



City Council Staff Report

Subject: Various Personnel Updates

Date: June 10, 2025

Submitted By: Elise Hardy, Management Analyst
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Department: Administrative Services - Human Resources

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin to (A) Delete the Human Resources Technician I/II Classifications; (B) Approve Classifications and Allocations of One Human Resources Technician and One Senior Human Resources Technician; (C) Approve the Classification of Human Resources Assistant; and (D) Adopt a Revised Confidential Salary Schedule Effective June 14, 2025.

Background:

Following an internal promotion, the Human Resources Division currently has one (1) vacant Human Resources Technician I/II position. Despite ongoing recruitment efforts, the position remains unfilled. This challenge prompted staff to take a broader look at the division's staffing structure to identify opportunities to enhance service delivery and support long-term succession planning. 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.

The recommendations are as follows:

- Delete 1.0 encumbered FTE Human Resource Technician I/II and add 1.0 FTE Human Resources Technician, re-titling the encumbered position to a Human Resources Technician.
 - The Human Resources Technician is a journey level classification that will function similar to the Human Resources Technician II level.
- Delete 1.0 vacant FTE Human Resource Technician I/II and add 1.0 FTE Senior Human Resources Technician
 - The Senior Human Resources Technician is an advanced-journey classification developed to recognize advanced technical expertise in performing duties and responsibilities in areas such as leave management, risk management, and assisting with the City's safety program.

Staff recommends placing the Human Resources Technician at Range 20 (\$63,241-\$86,191) of the Confidential Salary Schedule, which is the current range for the Human Resources Technician II.

Staff recommends placing the Senior Human Resources Technician at Range 23 (\$68,104-\$92,819) of the Confidential Salary Schedule.

In addition, staff recommends adopting a classification and salary range for a Human Resources Assistant that is defined as a journey-level clerical position support Human Resources functions. Staff recommends placing the Human Resources Assistant at Range 14 (\$54,533-\$74,322) of the Confidential Salary Schedule.

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.

In accordance with the City of Rocklin Employee/Employer Resolution, staff further recommends that the classification of Human Resources Assistant, Human Resources Technician, and Senior Human Resources Technician be placed in the Confidential employees' unit since the positions will have knowledge of, and regular access to, decisions affecting employer-employee relations.

Fiscal Impact:

There is no fiscal impact associated with creating the Human Resources Assistant and Senior Human Resources Technician classification or retitling the Human Resources Technician I/II to Human Resources Technician and Senior Human Resources Technician.

ATTACHMENTS:

1. [Resolution](#)
2. [Confidential Salary Schedule](#)