



Legislation Details (With Text)

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Title: ***RESOLUTION - Adopt the 3rd Amendment to FY 2021 Salary Resolution No. 2020-157, amending Exhibit 13-1, Unit 13, Exempt Supervisory and Professional (CFPEA) by adding the classification of Assistant Law Office Manager and providing a salary range for the respective class, effective March 15, 2021, with no increase in total positions nor additional funding (Subject to Mayor's Veto).

Sponsors: Personnel Services Department

Indexes:

Code sections:

Attachments: 1. Resolution: Third Amendment to FY21 Salary Resolution No. 2020-157, 2. Salary Table: Third Amendment to FY21 Salary Resolution No. 2020-157 - Redline, 3. Salary Table: Third Amendment to FY21 Salary Resolution No. 2020-157 - Final

Date	Ver.	Action By	Action	Result
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REPORT TO THE CITY COUNCIL

March 4, 2021

FROM: JEFF CARDELL, Director
Personnel Services Department

BY: SANDRA CHAVEZ MARTIN, Human Resources Manager
Personnel Services Department

SUBJECT

***RESOLUTION - Adopt the 3rd Amendment to FY 2021 Salary Resolution No. 2020-157, amending Exhibit 13-1, Unit 13, Exempt Supervisory and Professional (CFPEA) by adding the classification of Assistant Law Office Manager and providing a salary range for the respective class, effective March 15, 2021, with no increase in total positions nor additional funding (Subject to Mayor's Veto).

RECOMMENDATION

It is recommended that Council approve the Third Amendment to the Salary Resolution No. 2020-157 effective March 15, 2021 to:

- Add the new classification of Assistant Law Office Manager and respective salary range to Exhibit 13-1, Unit 13, Exempt Supervisory and Professional (CFPEA).

EXECUTIVE SUMMARY

In collaboration with the City Attorney's Office, Personnel Services has developed a new classification of Assistant Law Office Manager to assist with managing the business function of the City Attorney's Office. This is a represented position.

To implement this action, it is necessary to approve the Third Amendment to FY 2021 Salary Resolution No. 2020-157.

This action will not require an increase in total positions in the City Attorney's Office, nor additional funding. An existing vacant position will be converted, and funding is from within the existing CAO budget.

BACKGROUND

The classification of Assistant Law Office Manager is being added to the City Attorney's Office to assist the Law Office Manager with payroll, budget, and other tasks which require a thorough knowledge of procedures, methods, and techniques of the policies and procedures in the City Attorney's Office. Duties of the incumbent will include, but not limited to; assisting with the development and implementation of organizational or procedural changes affecting support activities in the City Attorney's Office, specifically in the areas of office procedures, records management, information systems, and resource allocation; assisting with the administration of the department budget, ID billing, accounts payable, and related financial procedures; and assisting with the administration of personnel matters within the Department.

The City provided notice to the respective bargaining units regarding the new classification and has concluded its' meet and confer obligation.

The City Attorney's Office has approved the Third Amendment to Salary Resolution No. 2020-157 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

Adding the new classification of Assistant Law Office Manager, Unit 13, will not result in increased salary and benefit expenses in Fiscal Year 2021.

Attachments:

Resolution: Third Amendment to FY21 Salary Resolution No. 2020-157

Salary Table: Third Amendment to FY21 Salary Resolution No. 2020-157 - Redline

Salary Table: Third Amendment to FY21 Salary Resolution No. 2020-157 - Final

