

RESOLUTION NO. 19-162

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 BUYER ASSISTANT (PT)

**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 **BUYER ASSISTANT (PT)** 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 **BUYER ASSISTANT (PT)**.

**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 **BUYER ASSISTANT (PT)**, (Salary Range 417, \$19.45 – \$25.04 per hour) 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 September 17, 2019, the same shall be in force and effect.

**PASSED, APPROVED and ADOPTED** this 17<sup>th</sup> day of September, 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. 19-162 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 17<sup>th</sup> day of September 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

**BUYER ASSISTANT (PART-TIME)**  
**(Unclassified)**

**Job Summary:**

Under supervision, performs clerical and technical work in purchasing; and related duties as required. This is a part-time role, incumbent in this position will work up to an average of 1,500 hours annually.

**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. Assists in the performance of purchasing operations following established rules, policies, and procedures.
2. Assists in clarifying purchases with city staff and vendors.
3. Assists in reviewing and editing requisitions for supplies, equipment, and service.
4. Assists in obtaining and reviewing prices quotations by telephone, electronically and by personal contact with vendors for a variety of supplies and equipment.
5. Assists with the purchase of items based on knowledge of standard current prices, discounts, and merchandise qualities.
6. Assists with running reports related to purchasing from our financial software system (i.e. ERP).
7. 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 Experience:**

- Graduation from high school or GED required
- Additional college level course work in accounting and/or purchasing preferred
- Two (2) years of increasingly responsible clerical and financial record keeping experience including at least one year of responsible purchasing experience preferred.

**Knowledge of:**

- Purchasing principals and practices.
- Purchasing methods, procedures and policies.

- Sources of supplies, commodity markets, marketing practices, commodity pricing methods and discounts.
- Modern office practices.
- Computers and related software (Microsoft Office which includes Word, Excel)
- Adobe Acrobat

**Skill and Ability to:**

- Interpret and apply laws, rules and regulations and policies affecting purchasing operations and workflow.
- Assist in the preparation of accurate specifications and bid packages.
- Effectively communicate in writing and orally.
- Develop and maintain cooperative relationships with those contacted during the course of work.

**License or Certificate:**

Possession of valid California Class C driver's license. Employees 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.

**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 vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Perform work which is primarily sedentary and is subject to inside environmental conditions.
- May be required to work at work at a computer terminal for prolonged periods.