



City Council Staff Report

Subject: Various Personnel Updates

Date: April 28, 2026

Submitted By: Meagan Bushey, Administrative Services Manager
Tameka Usher, Director of Administrative Services

Department: Administrative Services - Human Resources

Recommendation:

- A. Adopt a Resolution of the City Council of the City of Rocklin Approving the Deletion of One Administrative Assistant allocation, the Addition of One Senior Recreation Coordinator Allocation, and the Revised Public Service Employees (AFSCME) Salary Schedule.
- B. Adopt a Resolution of the City Council of the City of Rocklin Approving the Deletion of One Departmental Administrative Specialist Allocation and the Addition of One Legal Secretary Allocation in the Office of the City Attorney.
- C. Adopt a Resolution of the City Council of the City of Rocklin to Approve a Side Letter of Agreement to the Memorandum of Understanding Between the City of Rocklin and the Rocklin Police Officers' Association.
- D. Adopt a Resolution of the City Council of the City of Rocklin to Approve a Side Letter of Agreement to the Memorandum of Understanding Between the City of Rocklin and the Rocklin Police Officers' Association.

Background:

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

AFSCME

The supervisory structure and operational responsibilities within the Parks and Recreation Department have evolved. In response, Human Resources (HR) conducted a workload review and recommends eliminating one vacant Administrative Assistant position and establishing a Senior Recreation Coordinator position. This change is intended to support long-term succession planning, better align duties and responsibilities, and provide a more structured pathway for career development.

The proposed Senior Recreation Coordinator will report directly to the Parks and Recreation Director and oversee full-time and part-time staff supporting marketing, events, and program delivery. As a result, staff recommends classification and compensation adjustments that

realign specific duties and responsibilities and establish a framework for career growth and internal talent development.

Recommendation:

- Delete 1.0 vacant FTE Administrative Assistant
- Add 1.0 FTE Senior Recreation Coordinator

Staff recommends adopting a classification and salary range for a Senior Recreation Coordinator. Staff recommends placing the Senior Recreation Coordinator at Range 27 (\$63,371-\$91,820) of the AFSCME Salary Schedule. In accordance with the City of Rocklin Employee-Employer Resolution, staff further recommends that the classification of Senior Recreation Coordinator be placed in the Public Service Employees' unit.

HR staff satisfied the meet and confer obligation with the AFSCME regarding the proposed changes in accordance with the City of Rocklin Employee-Employer Resolution.

Confidential (City Attorney's Office):

The City Attorney's Office administrative support needs range significantly from general clerical functions to specialized legal support services, including various duties that are conducive to a Legal Secretary role. Additionally, the City Attorney's Office, with support from the City Manager's Office, has participated in an organizational assessment conducted by outside consultants to evaluate operational structure and legal services staffing levels, among other things. Based on the City Attorney's Office needs, and the findings of the organizational assessment, replacing the vacant Departmental Administrative Specialist position with a Legal Secretary position is recommended. The change will align the position to its functional responsibilities, support operational efficiency, and promote effective recruitment and retention within the City Attorney's Office.

Recommendation:

- Delete 1.0 vacant FTE Department Administrative Specialist
- Add 1.0 FTE Legal Secretary

RPOA Side Letters

When negotiating the successor MOU between the City of Rocklin and the Rocklin Police Officers' Association (RPOA), approved by Resolution No. 2025-221, the parties overlooked two side letters that had been previously approved on October 10, 2024. Therefore, both parties are seeking to establish two new side letters as follows:

1. To address references Article 12-Short Notice Overtime to prevent operational challenges in managing mandatory overtime staffing.
2. To address references to part-time benefited employees, with revision to Articles: 1-Definitions, 24-Health and Other Benefits, and 32- Paid Time Off Program.

HR staff satisfied the meet and confer obligation with the RPOA regarding the proposed changes for side letters 1 and 2 in accordance with the City of Rocklin Employee-Employer Resolution.

Fiscal Impact:

AFSCME: There is no fiscal impact associated with staff recommendation, as the Parks & Recreation Department will reduce the part-time budget to offset the net cost increase between the Senior Recreation Coordinator and the Administrative Assistant positions.

Confidential: There is no fiscal impact associated with the proposed reclassification of the Department Administrative Specialist position to Legal Secretary.

RPOA Side Letters: There is no direct fiscal impact on the General Fund associated with the staff recommendation.

ATTACHMENTS:

1. Resolution A
2. Resolution A Exhibit 1 - AFSCME Salary Schedule 05-02-2026
3. Resolution B
4. Resolution C
5. Resolution C Exhibit 1 - RPOA Side Letter.pdf
6. Resolution D
7. Resolution D Exhibit 1 - RPOA Side Letter