

RESOLUTION R2019-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
NAPA, STATE OF CALIFORNIA, ADOPTING THE
REVISED CLASSIFICATION SPECIFICATION FOR
HUMAN RESOURCES MANAGER AND AMENDING THE
BUDGET STAFFING PLAN FOR THE HUMAN
RESOURCES DEPARTMENT**

WHEREAS, the Human Resources Manager classification and salary range was initially adopted by City Council on June 19, 2018 and one position was added to the budget staffing plan for the 2018/2019 Human Resources Department Budget to serve the Leave Administration, Workers Compensation and Citywide Safety Management Programs; and

WHEREAS, the Assistant Human Resources Director position allocation for FY 2018/2019 is currently underfilled with the position of a Management Analyst I and it is requested to reallocate the position to a Management Analyst I in the current budget; and

WHEREAS, it is recommended by the Civil Service Commission that the classification description for Human Resources Manager be modified to include the Civil Service liaison responsibilities as identified within the City Charter, Section 76.1 and Civil Service Rules; and

WHEREAS, it is recommended to reallocate the Management Analyst II in the Human Resources Department to the Human Resources Manager classification in the FY 2018/2019 Human Resources Department budget to manage the areas of Citywide Recruitment, Classification, Compensation, Performance Management, Civil Service and Training and Development; and

WHEREAS, it is recommended to abolish the classification of Personnel Manager as it no longer meets organizational needs; and

WHEREAS, the Civil Service Commission approved the changes at their meeting on December 10, 2018; 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 amends the budget staffing plan for the Human Resources Department by: (a) deleting one Management Analyst II position, and adding one Human Resources Manager position; (b) deleting one Assistant Human Resources Director position, and adding one Management Analyst I/II position; and (c) deleting one Personnel Manager classification.

3. The City Council hereby adopts and approves the classification specification for Human Resources Manager (as shown in the revision set forth on Exhibit "A," attached hereto and incorporated herein by reference). The City Council hereby abolishes the classification of Personnel Manager.

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 15th day of January, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
Tiffany Carranza
City Clerk

Approved as to for:

Michael W. Barrett
City Attorney