

RESOLUTION R2019-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
NAPA, STATE OF CALIFORNIA, ADOPTING THE
CLASSIFICATION SPECIFICATION AND SALARY RANGE
FOR COMMUNITY RELATIONS AND MEDIA MANAGER,
AND AMENDING THE BUDGET STAFFING PLAN FOR THE
CITY MANAGER'S OFFICE**

WHEREAS, a classification and salary study was conducted for the Management Analyst II in the City Manager's Office as it appears the role has grown over time; and

WHEREAS, the research conducted by the Human Resources Department demonstrated that the Management Analyst II classification does not adequately describe the current scope of responsibilities performed through Citywide communication and public relations efforts; and

WHEREAS, a new classification specification and salary range for Community Relations and Media Manager within the City Manager's Office is warranted, to replace the classification of Management Analyst II within the FY 2018/2019 Budget Staffing Plan; and

WHEREAS, the duties and responsibilities of the classification specification and salary of Community Relations and Media Manager reflect the needs of the City Manager's Office and the City's communications goals while aligning with the external market and internal equity; 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 amends the budget staffing plan within the City Manager's Office by deleting one Management Analyst II (Range 5160, Top Step, \$104,949) position, and adding one Community Relations and Media Manager classification and salary range (as described on Exhibit "A," attached hereto, and incorporated herein by reference, Range 5300, Top Step, \$123,078).

ATTACHMENT 1

3. The City Council hereby adopts and approves the classification specification for Community Relations and Media Manager (as shown in the revision set forth on Exhibit "A," attached hereto and incorporated herein by reference). The City Council hereby approves the annual salary range for the Community Relations and Media Manager as: Range 5300, Top Step \$123,078).

4. 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 5th day of February, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Tiffany Carranza
City Clerk

Approved as to form:

Michael W. Barrett
City Attorney