

RESOLUTION NO. 2014-025

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK
APPROVING A JOB DESCRIPTION AND SALARY RANGE FOR
EXECUTIVE ASSISTANT TO THE CITY MANAGER AND ADJUSTING THE
ALLOCATED POSITION FROM SECRETARY II TO EXECUTIVE ASSISTANT TO
THE CITY MANAGER**

WHEREAS, the retirement of the incumbent of the Secretary II position in the City Manager's office will create a vacancy, and

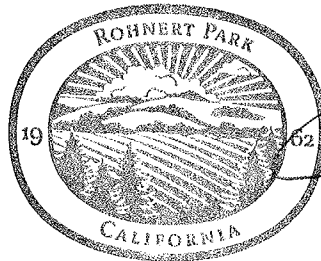
WHEREAS, staff has analyzed current staffing needs, options and costs and recommends creating a new position of Executive Assistant to the City Manager rather than fill the vacancy at the current Secretary II level, and

WHEREAS, staff recommends the new Executive Assistant to the City Manager position be placed in the Confidential Unit at the salary range of 81x, at \$4,897 – \$5,952 per month.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Rohnert Park approves the new Executive Assistant to the City Manager position at the salary range stated above and authorizes the City Manager to initiate recruitment.

BE IT FURTHER RESOVLED that the position of Secretary II allocated to the City Manager's Office in the FY 2014-15 budget shall be eliminated upon the retirement of the incumbent and one Executive Assistant to the City Manager position shall be allocated in its place.

DULY AND REGULARLY ADOPTED by the City Council of the City of Rohnert Park this 11th day of March, 2014.



CITY OF ROHNERT PARK

Joseph T. Callinan, Mayor

ATTEST:


JoAnne Buergler, City Clerk

BELFORTE: NO MACKENZIE: AYE STAFFORD: AYE AHANOTU: AYE CALLINAN: AYE
AYES: (4) NOES: (1) ABSENT: (0) ABSTAIN: (0)