



Agenda Report

Fullerton City Council

MEETING DATE: NOVEMBER 2, 2021

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: STEVE DANLEY, ACTING CITY MANAGER

PREPARED BY: EDDIE MANFRO, INTERIM DIRECTOR OF HUMAN RESOURCES
LAURA GIANNETTI-MERCER, HUMAN RESOURCES MANAGER II

SUBJECT: CLASSIFICATION PLAN UPDATE RELATING ADMINISTRATIVE AIDE / CITY COUNCIL POSITION

SUMMARY

Proposed amendment to the City of Fullerton personnel classification plan to revise the class specification of Administrative Aide / City Council which includes a title change to City Council Secretary.

RECOMMENDATION

Adopt Resolution No. 2021-XX.

RESOLUTION NO. 2021-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING AND DELETING A CERTAIN CLASS SPECIFICATION IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING APPENDIX A OF RESOLUTION NO. 2020-17 (FULLERTON MUNICIPAL EMPLOYEES FEDERATION)

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

FISCAL IMPACT

There is no fiscal impact as the Fiscal Year (FY) 2021-22 budget includes this position and staff does not recommend a salary change.

DISCUSSION

City Council established the Administrative Aide / City Council position in September 2007 as a result of a classification review process for various administrative support classifications. Staff has reviewed the duties and responsibilities of the position and has determined that they fall more commonly under the title of City Council Secretary. As such, staff recommends changing Administrative Aide / City Council to the more conventional title of City Council Secretary.

The class specification proposed for City Council Secretary mirrors that of the Administrative Aide / City Council with the exception of standard updates. Staff does not recommend a change in pay or bargaining unit representation. This position is currently approved in the FY 2021-22 budget.

The mid-year budget adjustments will include an update to change Administrative Aide / City Council to City Council Secretary in the personnel summary.

Attachments:

- Attachment 1 – Administrative Aide / City Council Class Specification (redline)
- Attachment 2 – Draft Resolution No. 2021-XX