

**CITY OF REDDING, CALIFORNIA  
COUNCIL POLICY**

SUBJECT	RESOLUTION NUMBER	POLICY NUMBER	EFFECTIVE DATE	PAGE
POSITION POLICY	90-160	207	04/03/90	1

BACKGROUND

The Municipal Code grants certain administrative powers to the City Manager. With regard to positions, Section 2.08.060, Duties, Paragraph B, states the City Manager has the following duties:

"To employ, discipline or remove all head of departments and all subordinate officers and employees of the City, to transfer employees from one department to another; and to consolidate or combine offices, positions, departments or units under his jurisdiction."

Under this section, the Municipal Code authorizes the City Manager to make adjustments to the positions of the City. In effect, this section grants this authority as part of the City Manager's Administrative duties, thus enabling routine adjustments to be made regarding the number of positions in the City, as well as to the classification assigned to a position. It also provides for the transfer of a position from one Department or Division to another. It does not, however, authorize the City Manager to establish a new position(s) unless it is offset by a cancelled position or is the result of a consolidation of two or more positions.

Not specified in the Municipal Code, but included as part of the position policy, is the administrative authority granted to the City Manager to establish additional identical positions to provide for: 1) the hiring of a replacement employee prior to the separation of service of a current employee for transition purposes; or 2) the continued performance of work assigned to an employee determined to be disabled and authorized to receive long term disability insurance benefits. Additional identical positions are identical or equivalent to the incumbent's position and are limited to: a) sixty (60) days unless otherwise authorized by the City Council for purpose 1) above; or b) the time frame a disabled employee fills a budgeted position of the City for purpose 2) above.

Amended on January 5, 1993 by Resolution No. 93-11

PURPOSE

To establish a Position Policy in accordance with the City of Redding Municipal Code, Section 2.08.060, Paragraph B.

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POLICY

It is the policy of the City Council of the City of Redding:

THAT in accordance with the Municipal Code, Section 2.08.060, paragraph B, the City Manager shall have the authority to administratively modify positions in the City of Redding as follows:

1. To transfer positions from one Department or Division to another;
2. To add/cancel positions;
3. To establish or change the classification assigned to a position;
4. To establish additional identical positions for a replacement employee for up to sixty (60) days;
5. To establish additional identical positions during the time frame a disabled employee fills a budgeted position; and
6. To consolidate positions.

Amended on January 5, 1993 by Resolution No. 93-11

FURTHER, it is the policy of the City Council of the City of Redding:

THAT all position adjustments are subject to the availability of sufficient appropriations in the Budget to support the modification and that all administrative adjustments shall be reported to the City council on a quarterly basis.

PROCEDURE

Specific procedures to conform with the policy are provided in the City of Redding Personnel Manual.