

RESOLUTION R2023-\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, AMENDING THE CITY CLASSIFICATION PLAN BY ADOPTING THE NEW CLASSIFICATION SPECIFICATION AND SALARY RANGE FOR SCALE HOUSE SUPERVISOR; AND AMENDING THE BUDGET STAFFING PLAN BY ADDING ONE (1) SCALE HOUSE SUPERVISOR POSITION, AND DELETING ONE (1) SENIOR SCALE HOUSE ATTENDANT POSITION

WHEREAS, the Human Resources Department and Utilities Department assessed the needs of the department, and determined it was necessary to add the Scale House Supervisor classification specification; and

WHEREAS, staff in the Human Resources Department reviewed the duties to be performed and recommend adopting the classification specification and salary range to reflect the duties to be performed and the salary updates based on internal and external comparators; and

WHEREAS, the Budget Staffing Plan for the Utilities Department will require a corresponding change to reflect the addition of one (1) Scale House Supervisor position, and deletion of one (1) Senior Scale House Attendant position; and

WHEREAS, the employee bargaining group was provided an opportunity to review and provide input on the recommendations; and

WHEREAS, the Civil Service Commission recommended the proposed new classification specification and salary range as presented to the Council; 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 amendments to the City Classification Plan by: (a) approving the classification specification for the class of Scale House Supervisor (as described on Exhibit "A," attached hereto, and incorporated herein by reference) and (b) approving the Scale House Supervisor salary range of Step 1 - \$71,668.91 to Step 5 - \$86,569.56. The effective date of the classification addition and salary range shall be the first day of the pay period following City Council approval.

**ATTACHMENT 1**

3. The City Council hereby authorizes the amendment to the Budget Staffing Plan for the Utilities Department to reflect the addition of one (1) Scale House Supervisor position, and deletion of one (1) Senior Scale House Attendant position. The effective date of the change to the Budget Staffing Plan shall be determined by the City Manager in order to allow time for the evaluation and placement of a candidate into the new position.

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 7<sup>th</sup> day of November, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Tiffany Carranza  
City Clerk

Approved as to form:

\_\_\_\_\_  
Michael W. Barrett  
City Attorney