

RESOLUTION NO. ____-2023

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL
APPROVING THE ESTABLISHMENT OF ADMINISTRATIVE ANALYST –
POLICE CLASSIFICATION, ESTABLISHING SALARY RATE
COMPENSATION PLAN AND CONFIRMING ALL CITY OF FORT BRAGG
ESTABLISHED CLASSIFICATIONS**

WHEREAS, the City has experienced significant staffing challenges for the past several years which has resulted in increased workload for Human Resources; and

WHEREAS, a significant portion of the Human Resources Department workload is spent on Police Department employees, particularly in workers compensation and recruitment; and

WHEREAS, the City wishes to establish an Administrative Analyst – Police classification that is a full-time, non-exempt, confidential/non-bargaining position to work on Police Department human resources-related work to alleviate the administrative workload of the Human Resources Analyst, which requires the classification to be part of the Confidential/Non-Bargaining employee group due to the nature of human resources-related duties; and

WHEREAS, cost savings have been achieved through unfilled Police Department positions; and

WHEREAS, the newly established Administrative Analyst – Police position will be filled by one of the two currently budgeted full-time, non-exempt, Administrative Assistant – Police positions; and

WHEREAS, the Fort Bragg City Council approves the establishment of new classifications and 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 California Regulations Section 570.5 as confirmed by the California Public Employees' Retirement System (CalPERS); and

WHEREAS, the newly created Administrative Analyst – Police 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 Analyst – Police, a non-exempt, full-time position that will be part of the Confidential/Non-Bargaining employee group effective on the date of this Resolution provides an improved organizational structure; and

2. The newly established Administrative Analyst – Police classification will be filled with one of the current Administrative Assistant – Police employees; and
3. The existing FY 2022-23 Budget fully covers the cost of the above two actions and all of the established classifications as noted in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby authorize the creation of the Administrative Analyst – Police classification 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 9th day of January 2023, by the following vote:

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

BERNIE NORVELL
Mayor

ATTEST:

June Lemos, MMC
City Clerk