



# ***Agenda Report***

## ***Fullerton City Council***

**MEETING DATE:** JULY 15, 2025

**TO:** CITY COUNCIL / SUCCESSOR AGENCY

**SUBMITTED BY:** EDDIE MANFRO, DIRECTOR OF HUMAN RESOURCES

**PREPARED BY:** LAURA GIANNETTI-MERCER, HUMAN RESOURCES  
MANAGER II

**SUBJECT:** CLASSIFICATION PLAN UPDATE RELATING TO CITY  
CLERK / CLERK SERVICES MANAGER

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### **SUMMARY**

Proposed City of Fullerton personnel classification plan amendment to revise City Clerk / Clerk Services Manager classification and reassign the classification from Confidential / Non-Represented to Executive.

### **PROPOSED MOTION**

Adopt the following resolutions:

RESOLUTION NO. 2025-XXX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, UPDATING A CERTAIN CLASSIFICATION SPECIFICATION IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2023-064 RELATING TO CONFIDENTIAL / NON-REPRESENTED COMPENSATION APPENDIX A

RESOLUTION NO. 2025-XXX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, RELATING TO EXECUTIVE EMPLOYEE COMPENSATION AND SUPERSEDING RESOLUTION NO. 2024-025

### **ALTERNATIVE OPTIONS**

- Approve the Proposed Motion
- Do not approve the Proposed Motion
- Other options brought by City Council.

### **STAFF RECOMMENDATION**

Staff recommends the Proposed Motion.

## CITY MANAGER REMARKS

The City Manager recommends approval.

## PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

## FISCAL IMPACT

This item generates no fiscal impact as a greater employee contribution towards CalPERS would offset the salary increase.

## BACKGROUND AND DISCUSSION

The City established the City Clerk / Clerk Services Manager classification in 2004 when it consolidated City Clerk and Clerk Services Manager positions. City Council appoints the City Clerk who performs those functions contained in California Government Code Section 40800 et seq. as well as those stipulated by local laws. The appointed City Clerk receives \$255 per month to perform these duties, in accordance with Fullerton Municipal Code Section 2.38.010. The Clerk Services Manager, appointed by and reporting to the City Manager, performs all other clerk service functions including Office of the City Clerk management and oversight.

The City Manager feels the depth and breadth of the work performed in conjunction with the responsibilities of the position more closely align with positions at the executive level based on a review of the current duties performed by the Clerk Services Manager. The City Manager requested reassigning the position from the Confidential / Non-Represented Unit to the Executive Unit. Staff supports the City Manager request. In addition, the incumbent City Clerk / Clerk Services Manager supports this change and understands that the status of the position would change to at-will upon placement in the Executive Unit.

Staff recommends revising the classification specification for City Clerk / Clerk Services Manager to reflect the full scope of duties performed as well as updating outdated language to accomplish this change. Additionally, staff recommends a title change to City Clerk / Director of Clerk Services and that the City Manager retain appointing authority of the Director of Clerk Services as has historically been the case.

Staff requests City Council adopt a resolution relating to Executive compensation revised to include City Clerk / Director of Clerk Services at range number 1002. The top of this new range equals the top step of the current City Clerk / Clerk Services Manager classification adjusted for differences in employee contributions towards CalPERS between the Executive and Confidential / Non-Represented units. Range number 1002 would be established at \$108,022 to \$162,033. To accommodate this new range, current range number 1000 would change to number 1005 with no revision to the salary control point.

The incumbent City Clerk / Clerk Services Manager would be appointed to City Clerk /

Director of Clerk Services and acknowledges that she would serve in an at-will capacity based on accepting this reassignment to the Executive Unit. She would be placed at the top of the range for City Clerk / Director of Clerk Services as she is currently at the top of her pay range.

Additionally, under the current Confidential / Non-Represented resolution, the incumbent would become eligible for a \$3,000 retention pay bonus upon reaching 15 years of service with the City in 2026. The proposed Executive resolution contains language honoring this one-time payment in recognition of her many years of service to the City.

Attachments:

- Attachment 1 – PowerPoint Presentation
- Attachment 2 – Draft Resolution City Clerk / Clerk Services Manager
- Attachment 3 – Draft Resolution Executive Employees
- Attachment 4 – City Clerk / Director of Clerk Services (redline version)
- Attachment 5 – Executive Resolution (redline version)

cc: City Manager Eric J. Levitt