

RESOLUTION NO. 25-13

**RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND, CALIFORNIA
CONCERNING THE POSITION CLASSIFICATION PLAN FOR THE CITY OF
RICHMOND**

WHEREAS, the Position Classification Plan for the City of Richmond was approved by Resolution No. 7813 of the City of Richmond, on March 5, 1962; and

WHEREAS, the Personnel Rules require that the Position Classification Plan be amended as needed and otherwise continuously administered; and

WHEREAS, the City’s Personnel Board did study certain classification problems, and as a result, recommended to the City Council that certain changes be made in the Position Classification Plan.

NOW THEREFORE BE IT RESOLVED, that the Position Classification Plan is hereby revised and amended in the following particulars:

1. **ADD** the classification specifications of:
Duplicating/Mail Specialist I
Duplicating/Mail Specialist II
2. **DELETE** the classification specifications of:
Duplicating/Mail Assistant
Senior Duplicating/Mail Assistant

I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held on April 2, 2013, by the following vote:

AYES: Councilmembers Bates, Beckles, Butt, Myrick, Rogers, Vice Mayor Boozé, and Mayor McLaughlin.

NOES: None.

ABSTENTIONS: None.

ABSENT: None.

DIANE HOLMES
CLERK OF THE CITY OF RICHMOND
(SEAL)

Approved:

GAYLE MCLAUGHLIN
Mayor

Approved as to form:

BRUCE GOODMILLER
City Attorney

State of California }
County of Contra Costa } : ss.
City of Richmond }

I certify that the foregoing is a true copy of Resolution No. 25-13, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on April 2, 2013.