

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS
AMENDING THE CLASSIFICATION PLAN**

WHEREAS, the City of Milpitas has a Classification Plan adopted as Resolution No. 1626 on December 17, 1968, which has been from time to time previously amended, and which is in accordance with the Personnel Rules and Regulations of the City of Milpitas (Resolution No. 792, as amended); and

WHEREAS, amendments to the Classification Plan are necessary to account for changes within the organization, reductions in staffing, transfer of duties, new job responsibilities, and adjustments to salary ranges.

NOW THEREFORE, the City Council of the City of Milpitas hereby finds, determines and resolves as follows:

1. The City Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. Resolution No. 1626, as amended, is hereby amended effective July 1, 2013, as follows:
 - A. Two (2) Document Processing Technician positions and one (1) Lead Word Processing Technician position within the City Manager Department have been unfilled for over a year and are deleted.
 - B. The classification of "Office Assistant" is no longer applicable within the Human Resources Department and is re-titled and changed to "Human Resources Assistant" due to the specialized nature of the Department.
 - C. The classification of "Secretary" is reclassified to "Executive Secretary" within the Police Department due to the broadening of the duties of that position.
 - D. One (1) Senior Planner position is added to the Planning and Neighborhood Services Department's authorized position list for the purpose of enhancing customer service, the timely processing of quality development projects and implementing the Transit Area Plan and Mid-Town Specific Plan. This position improves the overall efficiency of the Planning Department with a high level experienced professional planner working with the existing staff.

PASSED AND ADOPTED this _____ day of _____, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Mary Lavelle, City Clerk

Jose S. Esteves, Mayor

APPROVED AS TO FORM:

Michael J. Ogaz, City Attorney