

RESOLUTION R2018-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
NAPA, STATE OF CALIFORNIA, AMENDING THE
STAFFING PLAN FOR THE FINANCE DEPARTMENT
PURCHASING DIVISION

WHEREAS, the Human Resources Department has conducted a study of the Purchasing Division of the Finance Department and has concluded that a position reallocation is needed; and

WHEREAS, the Human Resources Department has reviewed the duties of the current Administrative Assistant in the Finance Department and has identified significant growth over time and recommend a position reallocation to best meet the operational needs of the department; and

WHEREAS, the existing Administrative Assistant classification within the Finance Department is more appropriately identified as a Management Analyst I/II classification as discovered through the position classification study; and

WHEREAS, amendments to the staffing plan for the Finance Department require no additional funding beyond which is already allocated within the current departmental budget; 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 five-year budget staffing plan for the Finance Department (as initially approved as Appendix A to the Adopted Budget for Fiscal Years 2017/18 and 2018/19), by deleting one Administrative Assistant position, and adding one Management Analyst I/II position within the Purchasing Division.
3. This Resolution shall take effect immediately upon its adoption.

ATTACHMENT 1

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 13th day of November, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Dorothy Roberts
City Clerk

Approved as to for:

Michael W. Barrett
City Attorney