

RESOLUTION NO. 18-69

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE,  
CALIFORNIA, APPROVING A REORGANIZATION OF THE ADMINISTRATIVE  
SERVICES DEPARTMENT**

WHEREAS staff reviewed several areas within the Administrative Services Department in an attempt to improve efficiency and effectiveness; and

WHEREAS the review resulted in a proposed reorganization of the Administrative Services Department; and

WHEREAS, the Administration Department has a vacancy of a part-time (20 hours per week) Senior Office Assistant position; and

WHEREAS, the Senior Office Assistant in the Public Information Office is a part-time position at 32 hours a week; and

WHEREAS, the City desires to reorganize the current structure by combining two part-time Senior Office Assistant Positions into one full-time Sr. Office Assistant position to support the current needs of the Department of Administrative Services; and

WHEREAS, the newly created full-time position would provide assistance to Public Information Office, Economic Development and Sustainability Office, and Administrative Services; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMMERCE DOES HEREBY RESOLVE, DECLARE AND DETERMINE AS FOLLOWS:

Section 1. The City of Commerce hereby approves the following:

(1) one Part-Time Position of Senior Office Assistant in the Administrative Division and (1) one Part-Time Position of Senior Office Assistant in the Public Information Division are combined into (1) one Full-Time position of Senior Office Assistant in the Administrative Services Department Public Information Division.

Section 2. The City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED this 15th day of May, 2018.**

\_\_\_\_\_  
Oralia Y. Rebollo, Mayor

ATTEST:

\_\_\_\_\_  
Lena Shumway, City Clerk