



Resolution No: 2025-02
Dated: February 6, 2024

**A RESOLUTION OF BOARD OF DIRECTORS OF REDCOM AMENDING THE
CLASSIFICATION PLAN TO ESTABLISH AND ADOPT THE
CLASSIFICATION OF ADMINISTRATIVE SERVICES COORDINATOR AND
THE RELATED SPECIFICATION AND PAY RANGE**

WHEREAS, the REDCOM Board of Directors has established and adopted a classification plan a uniform set of job classifications and related class specifications for addressing and administering personnel matters, and

WHEREAS, from time to time the work of a position changes due to the needs of the organization or changes in services delivery, systems, or processes; and

WHEREAS, duties for the Administrative Assistant have changed to include additional duties which are outside of and above the current classification, and

WHEREAS, staff has reviewed the duties of the position and needs of the organization and has determined that a new classification is required, and

WHEREAS, staff reviewed the communities of interest in REDCOM and has determined that the new classification is most similar to the unrepresented classifications and is not exempt from the overtime rules of the Federal Labor Standards Act, and

WHEREAS, the REDCOM Board desires to establish the new classification of Administrative Services Coordinator to prepare for reclassification of the position, and

WHEREAS, staff conducted a review of market pay and internal parity for similar positions and recommends establishing pay at the following salary range:

Administrative Services Coordinator	76,044.80	79,847.04	83,839.39	88,031.36	92,432.93	Annual
	36.56	38.39	40.31	42.32	44.44	Hourly
	2,924.80	3,071.04	3,224.59	3,385.82	3,555.11	Bi-weekly

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of REDCOM hereby establishes and approves the new classification and related specification and pay range of Administrative Services Coordinator, attached as Exhibit A

EFFECTIVE DATE: This Resolution shall take effect immediately.

IN REGULAR SESSION, the foregoing resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed by the REDCOM Board of Directors this 6th day of February 2025, on a roll call vote of the members of said Board:



REDCOM

Chair Akre	Aye <u>X</u>	No _____	Absent _____
Vice Chair Busch	Aye <u>X</u>	No _____	Absent _____
Secretary Cleaver	Aye <u>X</u>	No _____	Absent _____
Director Boaz	Aye _____	No _____	Absent <u>X</u>
Director Golly	Aye <u>X</u>	No _____	Absent _____
Director Westrope	Aye <u>X</u>	No _____	Absent _____
Director Luoto	Aye _____	No _____	Absent <u>X</u>
Vote:	Aye <u>5</u>	No _____	Absent <u>2</u>

WHEREUPON, the Board Chair declared the foregoing resolution adopted, and

SO ORDERED:

Stephen Akre,
Chair of REDCOM Board of Directors

ATTEST:

Evonne Stevens,
REDCOM Executive Director

RESOLUTION NO. 2025-02

(STATE OF CALIFORNIA)

(COUNTY OF Sonoma)

(California)

I, Evonne Stevens, Executive Director and Clerk of the Redwood Empire Dispatch Communication Authority Board in Santa Rosa, Sonoma County, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. _____ adopted by the Governing Board of the Redwood Empire Dispatch Communication Authority, at a special meeting thereof, held on the 6th day of February, 2025 by the following vote:

AYES: 5

NOES: 0

ABSTAIN: 0

ABSENT: 2

Evonne Stevens, Executive Director