

RESOLUTION NO. 8245

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE TABLE OF ORGANIZATION FOR THE 2023-2024 FISCAL YEAR AND REPEALING PORTIONS OF SECTION 1 OF RESOLUTION NO. 8163, ADOPTED JUNE 21, 2022, AND ALL RESOLUTIONS AMENDATORY THEREOF, AND ALL MOTIONS OF THE CITY COUNCIL IN CONFLICT HEREWITH.

WHEREAS, the City Council of the City of San Fernando is scheduled to adopt the Fiscal Year 2023-2024 Budget on June 20, 2023; and

WHEREAS, the Budget to be adopted for Fiscal Year 2023-2024 has provisions for various positions and classifications; and

WHEREAS, it is necessary that said positions be assigned to specific departments, divisions and activities by title and number; and

WHEREAS, it is necessary that a new Table of Organization be adopted to reflect the positions assigned to specific departments, divisions, and activities by title and number;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1: That that portion of the said Table of Organization adopted on June 21, 2022, per Resolution No. 8163, and all Resolutions amendatory thereof, be repealed, and that a new Table of Organization be added assigning the positions to the departments, divisions and activities as herein designated per attached Exhibit "A".

SECTION 2: Except as amended herein, all other provisions of the said Table of Organization adopted on June 21, 2022, per Resolution No. 8163, remains unchanged and in full force and effect.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be filed in the office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 20th day of June, 2023.

DocuSigned by:

Celeste Rodriguez

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Celeste T. Rodriguez, Mayor of the City of San Fernando, California

ATTEST:

DocuSigned by:

Julia Fritz

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Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8245, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 20th day of June, 2023, by the following vote of the City Council:

AYES: Solorio, Fajardo, Rodriguez - 3

NAYS: None

ABSENT: Montañez - 1

ABSTAINED: Mendoza - 1

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 26th day of June, 2023.

DocuSigned by:

Julia Fritz

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Julia Fritz, City Clerk

CITY OF SAN FERNANDO
FY 2023-2024 - TABLE OF ORGANIZATION

<u>DEPARTMENT/TITLE</u>	<u>BUDGETED HOURS (PER WEEK)</u>	<u>FULL TIME EQUIVALENT (FTE) STATUS</u>	<u>AVG NUMBER OF PERSONNEL IN POSITION</u>
<u>ADMINISTRATION</u>			
City Manager	40	1	1
Deputy City Mgr/Economic Development	40	1	1
Assistant to the City Manager	40	1	1
Executive Assistant to the City Manager	40	1	1
<u>Personnel Division</u>			
Personnel Manager	40	1	1
Personnel Technician	40	1	1
Personnel Assistant	40	1	1
Personnel Office Clerk (P/T)	18.4	0.46	1
Management Intern (P/T)	18.4	0.46	1
TOTAL	316.8	7.92	9
<u>CITY CLERK</u>			
City Clerk	40	1	1
Deputy City Clerk/Management Analyst	40	1	1
TOTAL	80	2	2
<u>COMMUNITY DEVELOPMENT</u>			
Director of Community Development	40	1	1
Administrative Assistant	40	1	1
Associate Planner	40	1	1
Community Development Technician	40	1	1
Community Preservation Officer	120	3	3
Community Preservation Officer (P/T)	38	0.95	3
Housing Coordinator	40	1	1
Management Intern (P/T)	18.4	0.46	2
TOTAL	376.4	9.41	13
<u>FINANCE</u>			
Director of Finance/City Treasurer	40	1	1
Accounting Assistant	40	1	1
Accounting Technician	80	2	2
Information Technology System Admin.	40	1	1
Senior Accountant	40	1	1
Payroll Technician	40	1	1
Treasurer Assistant	40	1	1
Management Intern (P/T)	18.4	0.46	1
TOTAL	338.4	8.46	9

<u>DEPARTMENT/TITLE</u>	<u>BUDGETED HOURS (PER WEEK)</u>	<u>FULL TIME EQUIVALENT (FTE) STATUS</u>	<u>AVG NUMBER OF PERSONNEL IN POSITION</u>
<u>POLICE</u>			
Chief of Police	40	1	1
Police Lieutenant	80	2	2
Police Sergeant	200	5	5
Police Officer	1080	27	27
Community Service Officer	80	2	2
Management Analyst	40	1	1
Police Desk Officer	280	7	7
Police Executive Assistant	40	1	1
Police Records Administrator	40	1	1
Police Records Specialist	80	2	2
Property Control Officer	40	1	1
Senior Desk Officer	40	1	1
Community Service Officer (P/T)	40	1	2
Crossing Guard (P/T)	40	1	6
Junior Cadet (P/T)	78.4	1.96	4
TOTAL	2198.4	54.96	63
<u>PUBLIC WORKS</u>			
Director of Public Works/City Engineer	40	1	1
Management Analyst	40	1	1
Executive Assistant	40	1	1
Public Works Technician	40	1	1
Public Works Operations Manager	40	1	1
Management Intern (P/T)	18.4	0.46	2
<u>Electrical Division</u>			
City Electrician	40	1	1
<u>Engineering Division</u>			
Civil Engineering Assistant II	80	2	2
<u>Facility Maintenance Division</u>			
Public Works Superintendent	40	1	1
Public Work Supervisor	40	1	1
Senior Maintenance Worker	40	1	1
Public Works Maintenance Worker	160	4	4
<u>Equipment Maintenance Division</u>			
City Mechanic	40	1	1
<u>Street Services Division</u>			
Public Works Maintenance Worker	80	2	2
Senior Maintenance Worker	40	1	1
Senior Park Maintenance Specialist	40	1	1
Senior Sewer Worker	40	1	1
Senior Tree Care Specialist	40	1	1
Sewer Worker	40	1	1
City Maintenance Helper (P/T) - Grafitti	30	0.75	2
Public Works Maintenance Helper (P/T)	92	2.3	5

<u>DEPARTMENT/TITLE</u>	<u>BUDGETED HOURS (PER WEEK)</u>	<u>FULL TIME EQUIVALENT (FTE) STATUS</u>	<u>AVG NUMBER OF PERSONNEL IN POSITION</u>
<u>PUBLIC WORKS (Continued)</u>			
<u>Water Services Division</u>			
Water Operations Manager	40	1	1
Water Superintendent	40	1	1
Cross Connection Specialist	40	1	1
Senior Water System Operator	40	1	1
Senior Water Worker	40	1	1
Water System Supervisor	80	2	2
Water Worker I	40	1	1
Water Worker II	80	2	2
TOTAL	1460.4	36.51	42
<u>RECREATION & COMMUNITY SERVICES</u>			
Director of Rec. & Community Services	40	1	1
Administrative Assistant	40	1	1
Executive Assistant	40	1	1
Management Intern (P/T)	18.4	0.46	1
Rec & Comm Services Coordinator	40	1	1
Rec & Comm Services Supervisor	80	2	2
Social Services Coordinator	40	1	1
Program Specialist	80	2	2
Day Camp Counselor (P/T)	280	7	14
Office Clerk (P/T)	38.4	0.96	2
Recreation Leader I (P/T)	164	4.1	8.63
Recreation Leader II (P/T)	40	1	2.11
Recreation Leader III (P/T)	51.2	1.28	2.69
Senior Day Camp Counselor (P/T)	101.2	2.53	5.06
TOTAL	1053.2	26.33	44.49
GRAND TOTAL			
	5823.6	145.59	182.49