

CITY OF ALAMEDA RESOLUTION NO. \_\_\_\_\_

RECLASSIFYING AN ADMINISTRATIVE SERVICES COORDINATOR  
FULL TIME EQUIVALENT POSITION TO A MANAGEMENT ANALYST  
FULL TIME EQUIVALENT POSITION IN THE COMMUNITY  
DEVELOPMENT DEPARTMENT

WHEREAS, in January of 2015, the City added an Administrative Services Coordinator position to provide administrative coordination and support to both the Community Development Department and the City Manager's Office; and

WHEREAS, as part of Fiscal Years 2017-18 and 2018-19 budgets, the position was allocated fully to the Community Development Department and the job duties associated with the disaster preparedness were eliminated from the position; and

WHEREAS, the Community Development Department anticipates the workload of the position will change to include more complex analysis, critical thinking, and research skills associated with developing and recommending best practices in policy areas aligned with evolving Council priorities; and

WHEREAS, the Management and Confidential Employees Association (MCEA) is in support of this recommendation.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Alameda that said Council hereby approves the reclassification of an Administrative Services Coordinator full time equivalent position to a Management Analyst full time equivalent position in the Community Development Department.

\* \* \* \* \*

I, the undersigned, hereby certify that the foregoing Resolution was duly and regularly adopted and passed by the Council of the City of Alameda in a regular meeting assembled on the 7<sup>th</sup> day of November 2017, by the following vote to wit:

AYES

NOES:

ABSENT:

ABSTENTIONS:

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the seal of said City this 8<sup>th</sup> day of November 2017.

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Lara Weisiger, City Clerk  
City of Alameda

APPROVED AS TO FORM:

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Janet C. Kern, City Attorney  
City of Alameda