

RESOLUTION NO. 2022-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKLIN
ADOPTING THE CLASSIFICATION AND SALARY RANGE FOR
PAYROLL ADMINISTRATOR

WHEREAS, the Administrative Services Department retained Municipal Resource Group Consulting to perform a comprehensive organization analysis of the Finance Division; and

WHEREAS, following the review and recommendations of the Municipal Resource Group Consulting report, the Human Resources division determined the classification of Senior Payroll Administrator should be re-assigned from FLSA non-exempt in the Confidential unit to FLSA exempt in the Management unit; and

WHEREAS, the Human Resources division determined the position meets the criteria for the administrative employee exemption under the Fair Labor Standards Act (FLSA), because the position meets the salary threshold, the primary duty of the position is the performance of office or non-manual work directly related to the management or general business operations of the city, and the position's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance; and

WHEREAS, the Human Resources division further determined the classification of Senior Payroll Administrator is not appropriate as the classification is not a part of a classification series.

NOW THEREFORE, the City Council of the City of Rocklin does resolve as follows:

- Section 1. The recitals set forth above are true and correct, and the City Council finds and determines the Payroll Administrator position is properly classified as FLSA exempt, under the administrative employee exception, after considering the salary and primary duties of the position.
- Section 2. Effective February 12, 2022, the City Council approves the retitling of the Senior Payroll Administrator classification to Payroll Administrator, and the reassignment of the classification from the Confidential unit to the Management unit at Management Salary Range 6.
- Section 2. Effective February 12, 2022, the updated Management Salary Schedules attached hereto as Exhibit "A" are adopted.
- Section 3. Effective February 12, 2022, the updated Confidential Salary Schedules attached hereto as Exhibit "B" are adopted.

PASSED AND ADOPTED this 8th day of February 2022, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

Bill Halldin, Mayor

ATTEST:

Hope Ithurnburn, City Clerk