

RESOLUTION NO. _____

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA AMENDING THE CITY'S CLASSIFICATION AND SALARY PLAN TO: CHANGE THE TITLE OF THE CLASSIFICATION OF COMMUNICATIONS AND INTERGOVERNMENTAL AFFAIRS OFFICER TO COMMUNICATIONS AND INTERGOVERNMENTAL RELATIONS OFFICER; MODIFY THE SALARY RANGE; ~~AND~~ APPROVE THE JOB DESCRIPTION AND UPDATE THE SALARY SCHEDULE

WHEREAS, the Human Resources Director as the Personnel Officer, on behalf of the City Manager, insures the orderly and consistent administration of the City Council's adopted classification and salary schedule; and

WHEREAS, the Human Resources Director as the Personnel Officer recommends that various classifications be abolished, created or modified, and that some existing salary ranges be adjusted; and

WHEREAS, on June 13, 2017 by Resolution RES-2017-097, Council approved the creation of new classification of Communications and Intergovernmental Affairs Officer with an annual salary range of \$105,064 to \$131,362 in Unit 11 Mid-Management Confidential and added 1.05 FTE to the City Manager's Office; and

WHEREAS, Council by Resolution RES-2017-097 directed that the position not be filled until Council approved a final job description and salary range; and

WHEREAS, Human Resources has prepared a job description, renaming the position to be Communications and Intergovernmental Relations Officer; and

WHEREAS, Human Resources conducted a comprehensive classification and salary analysis of the position and concluded the appropriate annual salary range to be \$108,216 to \$135,303-; and

WHEREAS, Mayor Coursey moved that the Salary Schedule should be updated to add the new classification of Communications and Intergovernmental Relations Officer and salary range with an effective date of October 24, 2017.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa approves the job description for the classification of Communications and Intergovernmental Relations Officer.

BE IT FURTHER RESOLVED that the Council amends the City Classification and Salary Plan as follows:

- Change the title of Communications and Intergovernmental Affairs Officer to Communications and Intergovernmental Relations Officer – Unit 11 Mid-Management Confidential in the City Manager's Office.
- Amend the salary range of the Communications and Intergovernmental Relations

Officer to be \$108,216 to \$135,303.

- Update the Salary Schedule approved by Council on this date by Resolution RES-2017-207, to add the classification of the Communications and Intergovernmental Relations Officer with a salary range of \$108,216 to \$135,303.

BE IT FURTHER RESOLVED that the Council authorizes the City Manager to implement these changes consistent with the orderly and continual administration of the City's classification and salary plan.

IN COUNCIL DULY PASSED this ___ day of _____, 2017.

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
City Clerk

APPROVED: _____
Mayor

APPROVED AS TO FORM:

City Attorney