

# **Proposed Resolution Relating to City Clerk / Clerk Services Manager**

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**City of Fullerton**

**July 15, 2025**



## Background – Resolution Relating to City Clerk / Clerk Services Manager

- City Clerk appointed by City Council; duties governed by California Government Code 40800 et seq.
- Clerk Services Manager is responsible for oversight of Office of the City Clerk; appointed by City Manager.
- Reassign from Confidential / Non-Represented Unit to Executive Unit
- Revise classification including a title change to City Clerk / Director of Clerk Services
- Incumbent will be reclassified to City Clerk / Director of Clerk Services



## Background – Resolution Relating to City Clerk / Clerk Services Manager

- Salary for City Clerk / Director of Clerk Services will be established at same base pay of City Clerk / Clerk Services Manager plus adjustments for greater employee contributions towards CalPERS (\$108,022 - \$162,033)
- No allocations requested for Fiscal Year 2025-26
- Language added to Executive Resolution providing a retention bonus of \$3000 to the City Clerk / Director of Clerk Services upon reaching 15 years of service to the City



# Recommendations

- Adopt the following resolutions:

Resolution No. 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. XXX.

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