



STAFF REPORT

MEETING DATE: January 24, 2024

PRESENTER: John Jansons, City Manager

SUBJECT: Consider Amendments to Fiscal Year 2023/2024 Position Allocation List and Salary Schedule to add position of Administrative Assistant and deleting position of Assistant to City Clerk from Salary Schedule.

RECOMMENDATION: Council by motion adopt resolution approving amendment to Fiscal Year 2023/2024 Position Allocation List to add position of Administrative Assistant and amending Salary Schedule to Add Administrative Assistant and delete part-time Assistant to City Clerk.

EXECUTIVE SUMMARY:

As a result of refining duties in the Administration Department, it is recommended to amend the Authorized Positions List to add the full-time position of Administrative Assistant. The Authorized Positions List does not include part-time positions. However, the budget contemplated a part-time Assistant to City Clerk. That position is reflected in the Salary Schedule.

The new full-time Administrative Assistant position will allow for support to Administration Department (City Manager, City Clerk and Human Resources). The City Manager will develop a new job description for the new position before the position is filled.

FISCAL IMPACT:

The recommended action will have no impact on the Fiscal Year 2023/2024 budget as there are salary savings from the unfilled part-time Assistant to City Clerk position which had been budgeted for a full year versus the actual cost of the remaining months of the current fiscal year at the following Miscellaneous Employees range of \$3,193 - \$4,279 per month.

ATTACHMENTS:

A. Resolution w/Exhibits

RESOLUTION NO. 24 - ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN APPROVING AMENDMENT TO FISCAL YEAR 2023/2024 POSITION ALLOCATION LIST TO ADD A FULL TIME ADMINISTRATIVE ASSISTANT POSITION SUPPORTING THE DIVISIONS OF THE ADMINISTRATION DEPARTMENT AND AMEND THE SALARY SCHEDULE TO DELETE THE ASSISTANT TO CITY CLERK POSITION AND ADD THE ADMINISTRATIVE ASSISTANT POSITION.

WHEREAS, a part time position was authorized in the Fiscal Year 2023/2024 budget to support the city clerk duties; and

WHEREAS, that position was to be filled by mid-year, but it remains unfilled; and

WHEREAS, with administrative responsibilities changing, changes in personnel and changes in priority of deliverables, staffing refinement is necessary; and

WHEREAS, changing an existing position from part time to full time requires adjustment of the Position Allocation List and Salary Schedule including; and

WHEREAS, the proposed Administrative Assistant position is fully funded for the remainder of the FY 23/24 based on funding allocated to the part time position which remains unused.

NOW, THEREFORE, THE CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. The recitals referenced above are true and correct and included herein by reference.

Section 2. A full time Administrative Assistant is added to the Administration Department. The Position Allocation List is amended to add said new position. The Salary Schedule is amended to add the Administrative Assistant position and to delete the part-time position of the Assistant to City Clerk. The amendments are reflected in the amended Position Allocation List and Salary Schedule attached as Exhibits A and B.

Section 3. Funding for the revised position is provided for in the Fiscal Year 2023-2024 budget in the wage range of Miscellaneous Employees, \$3,193 - \$4,279 per month.

Section 4. The City Manager and Human Resources Officer are directed to create a job description.

Section 5. This Resolution is effective upon adoption.

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Kerman held on the 24th day of January 2024 and passed at said meeting by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby approved.

Maria Pacheco
Mayor

ATTEST:

Josie Camacho
Interim City Clerk