

City of Los Alamitos Administrative Regulation

Regulation:	4.10
Title:	City Manager Discretionary Designations & Collateral Duty Assignments
Authority:	City Manager per Council Action on February 21, 2023
Date:	February 21, 2023
Revised:	November 20, 2023

- 1. Purpose:** The purpose of this regulation is to establish an administrative policy permitting the temporary additional responsibility designation of Department Directors or Division Managers appointed by the City Manager. The additional temporary designated positions are intended to assist the City Manager through multiple Departmental responsibilities under a single decision-making supervisor/director who can communicate directly with the City Manager.
- 2. Application:** This policy shall apply to Department Directors or Division Managers at the City Manager's discretion.
- 3. Policy:** The City Council policy is that certain Department Directors or Division Managers may be assigned temporary responsibilities that transcend normal lines of Departmental responsibility. For the purposes of accepting responsibility and being held accountable, the City Manager may designate a Department Director or Division Manager with an additional working title.

The following conditions and restrictions shall apply:

1. The additional designation shall not be a new Class Title within the classified service. The additional designation shall not change the nature of the Department Director or Division Manager's employment status with the City.
2. The Department Director's or Division Manager's personnel record shall reflect the additional assignment period, but the title shall not be used for comparative salary surveys.
3. The designation and acceptance of additional responsibility will result in an additional 5% to 10% increase to the Department Director's or Division Manager's compensation during the duration of the designation, upon the City Manager's discretion.
4. As a temporary collateral duty assignment, any assignment or designation may end upon the City Manager's written notice to the employee at any time.

4. Procedure:

1. The City Manager, upon designating a Department Director or Division Manager to the temporary assignment, shall notify the Personnel Office of the effective date and specific title.
2. The City Manager shall notify all Department Directors and Division Managers whose program responsibilities are subject to additional responsibilities.