



Legislation Details (With Text)

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**File created:** 5/15/2024      **In control:** City Council

**On agenda:** 5/23/2024      **Final action:** 5/23/2024

**Title:** \*\*\*RESOLUTION: Adopt the Tenth Amendment to Fiscal Year 2024 Salary Resolution No. 2023-183, amending Exhibit 2, Unit 2, Non-Represented Management and Confidential Classes, by adding the new classification of Executive Assistant to the City Council and providing the E19 salary range of \$4,376 - \$6,477 per month for the respective class, effective June 3, 2024 (Subject to Mayor's Veto)

**Sponsors:** Personnel Services Department

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution Tenth Amendment to FY24 Salary Resolution No. 2023-183, 2. Salary Tables - Tenth Amendment to FY24 Salary Resolution No. 2023-183 - Redline, 3. Salary Tables - Tenth Amendment to FY24 Salary Resolution No. 2023-183 - Final

| Date      | Ver. | Action By    | Action  | Result |
|-----------|------|--------------|---------|--------|
| 5/23/2024 | 1    | City Council | ADOPTED | Pass   |

**REPORT TO THE CITY COUNCIL**

**FROM:** SUMEET MALHI, Director  
Personnel Services Department

**BY:** VANESSA PERALES, Human Resources Manager  
Personnel Services Department

**SUBJECT**

\*\*\*RESOLUTION: Adopt the Tenth Amendment to Fiscal Year 2024 Salary Resolution No. 2023-183, amending Exhibit 2, Unit 2, Non-Represented Management and Confidential Classes, by adding the new classification of Executive Assistant to the City Council and providing the E19 salary range of \$4,376 - \$6,477 per month for the respective class, effective June 3, 2024 (Subject to Mayor's Veto)

**RECOMMENDATION**

It is recommended that Council adopt the Tenth Amendment to the Fiscal Year 2024 Salary Resolution No. 2023-183 to amend Exhibit 2, Unit 2, Non-Represented Management and Confidential Classes to add the new Executive Assistant to the City Council job classification, effective June 3, 2024.

**EXECUTIVE SUMMARY**

Adopting the Tenth Amendment to the Salary Resolution will create the new classification in Exhibit 2, Unit 2, Non-Represented Management and Confidential Classes for Executive Assistant to the City

Council with the E19 salary range. This classification will provide complex and confidential secretarial, administrative, and clerical support to the City Council while acting as a liaison in extensive contact with officials, community members, employees, and the public. This action will not require additional funding. The City has provided notice to all bargaining units regarding the proposed new classification.

## **BACKGROUND**

The Executive Assistant to the City Council is a critical position that works in support of the Council to provide attentive and timely customer service to constituents, officials, community members and the public. Duties include, but are not limited to, handling sensitive matters of an administrative/secretarial nature in support of the City Council. This requires the incumbent to be knowledgeable of the City government organization, goals, priorities and community needs. Therefore, it is necessary to establish the new classification for Executive Assistant to the City Council with the E19 salary range.

The City provided notice to all bargaining units regarding the Executive Assistant to the City Council classification and has concluded its meet and confer obligation.

The City Attorney's Office has approved the Tenth Amendment to Fiscal Year 2024 Salary Resolution No. 2023-183 as to form.

## **ENVIRONMENTAL FINDINGS**

By the definition provided in the California Environmental Quality Act Guidelines Section 15378 this item does not qualify as a "project" and is therefore exempt from the California Environmental Quality Act requirements.

## **LOCAL PREFERENCE**

Local preference is not implicated because this item does not involve public contracting or bidding with the City of Fresno.

## **FISCAL IMPACT**

Amending Exhibit 2 will not require additional appropriations.

### **Attachments:**

Resolution: Tenth Amendment to FY24 Salary Resolution No. 2023-183

Salary Tables: Tenth Amendment to FY24 Salary Resolution No. 2023-183 - Redline

Salary Tables: Tenth Amendment to FY24 Salary Resolution No. 2023-183 - Final