



Folsom City Council Staff Report

MEETING DATE:	9/8/2026
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11708 - A Resolution Authorizing the Addition of One Permanent Full-Time Administrative Assistant to the City Attorney's Office and Appropriation of Funds
FROM:	City Attorney's Office

RECOMMENDATION / CITY COUNCIL ACTION

Staff recommend that the City Council approve Resolution No. 11708 authorizing the addition of one (1) permanent full-time Administrative Assistant to the City Attorney's Office, and authorize the associated budget adjustment to fund the position for the remainder of the current fiscal year, and ongoing.

BACKGROUND / ISSUE

In October 2025, the Legal Secretary position in the City Attorney's Office was eliminated through the layoff process, a decision made under prior departmental leadership. Since that time, the office has operated without dedicated administrative or clerical support staff.

Having most recently served as Assistant City Attorney, the current City Attorney has been aware of the department's administrative support needs, even before her appointment to her current position. It was not until she was appointed City Attorney in July 2026, and in a position to formally evaluate departmental staffing needs, that she was able to bring this request forward.

It has now been almost a year since the departure of the Legal Secretary, and the workload processed in the City Attorney's Office necessitates hiring a support position for the department.

The prior Legal Secretary position was structured around legal-specific clerical duties, such as legal document formatting, court filing procedures, and litigation support tasks. The current and anticipated needs of the office are broader in scope and are more accurately characterized

as general administrative support, including calendar management, correspondence, records maintenance, and general office support for the City Attorney's Office.

Furthermore, the incumbent hired into this role will also provide front-counter coverage and customer service for the City Manager's Office and Mayor's Office, including greeting visitors, fielding inquiries, and assisting with scheduling and correspondence – duties that fall outside the traditional Legal Secretary function and reflect a broader administrative scope.

Because the scope of duties has shifted away from the legal-specific functions, staff is requesting the addition of an Administrative Assistant position rather than reinstatement of the previously eliminated position.

POLICY / RULE

As this position was not included in the City's adopted FY 27 Position Allocation, Council approval is required to establish the position and authorize the associated supplemental appropriation, per the Folsom Municipal Code Section 3.02.030(H).

ANALYSIS

The first-year total compensation for this position at Step 1 is \$136,114. Below is the applicable salary range, along with a detailed breakdown of the salary and benefits.

Admin Asst (Confidential)	
Range	W50
Salary	Annual
Step 1	72,032.69
Step 2	74,193.67
Step 3	76,419.48
Step 4	78,712.06
Step 5	81,073.42
Step 6	83,505.62
Step 7	86,010.80
Step 8	88,591.12
Step 9	91,248.86

Salary	\$ 72,033	Range W50, Step 1
Benefits	\$ 36,142	PERS
	\$ 18,500	Benefits
	\$ 5,511	FICA
	\$ 1,801	Def Comp
	\$ 1,080	Annual Leave
	\$ 600	Retiree Health
	\$ 447	Workers' Comp
TOTAL	\$ 136,114	

FINANCIAL IMPACT

If authorized, the addition of one permanent full-time Administrative Assistant position in the City Attorney's Office would be in the amount of \$136,114 for salary and benefits funded through the General Fund (Fund 010) for Fiscal Year 2026-27. The proposed position would increase the City Attorney's Office staffing level from three to four full-time positions and increase the City's overall full-time position count from 501 to 502 full-time positions.

An appropriation in the amount of \$136,114 in the General Fund (Fund 010) is required to fund the position for Fiscal Year 2026-27. The ongoing costs associated with the position would continue into future Fiscal Years and be incorporated into subsequent annual operating budget submissions. Future cost increases would be subject to the salary and benefits adjustments applicable to the Non-Exempt Confidential/Unrepresented bargaining unit.

ATTACHMENTS

- Resolution No. 11708 - A Resolution Authorizing the Addition of One Permanent Full-Time Administrative Assistant to the City Attorney's Office and Appropriation of Funds
- Job Description – Administrative Assistant (Confidential)

Submitted,

Sari Dierking, City Attorney

Attachment 1

RESOLUTION NO. 11708

A RESOLUTION AUTHORIZING THE ADDITION OF ONE PERMANENT FULL-TIME ADMINISTRATIVE ASSISTANT TO THE CITY ATTORNEY'S OFFICE AND APPROPRIATION OF FUNDS

WHEREAS, in October 2025, the Legal Secretary position in the City Attorney's Office was eliminated through the layoff process, and since that time the office has operated without dedicated administrative or clerical support staff; and

WHEREAS, the current City Attorney has identified that the workload processed by the City Attorney's Office necessitates the addition of a support position; and

WHEREAS, the Legal Secretary position was previously structured around legal-specific clerical duties, but current and anticipated office needs are broader, requiring general administrative support, including front-counter coverage for the City Manager's and Mayor's Offices; and

WHEREAS, because the scope of duties has shifted away from legal-specific functions, staff recommend the addition of a new Administrative Assistant position rather than the reinstatement of the previously eliminated position; and

WHEREAS, this position was not included in the City's adopted Fiscal Year 2027 Position Allocation, and Council approval is therefore required to establish the position and authorize the associated supplemental appropriation pursuant to Folsom Municipal Code Section 3.02.030(H);

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the addition of one (1) permanent full-time Administrative Assistant position to the City Attorney's Office position allocation; and

BE IT FURTHER RESOLVED that the Finance Director is authorized to appropriate \$136,114 in the General Fund (Fund 010) to provide for the salary and benefits for this position.

PASSED AND ADOPTED this 8th day of September 2026, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

Justin Raithel, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

Attachment 2



City of Folsom ADMINISTRATIVE ASSISTANT (CONFIDENTIAL)

Class Spec Code	1027	Established Date	08/26/2024
Last Revised Date	07/20/2026	Salary Range	\$6,002.72 - \$7,604.07 Monthly \$72,032.69 - \$91,248.86 Annually
Bargaining Unit	UNREP	EEO	EEO1- Administrative Support Workers
Occupational Group	N/A	FLSA	Non-Exempt
Benefit Code	Unrep-Nonex	Physical Class	PHY

Definition

Under general supervision, perform highly confidential, responsible, specialized, and technical office support activities, with principal clerical responsibility for a variety of complex but well-defined, Department-wide administrative functions; explain rules, policies, and operations related to department records and programs; provide information and assistance to the public; may coordinate administrative and clerical activities among the divisions of the department; and perform related work as required. Incumbents may oversee, monitor, and direct the work of lower level personnel.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant (Confidential) is an unrepresented, singular classification that has principal clerical responsibility for a variety of confidential and complex, but well-defined Department-wide administrative functions, such as budget compilation, a multi-faceted payroll, contracts, Committee or Commission minutes, document imaging, payment processing, and/or Council agenda item preparation, and may take assignments directly from a department head. Some positions may provide direct supervision for a small proportion of the time. Incumbents work independently on specialized sensitive

administrative activities containing a high number of complex and difficult tasks and assignments. This class is distinguished from the represented classification of Administrative Assistant in that the latter does not have access to confidential and sensitive labor-relations information. This class is distinguished from the class of Administrative Support Specialist in that the latter serves as primary clerical support to the City Manager.

Examples of Essential Duties

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Act as technical resource on difficult and sensitive administrative support problems or specialized issues; monitor quality and timeliness of work.
- If acting as lead worker, instruct employees in the interpretation and application of regulations, policies, and procedures related to the department's programs and automated systems.
- May train, assign, and monitor work of lower-level personnel.
- May provide input into the evaluation of the performance of temporary or permanent staff members.
- Identify and provide individual instruction to co-workers for work deficiencies.
- Coordinate schedules and meetings.
- Compile budget data, participate in preparation of department's budget, and analyze draft budget figures.
- Develop recommendations for revisions in organizations or procedures to reflect changes in operations or improvements in existing practices.
- Assist the public in person, by phone, or by email; answer inquiries related to department services, programs, and operations including processing claims presented against the city; and administering executing, indexing, and archiving legal records and other complex records maintenance such as contracts, agreements, deeds, recording documents with County Recorder, and supervision of the records management program.
- Prepare notices, reports, flyers, letters, fiscal, or other documents and information.
- Compile data and maintain forms and spreadsheets.
- Research and assemble information and verify that information or data is complete, accurate, and consistent.
- Process and maintain payroll records.

- May generate monthly performance evaluations and forward information to supervisors with appropriate forms.
- Respond to surveys.
- May take and transcribe Commission or Committee minutes.
- Classify expenditures to the appropriate expenditure accounts, and prepare purchase order requisitions.
- Provide principal clerical support for the development of Council Agenda items and meeting preparation, coordination with the centralized agenda preparation system, etc.
- Process and maintain contracts and payment files.
- Assist with processing and production of public records requests.
- Maintain department personnel records.
- Perform related duties as assigned.

The Administrative Assistant (Confidential) position is responsible for the listed job duties above, as well as those listed depending on their assigned department:

City Attorney's Office

- Provide direct administrative and clerical support to the City Attorney, the Assistant City Attorney, and other City Attorney's Office staff as directed by, for example, answering phones, taking messages, making appointments, scheduling meetings, setting up meeting rooms and equipment, maintaining calendars, filing documents, and maintaining a follow-up system to support the City Attorney with tracking deadlines, project due dates, and other event timelines.
- Welcome and direct visitors by maintaining a professional demeanor and greeting them at the front counter or on the phone, acknowledging the customer's presence, and answering or referring inquiries and providing appropriate information.
- Prepare, proof, and/or finalize a wide variety of documents such as letters, memos, agreements, reports, ordinances, resolutions, presentations, and court documents; distribute, mail, serve, and file originals.
- Maintain accurate and up-to-date office files including litigation, transactional, and advisory matters. Maintain files in hardcopy and/or electronically as directed. Update, purge, and shred files consistent with City Records Retention Policy and applicable level of confidentiality. Maintain electronic filing system. Maintain file storage list. Retrieve stored files and/or documents upon request.

- Coordinate and schedule meetings and appointments for attorneys. Keep attorney calendars as directed.
- Research and respond to requests for sensitive and/or confidential information from outside counsel.
- Receive and respond to calls and visitors with tact and diplomacy; resolve resident concerns and complaints; advise the City Attorney on sensitive matters with potential impact to City's interests and relationships.
- Promote a positive City image by maintaining excellent internal and external customer relations; use sensitivity, tact, and diplomacy in all interactions; establish and maintain positive and effective working relationships with coworkers, outside counsel and their staff, elected and appointed officials, residents, and others contacted in the course of work at all levels; work collaboratively with staff, various departments, and outside agencies or stakeholders.
- Maintain law library.
- Screen and distribute incoming mail.
- Coordinate, schedule, process, and confirm travel and other arrangements for meetings, conferences, speaking engagements, business trips, etc. by preparing itineraries, requesting travel confirmations, compiling expense reports, and reconciling credit card invoices.
- Organize, inventory, and order supplies for the City Attorney's Office.
- Assist other City Attorney's Office staff in the performance of their functions as directed.

Finance

- Maintain records retention system for the department in accordance with Federal and State laws, and negotiate and manage the contract for storage of materials.
- Contribute to the goal of having transparency in the City's financial and other records by designing, modifying, and keeping current the webpage for the department. Coordinate and track all public records requests to the department.
- Maintain the City credit card system by processing the issuance and cancellation of credit cards in accordance with City Policy and monitoring compliance.
- Post daily journal entries and maintain general ledgers, reports and files.
- Prepare daily cash deposit and daily cash reconciliation updates/postings.
- Process daily to weekly budget adjustments, purchase requisitions, purchase orders, invoice processing, and Finance mail distribution.

- Compile and maintain financial and statistical data and prepare and assist in preparing financial reports and analyses, such as the Prop 172 report, the economic trend report, and the Annual Comprehensive Financial Report.
- Assist in gathering information for and the compilation of the operating and CIP budgets.
- Assist other finance department staff in the performance of their functions.

Human Resources

- Verify salary adjustment data (P-1 forms) for accuracy and forward to payroll timely. Provide guidance on completing P-1 forms accurately and timely to departments as needed.
- Collect and compile payroll timesheets, leave reports, and payroll change reports, ensuring accuracy and timelines are met.
- Coordinate and maintain City ID Badge program.

Employment Standards

NOTE: The level and scope of the knowledge and abilities listed below are related to job duties as defined under "Distinguishing Characteristics."

Knowledge of:

- Office management methods and procedures.
- Principles of business administration, budget administration, accounting, payroll, and personnel administration.
- Principles and practices of taking formal minutes of Committees or Commissions
- Modern office practices, and department specific methods, procedures, policies, and regulations.
- Programs, goals, and purpose of the assigned department.
- English grammar, vocabulary, spelling, and punctuation.
- Business letter writing and basic report preparation.
- Leadwork and staff development techniques and practices.
- Common word processing, spreadsheet, and database software.
- Modern office equipment and computer software, including scanning, printing, faxing, electronic document classification, and word processing, spreadsheet, presentation, accounting, and database software.
- Principles of records management.
- Calendaring, filing methods, editing, and proofreading.

Ability to:

- Analyze administrative problems and develop recommendations.

- Prepare and analyze statistical data, tables, and charts, and make basic mathematical calculations.
- Plan, evaluate, train, and supervise work of others.
- Answer a variety of questions related to department programs and processes.
- Exercise sound judgment when initiating processes, actions, and alternatives within established procedures and regulations.
- Provide verbal and written instruction to others.
- Prioritize, organize, assign, and monitor workload.
- Learn the basic principles as well as the highly specialized components of the automated systems used in the department.
- Apply the rules, regulations, policies, and procedures pertaining to initial application for the assigned department's services.
- Apply appropriate questioning content and techniques for interviewing applicants.
- Enter data accurately into automated system and identify methods to independently verify the accuracy of the data entry.
- Locate, identify, and correct inaccurate or incomplete information.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of employment, including elected and appointed officials, executives, and City staff while maintaining a professional demeanor.
- Develop understanding of City departments and outside agencies as necessary.
- Type at a speed necessary for successful performance on the job.
- Maintain attention to detail by prioritizing work and coordinating several activities simultaneously despite interruptions.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of supervision. Perform difficult and responsible administrative support work efficiently and accurately in a fast-paced environment.

The Administrative Assistant (Confidential) position is responsible for the employment standards above, as well as those listed depending on their assigned department:

City Attorney's Office

- Ability to maintain strict confidentiality of all project assignments and City legal issues.

- Ability to anticipate need of the City Attorney and Assistant City Attorney; research and gather necessary information for meetings, reports, projects, appearances.
- Ability to maintain confidential data and information for executive staff.

Minimum Qualifications

Education:

Associate's degree from an accredited college or university in accounting, business or similar area or the equivalent in college semester hours/credits.

Experience:

Three (3) years of full-time, increasingly responsible administrative secretarial experience.

Substitution:

Additional qualifying experience can be substituted for the required education on a year-for-year basis.

License, Certificate, Registration Requirements:

At the option of the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits, designated licenses, certificates or specialized education and training relevant to the area of assignment. Additional requirements may include, but are not limited to the following:

- Some positions may require the possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be evaluated on a case-by-case basis.
- Notary Public Commission

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public

and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise. (8) Ability to multi-task and balance frequently changing workload and priorities.