

RESOLUTION NO. 19-103

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB CLASSIFICATION SPECIFICATION FOR HUMAN SERVICES ASSISTANT COORDINATOR

WHEREAS, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a "mutual obligation" to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

WHEREAS, the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, the City of Carson desires to update the existing classification specification of **ASSISTANT RECREATION COORDINATOR** to provide a current and accurate description of the various duties performed by said position; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised classification specification for the **HUMAN SERVICES ASSISTANT COORDINATOR**.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The revised classification specification for **HUMAN SERVICES ASSISTANT COORDINATOR**, Salary Range 335 - \$4,460 - \$5,682, attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, is hereby adopted.

EXHIBIT 1

Section 3. The City Clerk shall certify to the adoption of this resolution and deem it effective as of July 16, 2019, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 16th day of July, 2019.

MAYOR ALBERT ROBLES

ATTEST:

CITY CLERK DONESIA GAUSE

APPROVED AS TO FORM:

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Donesia Gause, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 19-103 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 16th day of July 2019, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: _____
City Clerk

HUMAN SERVICES ASSISTANT COORDINATOR

Job Summary:

Under general supervision, reports to the designated coordinator, assists with performance of specialized professional work including but not limited to the Senior Recreation, Therapeutic Recreation, Early Childhood Education, Senior Services, and the Stroke Center.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, and coordinates activities in specialized areas for youth to senior programs.
2. Reports on public response to existing programs including information regarding attendance, schedules, expenditures, and utilization of supplies and equipment.
3. Processes and maintains records of permits.
4. Researches and recommends new programs and industry trends.
5. Enforces rules and regulations to assure the safety and welfare of participants.
6. Assists with budget preparation and monitors expenditures.
7. Drafts promotional materials, correspondence, surveys and reports.
8. Supervise, train, and evaluate program volunteers, interns and external personnel.
9. Provides information to and consults with the public.
10. Assists staff with information and duties related to committees commissions and boards as assigned.
11. Maintain confidential information as it pertains to the role and services provided.
12. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

An Associate's Degree in Human Services or related field and one (1) year of paid experience in Human Services. Commensurate experience in a related field may be substituted on a year-for-year basis.

Knowledge of:

- Methods and techniques of developing and organizing for youth to senior activities.
- Principles of supervision, training and evaluation.
- Resources and needs available to special populations.
- Basic budgeting principles, procedures, purchasing practices and contract administration.
- Modern office practices, procedures and equipment including, but not limited to, personal computer and related software required (i.e. Microsoft Office, Excel, Powerpoint).
- Interpersonal skills, using tact, patience, and courtesy.

Skill and/or Ability to:

- Implement specialized activities and evaluate community needs.
- Communicate effectively in writing and orally.

- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.
- Identify and address concerns and recommend appropriate action

License and Certificates:

Possession of valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record. Possession of valid Red Cross standard certificates in First Aid and CPR.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by case basis. Positions in this class normally require:

- Mobility to stand, walk, stoop, kneel, crouch, reach and bend.
- Ability to stand for long periods.
- Ability to walk long distances.
- Lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May work around increased noise levels.
- May be required to work evenings, weekends and/or irregular hours.
- May be required to attend periodic evening meetings and/or travel in/out of district boundaries.
- May be required to use personal vehicle in the course of employment.