

RESOLUTION R2022 __

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, (A) APPROVING THE CLASSIFICATION SPECIFICATION, COMPENSATION, AND BENEFITS FOR THE LEGAL ASSISTANT POSITION; AND (B) AMENDING THE BUDGET STAFFING PLAN FOR THE CITY ATTORNEY'S OFFICE BY: (I) DELETING ONE LEGAL SECRETARY POSITION AND ADDING ONE LEGAL ASSISTANT POSITION, (II) RECLASSIFYING AND DELETING ONE DEPUTY CITY ATTORNEY POSITION, AND (III) ADDING ONE ASSISTANT CITY ATTORNEY POSITION

WHEREAS, on June 21, 2022, as a part of the City of Napa Budget for Fiscal Year 2022-2023, the City Council approved Resolution R2022-066 which included an adjustment to staffing levels in the City Attorney's Office, to add one legal secretary position; and

WHEREAS, following approval of the budget, as the City Attorney's Office worked with the Human Resources Department regarding the more particular needs of the position, the "Legal Secretary" position has been deleted and "Legal Assistant" position has been added to ensure alignment with the external market; and

WHEREAS, by separate ordinance of the City Council, the Legal Assistant position will be established as an "appointive officer" under City Charter section 75 and as codified at Napa Municipal Code Section 2.24.070, meaning that the position is an "unclassified" at-will position, and it is therefore necessary to document the compensation and benefits of the Legal Assistant as being equivalent to those approved by the City Council for the Napa City Employees' Association – Service Employees International for Local 1021 ("NCEA"); and

WHEREAS, the City Council has approved the compensation and benefits for NCEA through a Memorandum of Understanding with a term through June 30, 2022, which has been amended by terms documented in a Total Tentative Agreement dated June 20, 2022, and approved by City Council on July 19, 2022, and those compensation and benefits may be referred to in this resolution as "NCEA MOU"; and

WHEREAS, as described in the staff report presented to Council in support of this resolution, the legal services previously performed by one Deputy City Attorney and one Assistant City Attorney are proposed to be performed by two Assistant City Attorneys; and

WHEREAS, these changes require approval of the classification specification and compensation for the Legal Assistant, a minor adjustment to the classification

specification for the Assistant City Attorney position (to reflect the changes in position titles), and an amendment to the budget staffing plan for the City Attorney's Office; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

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

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct and establish the factual basis for the City Council's adoption of this Resolution.

2. The City Council hereby approves the Class Specification for the Legal Assistant as set forth on Exhibit "A," attached hereto and incorporated herein by reference. The salary range for the Legal Assistant is hereby established at \$76,471.50 to \$92,355.90 annually.

3. The City Council hereby establishes the Legal Assistant position as a member of the "City Unrepresented Non-Management Staff" (which may also be referred to as "NCEX"). Members of NCEX shall receive compensation and benefits pursuant to the terms of the NCEA MOU, as it may be further amended by the parties to the NCEA MOU; provided however, the Grievance Procedure (NCEA MOU Section 25) shall not apply to any NCEX employee.

4. The City Council hereby approves the Class Specification for the Assistant City Attorney, as set forth on Exhibit "B," attached hereto and incorporated herein by reference.

5. The City Council hereby approves an amendment to the Budget Staffing Plan for the City Attorney's Office by: (a) deleting the Legal Secretary position, and adding one Legal Assistant position; and (b) deleting the Deputy City Attorney position, and adding one Assistant City Attorney. Upon Council adoption of this resolution, the Budget Staffing Plan for the City Attorney's Office will include: one City Attorney, two Assistant City Attorneys, one Legal Analyst, and one Legal Assistant. It is within the discretion of the City Attorney to fill the Assistant City Attorney positions at either the Assistant City Attorney or the Deputy City Attorney level.

6. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 20th day of September, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Tiffany Carranza
City Clerk

Approved as to form:

Michael W. Barrett
City Attorney