

# ATTACHMENT 1

## RESOLUTION R2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANTECA, STATE OF CALIFORNIA, APPROVING THE FOLLOWING: 1) UPDATED ADMINISTRATIVE ASSISTANT I JOB SPECIFICATION; 2) UPDATED ADMINISTRATIVE ASSISTANT II JOB SPECIFICATION; 3) UPDATED ADMINISTRATIVE ASSISTANT III JOB SPECIFICATION; AND 4) UPDATED TECHNICAL AND SUPPORT SERVICES SALARY MATRIX.

WHEREAS, the Human Resources Department conducted a classification analysis on the Administrative Assistant I/II/III job classification series; and

WHEREAS, the Human Resources Department is recommending updates to the job specifications for the Administrative Assistant I/II/III positions; and

WHEREAS, the Human Resources Department is recommending salary updates to the Administrative Assistant I and II salaries, included in the Technical and Support Services Association (TSS) salary matrix; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Manteca, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution;
2. The City Council hereby approves the Administrative Assistant I, II, and III job specifications effective November 19, 2024; and
3. The City Council hereby approves the Technical and Support Services Association salary matrix updated November 19, 2024.
4. This Resolution shall take effect immediately upon adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Manteca at a public meeting of said City Council held on the 19<sup>th</sup> day of November, 2024, by the following vote:

AYES:

**ATTACHMENT 1**

NOES:

ABSENT:

ABSTAIN:

MAYOR: \_\_\_\_\_  
GARY SINGH  
Mayor

ATTEST: \_\_\_\_\_  
CASSANDRA CANDINI-TILTON  
City Clerk