

**RESOLUTION NO. 25-XX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN APPROVING  
MODIFICATION OF JOB DESCRIPTIONS FOR THE ACCOUNT CLERK I AND  
ACCOUNT CLERK II POSITIONS IN THE FINANCE DEPARTMENT**

WHEREAS, the Finance Department is the first point of contact for the majority of customers in the City of Kerman; and

WHEREAS, customers are able to reach the Finance Department in person, by phone, or by email; and

WHEREAS, a considerable number of residents speak only Spanish; and

WHEREAS, staff is recommending modifying the job descriptions for the Account Clerk I and Account Clerk II positions to state "Proficient in Spanish"; and

WHEREAS, clear and current job descriptions are required for optimal employee performance; and

WHEREAS, the job descriptions do not negatively affect any incumbents; and

WHEREAS, the job descriptions have been reviewed by the KMEA; and

WHEREAS, the proposed changes do not result in any salary adjustments for Fiscal Year 2025/2026.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Kerman resolves as follows:

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

Section 2. The City Council approves the Job Descriptions as set forth in **Exhibit 'A'** and incorporated herein by reference.

Section 3. This resolution is effective upon its adoption.

(Certification on following page)

The foregoing resolution was adopted by the City Council of the City of Kerman at a regularly scheduled meeting held on the 22<sup>nd</sup> day of October 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing resolution is hereby approved.

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Maria Pacheco  
Mayor

ATTEST:

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Josie Camacho  
City Clerk