

RESOLUTION NO. 2016-004

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK APPROVING THE ELIMINATION OF THE CURRENT .7 FTE PUBLIC SAFETY OFFICE ASSISTANT I IN THE RECORDS BUREAU AND ADDITION OF ONE FULL- TIME PUBLIC SAFETY RECORDS CLERK IN THE PUBLIC SAFETY DEPARTMENT

WHEREAS; staff has evaluated the current workload of the Records Bureau and there is a need to increase the part time Public Safety Office Assistant to a Full-Time Public Safety Records Clerk position. Having all personnel assigned to the Records Bureau with the same job title and duties will improve and ensure the delivery of services to the public. Cross training and having back-up in key positions within the Records Bureau will improve efficiencies in the Records Bureau when someone is on vacation or extended leave.

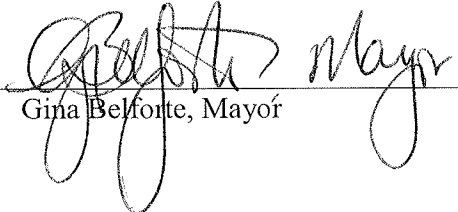
WHEREAS, staff recommends approval of the Full-Time Public Safety Records Clerk job description and,

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 current .7 FTE Part-Time Public Safety Office Assistant I in the Records Bureau and approve the addition of one Full-Time Public Safety Records Clerk, with the pay range 64.

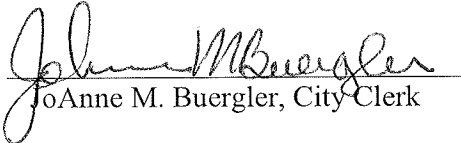
BE IT FURTHER RESOLVED that the position allocated in the FY 2015-16 budget shall be changed from Part-Time Public Safety Office Assistant to Full Time Public Safety Clerk.

DULY AND REGULARLY ADOPTED this 26th day of January, 2016.

CITY OF ROHNERT PARK


Gina Belforte, Mayor

ATTEST:


JoAnne M. Buergler, City Clerk

AHANOTU: Aye CALLINAN: Aye STAFFORD: Aye MACKENZIE: Aye BELFORTE: Aye

AYES: (5) NOES: (0) ABSENT: (0) ABSTAIN: (0)