

RESOLUTION NO. 2022 -

**ADOPT RESOLUTION AUTHORIZING THE CITY MANAGER TO
CONVERT AN EXISTING LEGAL SECRETARY POSITION ASSIGNED
TO THE CITY ATTORNEY'S OFFICE TO A MANAGEMENT ANALYST
I/II POSITION**

WHEREAS, the City of San Bruno's City Attorney's Office is currently staffed to include a full-time Legal Secretary position;

WHEREAS, the San Bruno City Council has received a report recommending the conversion of the Legal Secretary position to a Management Analyst I/II position;

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council authorizes the City Manager to convert the existing Legal Secretary position assigned to the City Attorney's Office to a Management Analyst I/II position.

BE IT FURTHER RESOLVED that the San Bruno City Council hereby authorizes the salary adjustment of the conversion up to the currently assigned the top step (max salary) of the Management Analyst I position, estimated to cost additionally \$5,200 annually in FY 2022-23, without a new budgetary appropriation as the additional costs will be funded by already appropriated funds within the City Manager's Office.

Dated: October 25, 2022

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I hereby certify that foregoing Resolution No. 2022 - ____ was adopted by the San Bruno City Council at a regular meeting on October 25, 2022, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ATTEST:

Vicky Hasha, *Deputy City Clerk*