

RESOLUTION NO. 2015- 127

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING AND APPROVING THE CONVERSION OF THE FULL TIME SECRETARY II POSITION (CONFIDENTIAL) TO A FULL TIME ADMINISTRATIVE ASSISTANT POSITION (CONFIDENTIAL) IN THE PUBLIC SAFETY DEPARTMENT

WHEREAS, the Public Safety Department employs a full time Secretary II (Confidential) position who is responsible for handling a limited range of administrative assignments to support the Director of Public Safety and Command Staff; and

WHEREAS, the current Secretary II incumbent is retiring and with the pending retirement of additional administrative support staff in the Department, this position will assume additional administrative tasks related to budget, financial reporting, and cost accounting duties beyond the incumbent's current job functions; and

WHEREAS, there is sufficient work load and funding to convert the full time Secretary II (Confidential) position in the Public Safety Department to a full time Administrative Assistant (Confidential) position ; and

WHEREAS, staff recommends a new salary range 74CF of \$4,115 - \$5,002 in the Confidential Unit and that the Administrative Assistant (Confidential) be placed in this range.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby authorize and approve the conversion of the current full time Secretary II (Confidential) position to a full time Administrative Assistant (Confidential) in the Public Safety Department,


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

CITY OF ROHNERT PARK



Amy O. Ahanotu, Mayor

ATTEST:


JoAnne M. Buergler, City Clerk

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