

RESOLUTION NO. 2008-52

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
APPROVING POSITION CLASSIFICATIONS FOR MAINTENANCE WORKER I/II,  
JUNIOR/ASSISTANT ENGINEER, OFFICE ASSISTANT I/II, ASSOCIATE/SENIOR  
PLANNER, AND PERMIT TECHNICIAN**

**WHEREAS**, it is a common convention in many public sector agencies to have flexibly-staffed job descriptions for positions in job families with clearly defined career ladders; and

**WHEREAS**, flexibly-staffed positions typically involve a two-tiered job description with a lower and higher job classification, both within the same job family; and

**WHEREAS**, flexibly-staffed positions afford managers and supervisors the flexibility to promote qualified incumbents for a probationary period, based upon clearly defined criteria within the job description, from the lower position to the higher position, without having to conduct a competitive examination process; and

**WHEREAS**, flexibly-staffed positions also affords managers and supervisors the flexibility to make appointments at either the lower or higher position, depending on a candidate's qualifications; and

**WHEREAS**, the City of Los Altos currently does not have flexibly-staffed positions; and

**WHEREAS**, the current position classification for Building Technician is out-of-date and requires updating to more accurately reflect the actual duties and responsibilities performed;

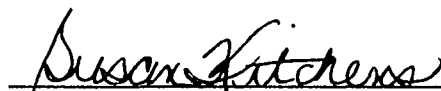
**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby approves by resolution the position classifications for Maintenance Worker I/II, Junior/Assistant Engineer, Office Assistant I/II, Associate/Senior Planner, and Permit Technician.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 25<sup>th</sup> day of November, 2008, by the following vote:

AYES:                   PACKARD, SATTERLEE, CASAS, BECKER, CARPENTER  
NOES:                   NONE  
ABSENT:                NONE

  
\_\_\_\_\_  
Valorie Cook Carpenter, MAYOR

Attest:

  
\_\_\_\_\_  
Susan Kitchens, CITY CLERK