

## CHAPTER 5

### CONFIDENTIAL ADMINISTRATIVE SECRETARY POSITION

PREAMBLE. WHEREAS, Health and Safety Code Section 6517 permits the District to employ an Administrative Secretary, and

WHEREAS, Government Code Section 3507.5 permits the District to designate certain employees as confidential, and

WHEREAS, the Confidential Administrative Secretary must handle a variety of confidential matters relating to personnel matters, employee relations, labor negotiations, litigations, and other matters permitted to be confidential under relevant California law, and

WHEREAS, it is common for local public agencies to designate employees who handle sensitive tasks as confidential,

NOW, THEREFORE, it is hereby ordained that the Board establishes a new position entitled "Confidential Administrative Secretary" and adds this position to the District Salary Step Plan.

#### ARTICLE I. THE POSITION.

Section 101. The position of Confidential Administrative Secretary is confidential.

Section 102. The Confidential Administrative Secretary shall consider all matters involving personnel, employee relations, labor negotiations, litigations, and any other information so designed by the Board, or the District Manager, as confidential. Information, written or oral, or documents regarding these matters shall not be disseminated, in any matter, to anyone other than the Board, the District Manager, District Counsel or their designated agents or representatives.

Section 103. The Confidential Administrative Secretary shall not be a member of that bargaining unit representing non-confidential employees. However, the Confidential Administrative Secretary may otherwise choose to be a member of a confidential unit of an employee organization.

Section 104. The Board, or the District Manager, shall prepare a job description for the position of Confidential Administrative Secretary.

Section 105. The Board may employ one or more Confidential Administrative Secretaries.

Section 106. The Board may enact additional rules and regulations regarding the confidential nature of this position. Should the Board decide to enact rules and regulations, these rules and regulations shall be enacted prior to formally hiring personnel in the position.

Section 107. This Ordinance, in no way, is designed to preclude the Confidential Administrative Secretary from performing duties required by the California Public Records Act, Government Code Section 6250 et seq., the California Open Meeting Law (Brown Act), Government Code Section 54950 et seq., or any other relevant law.