

RESOLUTION R2021-\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING THE CLASSIFICATION SPECIFICATION AND SALARY RANGE FOR LEGAL ANALYST; AND AMENDING THE BUDGET STAFFING PLAN BY DELETING ONE LEGAL SECRETARY AND ADDING ONE LEGAL ANALYST TO THE CITY ATTORNEY'S OFFICE.

WHEREAS, a classification and salary study was conducted to evaluate the administrative needs of the City Attorney's Office; and

WHEREAS, the research conducted by the Human Resources Department demonstrated that the Legal Analyst classification will support the administrative and professional needs of the City Attorney's Office; and

WHEREAS, a new classification specification and salary range for Legal Analyst within the City Attorney's Office is warranted, to replace the classification of Legal Secretary within the FY 2020/2021 Budget Staffing Plan; and

WHEREAS, the duties and responsibilities of the classification specification and salary of Legal Analyst reflect the needs of the City Attorney's Office 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 approves: (a) the classification specification for Legal Analyst (as set forth on Exhibit "A," attached hereto and incorporated herein by reference), and (b) the Legal Analyst salary range of: Range 5160, Top Step \$108,097).

3. The City Council hereby amends the budget staffing plan within the City Attorney's Office by deleting one Legal Secretary position, and adding one Legal Analyst.

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 January, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Approved as to form:

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