

AGENDA ITEM NO. 1A
COUNCIL MEETING 2/6/2014
APPROVED BY

February 6, 2014

FROM:  Jeff Cardell, Director
Personnel Services Department


DEPARTMENT DIRECTOR
CITY MANAGER 

SUBJECT: Adopt the Fourth Amendment to the FY14 Salary Resolution 2013-101 adding the classification of Law Office Assistant

RECOMMENDATIONS

It is recommended that the City Council adopt the Fourth Amendment to the FY14 Salary Resolution No. 2013-101, adding the classification of Law Office Assistant to Exhibit 3, Unit 3 – Fresno City Employees Association (FCEA), with corresponding salary.

EXECUTIVE SUMMARY

The new classification has been developed to meet the evolving needs of City operations. Consistent with the criteria set forth in Fresno Municipal Code Sections 3-203 et seq., the Salary Resolution is being amended to add one classification to Unit 3 – FCEA. The Law Office Assistant performs administrative and complex accounting work to assist the City Attorney's Office. The affected bargaining unit, FCEA, and the other bargaining units were provided with reasonable notice regarding the new classification inviting the opportunity to meet and confer. The meet and confer process has since been completed regarding this new classification.

With the adoption of the Salary Resolution amendment, Personnel staff will immediately initiate the recruitment efforts to fill the position for the new classification.

BACKGROUND

Over the course of time the City organization and structure evolves. The change that occurs as a result of such evolution or reorganization often impacts the City's classification plan necessitating the revision of existing classifications or the development and adoption of new classifications. In collaboration with the requesting Department, Personnel Services develops new classifications or revises existing classes. In either event, notice is provided to the affected bargaining unit. When a new classification is developed a notice is provided to all bargaining units advising them of the intended bargaining unit assignment and the proposed salary range before amending the Salary Resolution.

The Personnel Services Department conducted a comprehensive review of the business function of the City Attorney's Office. As determined by the review, the classification of Law Office Assistant was created to assist with the day-to-day coordination of office support functions and activities for the department, as well as perform general administrative and accounting work. The position will serve as a critical office support role for the City Attorney, assisting with functions such as budget support; maintaining and reconciling financial and accounting data; track request for legal services; and serve as a liaison between the City Attorney's office and other City Departments for confidential matters. All

of the bargaining units were advised of the development of the new classification and the intended bargaining unit assignment.

The City Attorney's Office has reviewed and approved as to form the Fourth Amendment to Resolution No. 2013-101.

FISCAL IMPACT

It is estimated that the salary and benefit expenses for this position are approximately \$60,533 on an annual basis. Funding for this position has been included in the current fiscal year budget.

Attachment: Fourth Amendment to 2013-101 FY14 Salary Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF FRESNO, CALIFORNIA, MAKING THE FOURTH AMENDMENT TO RESOLUTION NO. 2013-101 ENTITLED "A RESOLUTION OF THE COUNCIL OF THE CITY OF FRESNO ESTABLISHING RULES FOR THE APPLICATION OF CITY EMPLOYEE COMPENSATION RATES AND SCHEDULES AND RELATED REQUIREMENTS, AND ESTABLISHING COMPENSATION RATES AND SCHEDULES FOR FY 2014"

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Fresno as follows:

SECTION 1.

Exhibit 3 - Unit 3 – Non-Supervisory White Collar (FCEA) is hereby amended to add the class of Law Office Assistant and to provide a salary for the respective class in the said Exhibit 3, effective February 6, 2014.

CLASS TITLE	JOB CODE	PROB PER	A	B	C	D	E	F
Law Office Assistant	115021	12	3285	3449	3622	3803	3993	-

SECTION 2.

Upon final legislative approval, this Resolution shall become effective on February 6, 2014.

Date Adopted:
Date Approved:
Effective Date:
City Attorney Approval:



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STATE OF CALIFORNIA)
COUNTY OF FRESNO) ss.
CITY OF FRESNO)

I, YVONNE SPENCE, City Clerk of the City of Fresno, certify that the foregoing resolution was adopted by the Council of the City of Fresno, at a regular meeting held on the

_____ day of _____, 2014.

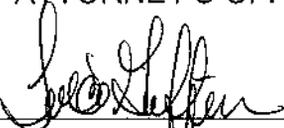
AYES :
NOES :
ABSENT :
ABSTAIN :

Mayor Approval: _____, 2014
Mayor Approval/No Return: _____, 2014
Mayor Veto: _____, 2014
Council Override Vote: _____, 2014

YVONNE SPENCE, CMC
City Clerk

BY: _____
Deputy

APPROVED AS TO FORM:
CITY ATTORNEY'S OFFICE

BY:  _____
Tina R. Griffin, Supervising Deputy