



City Council Staff Report

Subject: Confidential Salary Schedule Update

Date: April 22, 2025

Submitted By: Elise Hardy, Management Analyst
Tameka Usher, Administrative Services Director

Department: Administrative Services - Human Resources

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin to Approve a Revised Confidential Unit Salary Schedule.

Background:

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

Staff recently reviewed the classification specification and salary range for the Department Administrative Specialist, comparing it to other classifications within salary range 17. Based on significant differences in duties, responsibilities, and the level of required supervision, particularly given that the Department Administrative Specialist is a journey-level role, while others in range 17 are primarily entry-level, staff recommends moving the classification from Confidential Range 17 to Confidential Range 20. This adjustment would appropriately align the salary with comparable journey-level classifications currently in range 20.

Additionally, staff reviewed the classification specification and salary range for the Legal Secretary position, a journey-level role requiring in-depth knowledge of legal terminology, processes, procedures, and legal document formatting. Given the expertise required for this position, staff recommends increasing the salary range from Confidential Range 17 to Confidential Range 20.

Fiscal Impact:

The fiscal impact of the staff recommendation is approximately \$1,300, which will be offset by anticipated savings within the respective departments' Fiscal Year 2024/25 Operating Budgets.

ATTACHMENTS:

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