

RESOLUTION NO. 2025-153

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE APPROVING THE RECLASSIFICATION OF ONE ADMINISTRATIVE ASSISTANT II POSITION IN THE POLICE DEPARTMENT TO SENIOR ADMINISTRATIVE ASSISTANT AND AMENDING THE FISCAL YEAR 2025-26 POSITION LISTING

WHEREAS, as departments evolve and operational needs shift, it is common for the duties of positions to expand or change over time, requiring periodic review to ensure alignment between job duties and classification specifications; and

WHEREAS, the Police Department requested a desk audit of the Administrative Assistant II position assigned to the Operations Bureau due to internal observations that the role had evolved in complexity and scope; and

WHEREAS, the City of Elk Grove (City) retained Bryce Consulting (Consultant), an independent classification and compensation consultant, to conduct a formal desk audit of the position; and

WHEREAS, the Consultant determined that the scope, independence, and decision-making required in the position are more in alignment with the Senior Administrative Assistant classification, which encompasses advanced journey-level responsibilities; and

WHEREAS, staff recommends that one Administrative Assistant II position in the Police Department be reclassified to Senior Administrative Assistant in accordance with the desk audit results.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk Grove does hereby:

- 1) Approve the reclassification of one Administrative Assistant II position in the Police Department to Senior Administrative Assistant; and
- 2) Amend the Fiscal Year 2025-26 Position Listing as follows:

Department	Authorized Position	Approved with FY2025-26 Budget	As Revised August 13,2025	Change
Police	Administrative Assistant II	6	5	-1
Police	Senior Administrative Assistant	2	3	+1

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 13th day of August, 2025


BOBBIE SINGH-ALLEN, MAYOR of the CITY OF ELK GROVE

ATTEST:


JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:


JENNIFER A. ALVES
ACTING CITY ATTORNEY

**CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2025-153**

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) ss
CITY OF ELK GROVE)

I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on August 13, 2025, by the following vote:

AYES: COUNCILMEMBERS: Singh-Allen, Robles, Brewer, Spease, Suen

NOES: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None



**Jason Lindgren, City Clerk
City of Elk Grove, California**