

**RESOLUTION NO. 2024 -**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFORNIA, CREATING THREE (3) NEW JOB CLASSIFICATIONS, REVISING THE JOB DESCRIPTIONS FOR SIX (6) EXISTING JOB CLASSIFICATIONS, APPROVING TWO (2) RECLASSIFICATIONS, AND AMENDING THE NATIONAL CITY CONFIDENTIAL AND MANAGEMENT POSITIONS SALARY SCHEDULES TO REFLECT THE NEW JOB CLASSIFICATIONS**

**WHEREAS**, City staff recommends approving the revision of the job description for the existing Deputy Fire Marshal and Management Analysts I/II/III classifications; and

**WHEREAS**, City staff recommends approving the revision of the job description for the existing PIO/Management Analyst III classification and changing the title to Public Information Officer; and

**WHEREAS**, City staff recommends approving the revision of the job description for the existing Stop Grant Coordinator classification and changing the title to Traffic Office Coordinator; and

**WHEREAS**, City staff recommends creating the new classifications of Passport Acceptance Agent, Human Resources Analyst I, and Supervising Human Resources Analyst; and

**WHEREAS**, the Civil Service Commission of the City of National City approved the revision of the six (6) existing classifications and the creation of the three (3) new classifications, all discussed above and as shown in Exhibit B, at their regular meetings on October 2<sup>nd</sup> and October 30<sup>th</sup>, 2024; and

**WHEREAS**, the Civil Service Commission also approved the reclassification of the existing position of Executive Assistant IV position to Management Analyst III and the existing position of Information Technology Technician to Senior Information Technology Analyst; and

**WHEREAS**, City staff recommends setting the Passport Acceptance Agent salary range and steps within the Confidential unit as shown in Exhibit C; and

**WHEREAS**, City staff recommends setting the Human Resources Analyst I and Supervising Human Resources Analyst salary ranges and steps within the Management unit as shown in Exhibit D.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:**

**Section 1:** That the City Council hereby authorizes the revisions to the job descriptions for the positions of Deputy Fire Marshal, Management Analysts I/II/III, Public Information Officer, and Traffic Office Coordinator.

**Section 2:** That the City Council hereby authorizes the creation of the classifications of Human Resources Analyst I, Supervising Human Resources Analyst, and Passport Acceptance Agent.

**Section 3:** That the City Council hereby authorizes the reclassification of the existing position of Executive Assistant IV position to Management Analyst III and the existing position of Information Technology Technician to Senior Information Technology Analyst.

**Section 4:** That the City Council hereby authorizes the amendment to the Confidential Salary Schedule to add the Passport Acceptance Agent classification as shown in Exhibit C.

**Section 5:** That the City Council hereby authorizes the amendment to the Management Salary Schedule to add the Human Resources Analyst I and Supervising Human Resources Analyst classifications as shown in Exhibit D.

**Section 6:** That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**PASSED and ADOPTED this 19th day of November, 2024.**

---

Ron Morrison, Mayor

**ATTEST:**

---

Shelley Chapel, MMC, City Clerk

**APPROVED AS TO FORM:**

---

Barry J. Schultz, City Attorney