

RESOLUTION NO. 2023-_____

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MERCED, CALIFORNIA,
AMENDING THE PERSONNEL/BUDGET
ALLOCATION IN THE CITY ATTORNEY'S
DEPARTMENT TO ADD ONE CHIEF DEPUTY
CITY ATTORNEY POSITION, TO REMOVE A
SENIOR DEPUTY CITY ATTORNEY POSITION,
AND TO OVERFILL THE POSITION OF
PARALEGAL OFFICE ADMINISTRATOR FOR
FOUR MONTHS TO ALLOW ADEQUATE TIME
FOR RECRUITMENT AND TRAINING DUE TO
RETIREMENT OF CURRENT INCUMBENT**

WHEREAS, after reviewing the needs and resources of the City's in-house City Attorney's Office, the Interim City Attorney has determined that modifications to the current structure and allocation of budgeted positions in the City Attorney's Department is warranted; and,

WHEREAS, the current structure and budget allocation consists of a City Attorney, a Senior Deputy City Attorney, a Deputy City Attorney, a Paralegal Office Administrator, and a Legal Administrative Assistant; and,

WHEREAS, currently both the Senior Deputy City Attorney and Deputy City Attorney positions are vacant. In order to have a successful recruitment, it is recommended that the Senior Deputy City Attorney position be unallocated and an allocation for one Chief Deputy City Attorney position be approved; and,

WHEREAS, the current incumbent in the Paralegal Office Administrator position will be retiring from the City in the upcoming months. In order to maintain optimal continuity of knowledge and services, it is recommended that the Paralegal Office Administrator position be overfilled for no more than four months (16 weeks) in order to allow for adequate cross-training.

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

SECTION 1. The Classification Plan of the City of Merced is hereby amended by updating the personnel allocation in the City Attorney's Department by deleting one Senior Deputy City Attorney position and adding one Chief Deputy City Attorney position.

SECTION 2. The Paralegal Office Administrator position will be overfilled for no more than four months (16 weeks) in order to allow time for adequate cross-training.

PASSED AND ADOPTED by the City Council of the City of Merced at a regular meeting held on the ____ day of _____ 2023, by the following vote:

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

APPROVED:

Mayor

ATTEST:
STEPHANIE R. DIETZ, CITY CLERK

BY: _____
Assistant/Deputy City Clerk

(SEAL)

APPROVED AS TO FORM:

7/10/2023



City Attorney Date