

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME
AUTHORIZING NEW AND AMENDED JOB CLASSIFICATIONS AND APPROVING
THE REVISION TO THE CITY OF BURLINGAME SALARY SCHEDULE**

WHEREAS, under the City of Burlingame Civil Service Rules, adopted pursuant to Municipal Code Section 3.52.030, the City Council is the final authority for approving the classification and compensation plan; and

WHEREAS, the proposed changes to the classification plan are as detailed below:

- Adoption of the new Assistant Community Development Director job classification; and
- Adoption of the new Assistant Director of Public Works - Operations job classification; and
- Adoption of the new Deputy Recreation Director job classification; and
- Adoption of the new Police Property & Evidence Clerk job classification; and
- Adoption of the new Senior Information Technology Analyst job classification; and
- Adoption of the revised Human Resources Analyst II job classification, to be retitled to Human Resources Analyst; and

WHEREAS, the basis for the new job classifications was fully detailed in the budget staff report included with the May 19, 2026, Budget Study Session agenda; and

WHEREAS, the proposed position adjustments, including the new job classifications, were approved with the adoption of the Fiscal Year 2026-27 Budget on June 15, 2026 (Resolution Nos. 090-2026, 091-2026); and

WHEREAS, the bargaining unit representing the impacted classifications has reviewed the proposed changes and has not brought forth any objections or concerns; and

WHEREAS, the City of Burlingame Salary Schedule has been revised in accordance with these actions.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Burlingame finds, orders, and declares that:

1. The Council approves the new Assistant Community Development Director job classification to be added to the Compensation and Benefit Plan for Department Heads and Unrepresented Employees; and
2. The Council approves the new Assistant Director of Public Works – Operations job classification to be added to the Compensation and Benefit Plan for Department Heads and Unrepresented Employees; and
3. The Council approves the new Deputy Recreation Director job classification to be added to the Compensation and Benefit Plan for Department Heads and Unrepresented Employees; and
4. The Council approves the new Police Property and Evidence Clerk job classification to be added to the AFSCME Local 829 Administrative Unit bargaining group; and

5. The Council approves the new Senior Information Technology Analyst job classification to be added to the Compensation and Benefit Plan for Department Heads and Unrepresented Employees; and
6. The Council approves the revised Human Resources Analyst job classification, included in the Compensation and Benefit Plan for Department Heads and Unrepresented Employees; and
7. The Council authorizes and adopts the revised City of Burlingame Salary Schedule, attached as Exhibit A.

Michael Brownrigg, Mayor

I, Meaghan Hassel Shearer, City Clerk of the City of Burlingame, certify that the foregoing resolution was introduced at a regular meeting of the City Council held on the 6th day of July 2026, and was adopted thereafter by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Meaghan Hassel Shearer, City Clerk