

RESOLUTION NO. 2026-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYON LAKE, CALIFORNIA, APPROVING JOB DESCRIPTIONS AND PROVIDING AUTHORITY TO MODIFY EXISTING CLASSIFICATIONS

WHEREAS, the City periodically reviews its organizational structure and staffing classifications to ensure alignment with operational needs, service demands, and efficient use of resources; and

WHEREAS, to support effective recruitment and workforce planning, it is necessary to initiate recruitment for new and revised positions identified in the staff report; and

WHEREAS, in anticipation of the recruitment process, City staff has prepared job descriptions for the positions of Police Captain, Police Sergeant, Police Detective, Police Officer, Police Community Service Officer, Accounting Specialist, Community Development Manager, and Building Official/Senior Building Inspector, which outline the duties, responsibilities, and qualifications necessary to perform these roles; and

WHEREAS, pursuant to organizational and operational changes, the City Manager is authorized to revise and update existing job descriptions as necessary to reflect evolving operational needs and reporting structure adjustments; and

WHEREAS, this authority is limited to modifications of existing classifications and does not extend to the creation of new positions or job descriptions, which shall continue to require formal review and approval through the appropriate legislative and administrative processes; and

WHEREAS, adoption of the proposed job descriptions and the authority for limited modifications is necessary to support recruitment, maintain organizational flexibility, and promote operational efficiency.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CANYON LAKE DOES RESOLVE AS FOLLOWS:

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The City Council hereby approves the proposed job descriptions attached hereto.

Section 3. The City Manager is authorized to revise and update existing job descriptions as necessary to reflect operational needs and reporting structure adjustments. This authority does not extend to the creation of new positions or job descriptions, which shall continue to require formal review and approval by the City Council.

Section 4. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 5. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

Section 6. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 14th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jeremy Smith, Mayor

ATTEST & CERTIFIED:

I, Sheryl Garcia, City Clerk of the City of Canyon Lake, hereby attest to the Mayor's signature above and certify that the City Council duly adopted this Resolution as recorded in the vote tally stated herein.

Sheryl L. Garcia, MMC, CPM
City Clerk