

RESOLUTION R2018-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA,
STATE OF CALIFORNIA, AMENDING THE CITY
CLASSIFICATION PLAN BY ADOPTING NEW CLASSIFICATION
SPECIFICATIONS AND SALARY RANGES FOR HUMAN
RESOURCES MANAGER, SAFETY ANALYST AND
CLASSIFICATION REVISION FOR HUMAN RESOURCES
COORDINATOR

WHEREAS, the Human Resources Department has conducted a review of the classifications within the department to maximize resources and operate with greater efficiency and cost effectiveness; and

WHEREAS, it is recommended to expand the role of the Management Analyst II to oversee health, environmental, safety management and the workers' compensation program with a reclassification to Human Resources Manager (Salary Range 5300); and

WHEREAS, a departmental analysis has determined reclassifying the Safety Officer role to a Safety Analyst (Salary Range 5010), will ensure greater efficiency of safety compliance and coordination of the leave programs and provide comprehensive support to City Departments as a direct report to the new classification of Human Resources Manager; and

WHEREAS, a review of the Personnel Assistant job classification determined that the title and classification specification are antiquated and do not reflect the best practices the Human Resources department is focused on achieving, and a revision of the job title and duties better reflect the current scope of work as a Human Resources Coordinator; and

WHEREAS, the Civil Service Commission recommended the proposed adoption of the new classifications of Human Resources Manager and Safety Analyst and a revision to the classification of Personnel Assistant to Human Resources Coordinator; 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 an amendment to the City Classification Plan by: (a) approving the new classification specification for the class of Safety Analyst (as described on Exhibit "A," attached hereto, and incorporated herein by reference), the Human Resources Manager (as described on Exhibit "B," attached hereto, and incorporated herein by reference); and a revision of the Personnel Assistant classification to reflect a title and classification change to Human Resources Coordinator (as described on "Exhibit C" attached hereto, and incorporated herein by reference); and (b) approving the salary range for the class of Human Resources

ATTACHMENT 1

Manager at a top step of \$119,484 annually (Range 5300); and (c) approving the salary range for Safety Analyst at a top step of \$92,101 annually (Range 5010).

3. 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 19th day of June, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Dorothy Roberts
City Clerk

Approved as to form:

Michael W. Barrett
City Attorney