



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Robert Fisher, Acting City Manager

**PREPARED BY:** Nicole Jews, Human Resources Manager  
Robert Fisher, Interim City Manager

**MEETING DATE:** April 22, 2025

**SUBJECT:** Consideration of Resolution 2025-53, Amending the Classification & Compensation Plan for the City of Banning

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### **RECOMMENDATION:**

Adopt Resolution 2025-53

### **BACKGROUND:**

It is necessary to amend the City's Classification & Compensation Plan from time to time to maintain a current plan that reflects budget amendments, organizational structure, and department needs. Past City Council resolutions have identified the necessity to maintain a current Classification & Compensation Plan that reflects the nature of work and organizational structure, that the plan is updated to reflect both market changes and appropriate compensation for work performed.

### **JUSTIFICATION:**

Proposed changes to the Classification and Compensation plan include:

#### City Manager's Office

Reclassify the Assistant City Manager position (Job Code 20050) Range T90 to an Executive Secretary (Job Code 1610) Range G53. The City Manager's Office needs an administrative level position to assist the City Manager and staff. The Executive Secretary position that will report directly to and assist the City Manager with various clerical duties, invoicing and special budget projects.

### **FISCAL IMPACT:**

This action will provide a cost savings to the General Fund.

Position/Range	Proposed Salary Range	Current Salary Range	Proposed Base Wage Difference
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Assistant City Manager / T90	\$0	\$153,060.51	\$153,060.51
Executive Assistant / G53	\$68,274.68	\$0	\$68,274.67
TOTAL ANNUAL FISCAL IMPACT			\$84,785.84 (savings)

**ALTERNATIVES:**

Do not adopt Resolution 2025-53 and provide alternative direction to staff.

**BUDGETED?:**

Yes

**CONTRACT/AGREEMENT:**

No

**ATTACHMENTS:**

1. [Resolution\\_2025-53 Class and Comp - Reclassification.docx](#)
2. [Executive Secretary\\_04222025.pdf](#)