

RESOLUTION NO. ____-2023

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL
APPROVING THE CREATION OF THE ADMINISTRATIVE ASSISTANT -
CONFIDENTIAL AND MANAGER - SPECIAL PROJECTS CLASSIFICATIONS;
ESTABLISHING SALARY RATE COMPENSATION PLAN; AND CONFIRMING
ALL CITY OF FORT BRAGG ESTABLISHED CLASSIFICATIONS**

WHEREAS, the City has experienced significant workload challenges, particularly in the more routine administrative work involved in operating a municipality in California; and

WHEREAS, the City conducted a recruitment in December 2022 for the Planning Technician position to backfill the Administrative Assistant – Community Development classification vacated by an internal employee’s recent promotion to Assistant Planner; and

WHEREAS, the City wishes to replace the Planning Technician position with a newly created classification of Administrative Assistant – Confidential to facilitate the organization’s need to have greater flexibility in utilizing administrative resources, resulting in a net zero impact on the budget and employee headcount; and

WHEREAS, the City wishes to keep the Planning Technician classification on the Master Salary Schedule, Exhibit A, for possible future use; and

WHEREAS, the City desires to remove position classification barriers that prevent administrative personnel being able to assist other City departments outside of their respective assigned primary department thereby providing greater flexibility in utilizing administrative staff by establishing the Administrative Assistant – Confidential classification, a full-time, non-exempt, position that is part of the Confidential/Non-Bargaining employee group; and

WHEREAS, the City desires to provide opportunities for administrative staff to have exposure to other departments outside of their assigned department to increase cross-training opportunities, and better utilize administrative staff resources; and

WHEREAS, the nature of the administrative tasks in Human Resources-Administrative Services department involves labor negotiations and grievances, and requires the City to have an Administrative Assistant classification to be designated as “Confidential;” and

WHEREAS, the City has received multiple grants which will require significant project management; and

WHEREAS, to ensure compliance with requirements associated with the grants, the City wishes to establish the Manager-Special Projects, an exempt, Mid-Management, non-bargaining classification, where the incumbent would be responsible for the project management of the aforementioned grants; and

WHEREAS, the Fort Bragg City Council approves all salary schedules, which include classification titles and compensation rates as reflected in Exhibit A; and

WHEREAS, the establishment of this Resolution meets the requirements of 2 CCR Section 570.5 as confirmed by the California Public Employees’ Retirement System (CalPERS); and

WHEREAS, the newly created Administrative Assistant - Confidential classification and Manager - Special Projects classification must be approved as part of the City's Master Salary schedule; and

WHEREAS, CalPERS requires the City to have a publicly adopted and posted salary schedule; and

WHEREAS, the full salary schedule is available on the City's website; and

WHEREAS, based on all the evidence presented, the City Council finds as follows:

1. Establishing the Administrative Assistant – Confidential classification is a full-time, non-exempt position that would provide potential administrative relief for the Human Resources division within the Administrative Services Department, thereby providing fully inclusive and effective utilization of the City's administrative personnel; and
2. Establishing the Manager - Special Projects classification, an exempt, Mid-Management, non-bargaining position, would provide focused project management of grants, ensuring the City is in compliance with the requirements of the grants received; and
3. Confirming the Master Salary Rate Compensation Plan for the newly created Administrative Assistant – Confidential and Manager – Special Projects classifications and confirming all City of Fort Bragg established classifications as identified in Exhibit A attached hereto effective February 13, 2023 would allow the City to be compliant with the requirement of 2 CCR Section 570.5 California Public Employees' Retirement System (CalPERS).

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby authorize the establishment of the Administrative Assistant – Confidential and Manager - Special Projects positions and confirm the City's Master Salary Schedule as outlined in Exhibit A.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 13th day of February, 2023, by the following vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:**

**BERNIE NORVELL
Mayor**

ATTEST:

**June Lemos, MMC
City Clerk**