

**RESOLUTION 2024-\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO (1) AMENDING THE CITY'S CLASSIFICATION PLAN FOR THE FY 2023-24 BY RETITLING THE FULL-TIME HUMAN RESOURCES MANAGER CLASSIFICATION TO FULL-TIME HUMAN RESOURCES/RISK MANAGER AND (2) DESIGNATING A PRIMARY AND AN ALTERNATE BOARD MEMBER TO THE MUNICIPAL POOLING AUTHORITY OF NORTHERN CALIFORNIA, EFFECTIVE MARCH 16, 2024**

WHEREAS, this proposed action is not a project as defined by CEQA;

WHEREAS, under the City of San Pablo's Personnel Rules adopted by Resolution 2014-031, Section 2.03 establishes the authority of the City Manager to prepare and make revisions to a Classification Plan (hereafter referred to as "the Plan"). The Plan includes an Employee Allocation List, Salary Range Schedules and Class Specifications;

WHEREAS, the Plan delineates procedures and schedules for future updates to ensure appropriate staffing levels are maintained and that salaries remain competitive in relation to the surrounding labor market and in line with the City Council's approved budget;

WHEREAS, the City has determined that due to the recent operational changes, including the appointment of Mr. Charles Ching to the new Director of Economic Development, Housing and Sustainability classification; Ms. Alicia Platt, in addition to her current role as HR Manager, will be assigned all workers' compensation claims processing and insurance/liability responsibilities related to the City's member agency participation in the self-insured Municipal Pooling Authority (MPA) of Northern California;

WHEREAS, this proposed amendment to the Plan is critical to meet all City operational requirements, and to minimize HR liability/risk to the City during the current FY 2023-24 period;

WHEREAS, the City of San Pablo is a member of the Municipal Pooling Authority of Northern California (MPA);

WHEREAS, the governing documents of the MPA require the City Council of each member City to appoint one Board member and one alternate Board member to the Board of Directors of MPA; and

WHEREAS, the City Manager recommends that the Board member position be filled by Human Resources/Risk Manager, Alicia Platt, and that the alternate Board member position be filled by Brian Hickey, City Attorney.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Pablo hereby approves the amendments to the City's Classification and Compensation Plan for FY 2023/24 retitling the full-time Human Resources Manager classification to full-time Human Resources/Risk Manager, as described in the recitals above and shown on the amended job description for Human Resources/Risk Manager effective March 16, 2024, which is attached to this Resolution and incorporated herein by reference.

BE IT FURTHER RESOLVED that Alicia Platt, Human Resources/Risk Manager, is hereby appointed as the City of San Pablo's primary Board member and Brian Hickey is appointed as San Pablo's alternate Board member to the Municipal Pooling Authority of Northern California, effective March 16, 2024.

\* \* \* \* \*

ADOPTED this 1<sup>st</sup> day of April, 2024, by the following votes:

AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:

ATTEST:

APPROVED:

\_\_\_\_\_  
Dorothy Gantt, City Clerk

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Patricia Ponce, Mayor