

RESOLUTION NO. 2015-084

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT
PARK APPROVING ELIMINATION OF A REGULAR FULL-TIME OFFICE
ASSISTANT I AND ADDITION OF A REGULAR FULL-TIME SECRETARY I
IN THE PUBLIC SAFETY DEPARTMENT**

WHEREAS, on March 24, 2015, the City Council approved the addition of a regular full-time Office Assistant I in the Public Safety Department, pursuant to Resolution No. 2015-050; and

WHEREAS, the Office Assistant I position was added to provide administrative support to the Detective Bureau and assume responsibility for the oversight and management of the Public Safety training program; and

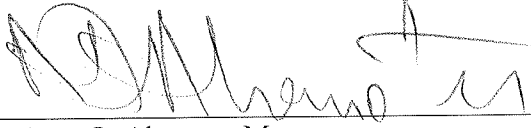
WHEREAS, in preparation for opening a recruitment to fill the Office Assistant I position, staff created a list of specific duties for the position, and upon reviewing the required duties and comparing them with the knowledge, skills and abilities of the Office Assistant I position, a determination was made that the essential duties required were more in line with the job classification of Secretary I; and

WHEREAS, staff has analyzed staffing needs and options and recommends the elimination of the regular full-time Office Assistant I position and the addition of a regular full-time Secretary I position.


NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the elimination of the regular full-time Office Assistant I position and the addition of a regular full-time Secretary I in the Public Safety Department.

DULY AND REGULARLY ADOPTED this 28th day of April, 2015.

CITY OF ROHNERT PARK


Amy O. Ahanotu, Mayor

ATTEST:


JoAnne M. Buergler, City Clerk

CALLINAN: NE MACKENZIE: NE STAFFORD: NE BELFORTE: NE AHANOTU: NE
AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)