

**RESOLUTION NO. 2026-004**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE APPROVING THE RECLASSIFICATION OF ONE PART-TIME ADMINISTRATIVE ASSISTANT POSITION (0.5 FTE) IN THE INFORMATION SERVICES DEPARTMENT TO ONE FULL-TIME SENIOR ADMINISTRATIVE ASSISTANT (1.0 FTE) TO BE SHARED BY THE INFORMATION SERVICES DEPARTMENT AND THE CITY MANAGER’S DEPARTMENT; AND AMENDING THE FISCAL YEAR 2025-26 BUDGET AND POSITION CONTROL LISTING**

**WHEREAS**, from time to time, departments reevaluate their classification needs to ensure positions are structured to maximize operational efficiency and effectively support both departmental functions and broader organizational priorities; and

**WHEREAS**, such a review identified a need for higher level administrative support within the Information Services Department due to the increasing complexity of its operations; and

**WHEREAS**, it was also determined that the Public Affairs Division within the City Manager’s Department lacks the dedicated administrative support necessary for its current operational workload; and

**WHEREAS**, the work performed across both areas requires a high degree of coordination, discretion, and independent judgment; and

**WHEREAS**, staff is recommending reclassifying the part-time Administrative Assistant I/II position (0.5 FTE) in the Information Services Department to a full-time Senior Administrative Assistant position (1.0 FTE), to support the administrative needs of both the Information Services Department and the City Manager’s Department.

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

- 1) Approves the reclassification of one part-time Administrative Assistant position (0.5 FTE) in the Information Services Department to one full-time Senior Administrative Assistant position (1.0 FTE), to support both the Information Services Department and the City Manager’s Department; and
- 2) Amends the Fiscal Year 2025-26 Position Control Listing as follows:

<b>Position</b>	<b>Department</b>	<b>Position Control Listing Change</b>
Administrative Assistant I/II	Information Services	-0.5
Senior Administrative Assistant	Information Services	+0.5*
Senior Administrative Assistant	City Manager	+0.5*
<b>Total Change in Positions</b>		<b>+0.5</b>

*\*1.0 FTE split between Information Services and City Manager Departments*

**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 14<sup>th</sup> day of January 2026




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

ATTEST:

  
JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:

  
JONATHAN P. HOBBS,  
CITY ATTORNEY

**CERTIFICATION**  
**ELK GROVE CITY COUNCIL RESOLUTION NO. 2026-004**

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 January 14, 2026 by the following vote:*

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

**NOES:           COUNCILMEMBERS:       None**

**ABSTAIN:       COUNCILMEMBERS:       None**

**ABSENT:        COUNCILMEMBERS:       None**

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