



City Council Staff Report

Subject: Position Reclassification

Date: May 26, 2026

Submitted By: Tameka Usher, Administrative Services Director

Department: Administrative Services - Human Resources

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Approving the Deletion of One Administrative Technician Allocation from the Community Development Department, and the Addition of One Administrative Analyst Allocation to the Community Development Department.

Background:

In October 2025, the incumbent Administrative Technician in the Community Development Department submitted a request for a classification review, seeking reclassification to an Administrative Analyst. A completed Position Description Questionnaire was provided to Human Resources in January 2026.

Staff conducted a classification study which included an analysis of the position's duties, responsibilities, and interviews. The study confirmed that the predominant duties and level of responsibility is consistent with the Administrative Analyst classification. A review of the Department's needs as a result of the implementation of the Department's 2023 Organizational Assessment also indicate that the Administrative Analyst classification is supported.

Therefore, staff recommends that 1.0 FTE Administrative Technician in the Community Development Department be reclassified to the classification of Administrative Analyst. If approved, the incumbent's salary will be set in accordance with the Memorandum of Understanding between the City and AFSCME Council 57, Local 146, representing the Public Service Employees Bargaining Unit Article 47, Section III.B (MOU). In accordance with the MOU, the incumbent shall receive the salary increase retroactive to the pay period sixty (60) days following the receipt of the acknowledgement of the completed Position Description Questionnaire.

HR satisfied the meet and confer process with the Public Service Employees Bargaining Unit represented by AFSCME regarding the proposed reclassification in accordance with the City of Rocklin Employee-Employer Resolution.

Recommendation:

- Add 1.0 FTE Administrative Analyst
- Delete 1.0 FTE Administrative Technician

Fiscal Impact:

The annual fiscal impact associated with the Administrative Technician and Administrative Analyst Salary adjustments is approximately \$7,300 to the General Fund, which will be absorbed within the Department's Operating Budget.

ATTACHMENTS:

[1. Resolution](#)