

RESOLUTION NO. 2021-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKLIN ADOPTING A SALARY RANGE FOR THE EXECUTIVE ASSISTANT CLASSIFICATION, ABOLISHING THE EXECUTIVE ASSISTANT TO THE POLICE CHIEF CLASSIFICATION AND ADOPTING A REVISED CONFIDENTIAL UNIT SALARY SCHEDULE; APPROVING RECLASSIFICATIONS, RETITLING AND REALLOCATIONS FOR THE POLICE, FIRE AND COMMUNITY DEVELOPMENT DEPARTMENTS

WHEREAS, the Human Resources Division of the Administrative Services Department has conducted a review of 1.0 FTE encumbered Departmental Administrative Specialist in the Fire Department and has determined it should be reclassified and reallocated as a new Executive Assistant classification at Confidential Salary Range 24; and

WHEREAS, the Human Resources Division of the Administrative Services Department has conducted a review of 1.0 FTE encumbered Executive Assistant to the Police Chief in the Police Department and has determined it should be retitled and reallocated as a new Executive Assistant classification at Confidential Salary Range 24; and

WHEREAS, the Human Resources Division of the Administrative Services Department has conducted a review of 1.0 FTE encumbered Departmental Administrative Specialist in the Community Development Department and has determined it should be reclassified and reallocated as a Senior Departmental Administrative Specialist at Confidential Salary Range 20; and

WHEREAS, the Human Resources Division of the Administrative Services Department recommends creating a new Executive Assistant classification at Confidential Salary Range 24, and abolishing the Executive Assistant to the Police Chief classification; and

WHEREAS, the changes recommended to the Executive Assistant classification require an update to the Confidential Salary Schedules, last revised by Council on August 24, 2021 (Reso. 2021-145).

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Rocklin as follows:

Section 1. Effective October 23, 2021, the City Council approves the creation of an Executive Assistant classification at Confidential Salary Range 24, removal of the Executive Assistant to the Police Chief classification from the salary schedule, and adopts the Confidential Salary Schedules attached hereto as Exhibit "A"

Section 2. Effective October 23, 2021, the City Council approves the reclassification of one encumbered Departmental Administrative Specialist in the Fire Department to Executive Assistant; the retitle of one encumbered Executive Assistant to the Police Chief in the Police

Department to Executive Assistant; and the reclassification of one encumbered Departmental Administrative Specialist in the Community Development Department to Senior Departmental Administrative Specialist.

Section 3. Effective October 23, 2021, the City Council approves the reallocation of 1.0 FTE Departmental Administrative Specialist to 1.0 FTE Executive Assistant in the Fire Department; the reallocation of 1.0 FTE Executive Assistant to the Police Chief to 1.0 FTE Executive Assistant in the Police Department; and the reallocation of 1.0 FTE Departmental Administrative Specialist to 1.0 FTE Senior Departmental Administrative Specialist in the Community Development Department.

PASSED AND ADOPTED this 12th day of October 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

Jill Gayaldo, Mayor

ATTEST:

Hope Ithurburn, City Clerk