

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
SUBJECT: AMENDING THE CITY CLASSIFICATION AND SALARY
PLAN INCREASING 0.5 FTE SENIOR ADMINISTRATIVE
ASSISTANT TO 1.0 FTE SENIOR ADMINISTRATIVE
ASSISTANT
STAFF PRESENTER: MEGAN BASINGER, ADMINISTRATIVE SERVICES
OFFICER
POLICE DEPARTMENT
AGENDA ACTION: RESOLUTION

ISSUE(S)

Shall City Council, by resolution, amend the City Classification and Salary Plan to increase a 0.5 FTE Senior Administrative Assistant to 1.0 FTE Senior Administrative Assistant?



COUNCIL GOALS/STRATEGIES

Relates to Council Goal 6, "Commit to Making Santa Rosa a Healthy Community Where People Feel Safe to Live, Work, and Play."

BACKGROUND

1. In FY 2013/2014 budget, the Police Department (Department) added 1.5 FTE Senior Administrative Assistants (SAA) to the Department (one 0.5 FTE and one 1.0 FTE).
2. The Department has determined that increasing the 0.5 FTE SAA to 1.0 FTE will improve administrative support and better serve the public.
3. Throughout the year, the Department has vacant positions that will provide funding for the 0.5 FTE increase to the position.

ANALYSIS

1. The Department will pay for the increase from a 0.5 FTE SAA to 1.0 FTE, \$23,136, with salary savings from unfilled positions.
2. Increasing the FTE status of the position will provide the Police Department with the resources needed to administer the Department.

AMENDING THE CITY CLASSIFICATION AND SALARY PLAN INCREASING 0.5 FTE
SENIOR ADMINISTRATIVE ASSISTANT TO 1.0 FTE SENIOR ADMINISTRATIVE
ASSISTANT
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RECOMMENDATION

It is recommended by the Police Department that the Council, by resolution, amend the City's Classification and Salary Plan to increase a 0.5 FTE Senior Administrative Assistant to 1.0 FTE Senior Administrative Assistant.

Author: Megan Basinger, Administrative Services Officer