrin	Legislative Assistant I	KMACDONALD	
Maguire Segui, Adri	Legislative Assistant I	ASEGUI	
Marino, Louie	Information Systems & AV Manager	LMARINO	
Mason, Darren	Executive Council Assistant (Morgan)	DARRENM	
Matthews, Jessica	Legislative Assistant II	JMATTHEWS	
Mitchell, Yvonne	Research Assistant	YMITCH	
Moore, Chiquita	Executive Council Assistant (Newby)	CMOORE	

CITY COUNCIL ROSTER
Effective August 7, 2017

NAME	JOB TITLE	USERCODE @coj.net	SIGNATURE
Oswald, Nichole	Legislative Assistant I (VAB)	NOSWALD	
Owens, Carol	Chief of Legislative Services	COWENS	
Pearson, Lucy (Reception 1)	Administrative Assistant I	LPEARSON	
Pelegriin, Heather	Legislative Assistant II (VAB)	PELEGRIN	
Sanders, Jeneen	Secretary to the Council President (Brosche)	JENEENS	
Shemwell, Crystal	Legislative Assistant I	CSHEMWELL	
Shoup, Paula	Information Systems Administrator	PSHOUP	
Sikes, Kristi	Chief of Administrative Services	KCSIKES	
Spradley, Nicole	Executive Council Assistant (Boyer)	NSPRADLEY	
Williams, Juliette	Legislative Assistant I	JULIETTE	
Williams, Sirretta	Executive Council Assistant (Gaffney)	SIRRETTAW	
Zamarron, Philip	Legislative Assistant I	ZAMARRON	

ADDENDUM

-Training Addendum-

Sec. 11.122. - Executive Committee, Personnel Committee; appointment and discharge.

- (a) An Executive Committee shall be convened by the Council President from time to time to consider such matters as may be assigned by the Council President including but not limited to administrative, financial or internal matters of Council. The Executive Committee shall be composed of the Council President, Vice President, and the Chair of the Finance Committee.
- (b) A Personnel Committee shall be convened by the Council President from time to time to consider personnel matters. The Personnel Committee shall be composed of the Council President and Vice President, the Chairs of the Finance and Rules Committees and one other Council Member selected by the Council President. The Committee's recommendation for the **appointment** and **discharge** of the **Director/Council Secretary** shall be approved by the Council by resolution, by a simple majority of the Council. The Committee shall also be responsible for recommending the **appointment** of the **Chief of Research**, the **Chief of Administrative Services**, the **Chief of Public Information**, and the **Chief of Legislative Services**. Each such recommendation shall be approved by resolution by a simple majority of the Council. The **Assistant Chief of Legislative Services** shall be recommended by the **Director/Council Secretary** to the Personnel Committee and approved by resolution by a simple majority of the Council. The **discharge** of the **Chief of Research**, the **Chief of Administrative Services**, the **Chief of Public Information**, and the **Chief and Assistant Chiefs of Legislative Services** shall be effected by the **Director/Council Secretary** with the approval of the Personnel Committee. All other appointed employees in the Office of the **Director/Council Secretary** and its divisions shall be **appointed** by and shall serve at the pleasure of the **Director/Council Secretary** without regard to political affiliation. All classified employees in the Office of **Director/Council Secretary** and its divisions shall be **employed, disciplined and discharged** by the **Director/Council Secretary** pursuant to and in accordance with all applicable rules and regulations of the city.

The Personnel Committee shall, from time to time, bring recommendations regarding salary ranges and positions pertaining to all applicable City Council employee positions to the Council for Council approval.

(Ord. 1999-418-E, § 1; Ord. 2000-793-E, § 1; Ord. 2004-464-E, § 2; Ord. 2013-412-E, § 1)