



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: April 15, 2025
TO: LaTanya Bellow, City Manager
FROM: Lilybell Nakamura, Human Resources/Acting Finance Director
SUBJECT: **Resolution Of The City Council Of The City Of Emeryville Authorizing An Amendment To The Classification And Compensation Plan To Add An Administrative Assistant Confidential Classification With A Monthly Salary Range Of \$6,594-\$8,280 And Approving An Amendment To The City's Compensation Plan In Conformance With California Code Of Regulations Title 2, Section 570.5**

RECOMMENDATION

Staff recommend that the City Council approve the attached resolution amending the Classification and Compensation Plan.

DISCUSSION

The City's Personnel Rules and Regulations state that Human Resources shall recommend a Compensation Plan and that the City Council shall approve amendments to the Classification Plan by resolution.

Human Resources conducted a study of the assigned duties and responsibilities of the Office Assistant II (Confidential) incumbent represented by the Confidential Administrative Management and Professional bargaining group and determined the need to create a separate classification of Administrative Assistant (Confidential) to provide complex and highly confidential administrative support to the City Manager, City Clerk and City Attorney and other professional staff in the administration of department operations.

The Administrative Assistant (Confidential) which will be represented by the Confidential Administrative Management and Professional (CAMP) bargaining group, is distinguished from the Administrative Assistant classification in that assignments require a high level of confidentiality depending on the department assigned. Responsibilities include regular contact with the City Council, Board or Commission members, or other city personnel.

FISCAL IMPACT

The monthly salary range proposed is \$6,594- \$8,280 which is consistent with the salary differential between the Office Assistant II and Office Assistant II (Confidential) classifications.

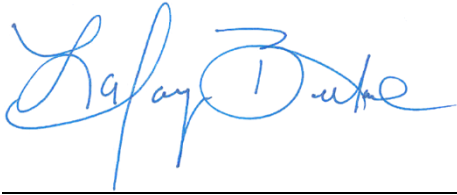
There is no additional cost or fiscal impact. The cost is included in the FY 2023-2025 budget approved by the City Council.

CONCLUSION

Staff recommend that the City Council adopt the attached resolution approving an amendment to the Classification and Compensation to add an Administrative Assistant (Confidential) position.

PREPARED BY: Lilybell Nakamura, Human Resources Director

APPROVED AND FORWARDED TO THE CITY COUNCIL OF THE CITY OF EMERYVILLE:



LaTanya Bellow, City Manager

ATTACHMENTS

- Draft Resolution
 - Exhibit A – Administrative Assistant (Confidential) Job Description