



City Council Staff Report

Subject: Various Personnel Updates

Date: October 10, 2023

Submitted By: Tameka Usher, Administrative Services

Department: Administrative Services - Human Resources

Recommendation:

- A. Adopt a Resolution of the City Council of the City of Rocklin Repealing and Replacing Resolution No. 2022-30, designating the Management Analyst from the Administrative Services Department as the City's Representative to the NCCSIF Board of Directors and Designating the Senior Management Analyst from the Administrative Services Department as the Alternate Representative.
- B. Adopt a Resolution of the City Council of the City of Rocklin to Approve Revised Salary Schedules for the Rocklin Police Officers' Association.
- C. Adopt a Resolution of the City Council of the City of Rocklin Approving the Side Letter of Agreement Between the City of Rocklin and the Rocklin Police Officers' Association.

Background:

NCCSIF Board Position

The City of Rocklin is a member of the Northern California Cities Self Insurance Fund (NCCSIF). NCCSIF is an association of cities and towns joined to protect member assets by stabilizing risk costs and providing members with broad coverage and quality services in risk management and claims management.

On February 8, 2022, the City Council of the City of Rocklin designated the Principal Management Analyst of the Administrative Services Department as the City's representative to the NCCSIF Board of Directors and the Management Analyst from the Administrative Services Department as the alternate representative.

In light of the creation of the Senior Management Analyst classification in the Administrative Services Department, staff recommends that the Management Analyst from the Administrative Services Department be designated as the City's NCCSIF Board of Directors representative and the Senior Management Analyst from the Administrative Services Department be designated as the alternate representative.

Rocklin Police Officers' Association (RPOA) Salary Schedules

The Police Department requested the Police Records Clerk and Senior Police Records Clerk classification title be changed to Police Records Technician and Senior Police Records Technician, which better reflects the type of work performed and better aligns with the titling used by other law enforcement agencies.

HR Division staff met and conferred with the Rocklin Police Officers' Association on the proposed changes in accordance with the City of Rocklin Employee-Employer Resolution.

Title 2 of the California Code of Regulations, section 570.5 requires the City's salary schedules to be adopted at a public meeting.

RPOA Side Letter

In the Fiscal Year 2023/24 budget, four (4) non-benefited temporary positions were converted to benefited part-time positions; however, the current wording in the July 1, 2022 to June 30, 2025 RPOA MOU does not include references to regular part-time benefited employees. Therefore, the City recommends revisions to the following Articles: 1-Definitions, 24-Health and Other Benefits, 32-Paid Time Off Program, and 52-Association Rights of the MOU. The side letter is attached hereto as Resolution C – Exhibit 1, which provides the specific revisions to each Article section.

HR Division staff met and conferred with the Rocklin Police Officers' Association regarding the proposed changes in accordance with the City of Rocklin Employee-Employer Resolution.

Fiscal Impact:

There is no impact associated with the recommended changes.

ATTACHMENTS:

1. [Resolution A](#)
2. [Resolution B](#)
3. [Exhibit 1 – POA Salary Schedules A & B](#)
4. [Resolution C](#)
4. [Exhibit 1 to Resolution C – Side Letter of Agreement](#)