

RESOLUTION NO. 2022-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
ROCKLIN APPROVING THE REALLOCATION OF ONE  
LEGAL SECRETARY TO DEPARTMENTAL  
ADMINISTRATIVE SPECIALIST IN THE  
CITY ATTORNEY'S OFFICE

WHEREAS, On November 9, 2021 Council authorized the reallocation of a 0.6 FTE Paralegal to a 0.6 FTE Legal Secretary as a result of recruiting challenges; and

WHEREAS, on March 8, 2022 Council authorized the addition of 0.4 FTE to create a 1.0 FTE Legal Secretary in the City Attorney's Office in hopes of offsetting further recruiting challenges; and

WHEREAS, to assist with recruiting challenges and to provide promotional or transfer opportunities for City staff, the City Attorney's Office has requested the reallocation of the Legal Secretary position to the Departmental Administrative Specialist classification; and

WHEREAS, the reallocation of the Legal Secretary position to Departmental Administrative Specialist is not expected to have a fiscal impact because both positions are within the Confidential Employee Salary Schedule at Range 17.

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

Section 1. The City Council approves the reallocation of 1.0 full time equivalent position from Legal Secretary to Departmental Administrative Specialist in the City Attorney's Office.

PASSED AND ADOPTED this 26<sup>th</sup> day of April 2022, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

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Bill Halldin, Mayor

ATTEST:

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Hope Ithurburn, City Clerk