



# ***Agenda Report***

## ***Fullerton City Council***

**MEETING DATE:** AUGUST 19, 2025

**TO:** CITY COUNCIL / SUCCESSOR AGENCY

**SUBMITTED BY:** LAURA GIANNETTI-MERCER, ACTING DIRECTOR OF HUMAN RESOURCES

**PREPARED BY:** LAURA GIANNETTI-MERCER, ACTING DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** CLASSIFICATION PLAN UPDATE FOR ADMINISTRATIVE ANALYST SERIES

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### **SUMMARY**

Proposed amendment to the City of Fullerton personnel classification plan revising the Administrative Analyst Series classification specification.

### **PROPOSED MOTION**

Adopt Resolution No. 2025-XXX.

RESOLUTION NO. 2025-XXX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING, UPDATING AND DELETING CERTAIN CLASSIFICATION SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2023-064 RELATING TO COMPENSATION FOR CONFIDENTIAL / NONREPRESENTED EMPLOYEES APPENDIX A

### **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**

None.

## PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

## FISCAL IMPACT

This item generates no fiscal impact.

## BACKGROUND AND DISCUSSION

The Administrative Analyst Series consists of two classifications – Administrative Analyst I (AAI) and Administrative Analyst II (AAIL). These positions support management objectives and perform tasks such as data analysis, budgeting, developing program performance measurements and project coordination. Various departments budget for Administrative Analyst positions.

The AAI and AAIL positions assigned to Human Resources and Administrative Services have exposure to matters involving employee-employer relations, particularly pertaining to labor negotiations (e.g., labor costing and proposed agreements). Staff recommends assigning an AAI or AAIL appointed to the Human Resources or Administrative Services Department to the Confidential / NonRepresented employee group. The Confidential / NonRepresented unit covers employees who have access to information relating to City administration of the Meyers-Milias-Brown Act (Government Code Section 3500 et seq.).

Staff proposes placing Administrative Analyst I – Confidential on salary range 820 (\$64,018 - \$81,704) of the Confidential / NonRepresented salary schedule which closely aligns to the Administrative Analyst I salary range 445 (\$64,006 - \$81,690).

Administrative Analyst II is assigned to salary range 478 (\$75,691 - \$96,604). Staff proposes revising the Confidential / NonRepresented salary range 860 to equal salary range 478 and assign Administrative Analyst II – Confidential to salary range 860. This item does not propose any salary changes and has no fiscal impact.

### Attachments:

- Attachment 1 – Draft Resolution No 2025-XXX
- Attachment 2 – Administrative Analyst Series Redline

cc: Interim City Manager Eddie Manfro