

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOSTER CITY
AUTHORIZING THE RECLASSIFICATION OF ONE TECHNOLOGY ANALYST I IN THE
ADMINISTRATIVE SERVICES DEPARTMENT TO A FLEXIBLY STAFFED
ADMINISTRATIVE ASSISTANT I/II

CITY OF FOSTER CITY

WHEREAS, Administrative Services Director has evaluated the Administrative Services Department's structure and identified the need for a flexibly staffed Administrative Assistant I/II position; and

WHEREAS, the Department currently has one vacant Technology Analyst I; and

WHEREAS, the Technology Analyst I position has been vacant since it was first approved as part of the FY 2022-2023 budget and there is currently no plan to fill the position; and

WHEREAS, the addition of an Administrative Assistant I/II would provide much needed clerical assistance to the Information Technology Division, Human Resources Division, and CalOpps.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Foster City does hereby authorize the reclassification of one Technology Analyst I in the Administrative Services Department to a flexibly staffed Administrative Assistant I/II.

PASSED AND ADOPTED as a resolution of the City Council of the City of Foster City at the Regular Meeting held on the 20th day of March, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JON FROOMIN, MAYOR

ATTEST:

PRISCILLA SCHAUS, CITY CLERK