

RESOLUTION NO. _____

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

WHEREAS, on April 1, 2025, the Classification and Compensation Plan was amended by the City Council; and

WHEREAS, since the amendment to the Classification and Compensation Plan, Human Resources conducted a study of the assigned duties and responsibilities of the Office Assistant II (Confidential) incumbent and determined the need to create a separate classification of Administrative Assistant (Confidential) in the Confidential Administrative Management and Professional bargaining group 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; and

WHEREAS, the salary range proposed is consistent with the salary differential between the Office Assistant II and Office Assistant II (Confidential) classifications; now, therefore, be it

RESOLVED, by the City Council of the City of Emeryville hereby approves an amendment to the Classification and Compensation Plan for the addition of an Administrative Assistant (Confidential) classification with a monthly salary range of \$6,594- \$8,280.

ADOPTED, by the City Council of the City of Emeryville at a regular meeting held Tuesday, April 15, 2025, by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____


ATTEST:

CITY CLERK

MAYOR

APPROVED AS TO FORM:

Signed by:



5F6E58613741458...

SPECIAL COUNSEL