

RESOLUTION NO. 21-050

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 SENIORS SERVICES COORDINATOR JOB SERIES AND A TITLE CHANGE TO SOCIAL SERVICES 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 job series classification specification of **SENIORS SERVICES COORDINATOR AND A TITLE CHANGE TO SOCIAL SERVICES COORDINATOR** to provide a current and accurate description of the various duties performed by said job series 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 job series classification specification for the **SENIORS SERVICES COORDINATOR AND A TITLE CHANGE TO SOCIAL SERVICES 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 job series classification specifications for **SENIORS SERVICES COORDINATOR I WITH A TITLE CHANGE TO SOCIAL SERVICES COORDINATOR I**, (Range 721, \$5,323 - \$6,780) and **SENIORS SERVICES COORDINATOR II WITH A TITLE CHANGE TO SOCIAL SERVICES COORDINATOR II**, (Range 730, \$5,589 - \$7,122) attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, is hereby adopted.

**Section 3.** The City Clerk shall certify to the adoption of this resolution and deem it effective as of May 4, 2021, the same shall be in force and effect.

**PASSED, APPROVED and ADOPTED** this 4<sup>th</sup> day of May, 2021.

\_\_\_\_\_  
**MAYOR LULA DAVIS-HOLMES**

**ATTEST:**

\_\_\_\_\_  
**DEPUTY CITY CLERK JOY SIMARAGO**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**CITY ATTORNEY**

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

I, Joy Simarago, Deputy City Clerk of the City of Carson, California, do hereby certify that the whole number of members is four; that the foregoing resolution, being Resolution No. 21-050 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 4<sup>th</sup> day of May 2021, 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: \_\_\_\_\_  
Deputy City Clerk

## EXHIBIT "A"

### CLASSIFICATION SPECIFICATION – "SOCIAL SERVICES COORDINATOR I"

City of Carson  
Class Specification

City Council: Reso. 21-050  
Bargaining Unit: AFSCME Local 809  
FLSA: Non-Exempt

#### CITY OF CARSON

#### **Title: SOCIAL SERVICES COORDINATOR I**

#### **Job Summary:**

Under direct supervision of the Human Services Supervisor, organizes, and implements a variety of specialized social service programs for the Joseph B. Jr. and Mary Anne O'Neal Stroke Center, Cultural Arts programs and special interest classes.

#### **Distinguishing Characteristics:**

The Social Services Coordinator I is the entry level classification in the two-level job series. Incumbents in this classification perform the full range of duties of the class, but without the independence or full responsibility expected of the Social Services Coordinator II position.

#### **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 therapeutic and recreational activities for stroke survivors and caregivers.
2. Organizes and coordinates the scheduling of all part-time staff, volunteers, contractors, and interns for programs, classes, special events and projects.
3. Enforces rules and regulations to assure the safety and welfare of participants.
4. Drafts promotional materials, correspondence and reports to promote participation.
5. Assists in budget preparation and monitors budget expenditures.
6. Collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer's Office pursuant to City policy and procedures.
7. Recruits, hires, trains, schedules, supervises and evaluates employees.
8. Maintains accurate records, files, and reports regarding services rendered and program participation; prepares a variety of reports as required.
9. May assist lead staff as a representative of Human Services on various Committees, Commissions and Boards.
10. Receives referrals from other agencies.
11. Assesses problems and provides information, assistance or counseling.
12. Maintain confidential information as it pertains to participants' personal information and HIPAA rights.
13. 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:**

#### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history –

**Education:**

- Associates Degree from an accredited college or university in Human Services, Senior Services, Recreation, Kinesiology, Social Work, Public Administration required.
- Bachelor's degree from an accredited college or university with major course work in Human Services, Senior Services, Recreation, Kinesiology, Social Work, Public Administration, or a related field highly preferred.

**Experience:**

Four (4) years of paid work experience (preferably in related area as stated above (required))

**Knowledge of:**

- Community resources and local social service organizations
- Basic budgeting practices and procedures
- Interviewing techniques
- Government entitlement programs
- Training and supervision principles
- Programs' goals and objectives
- Program organization and development techniques
- City organization, operations, policies, and objectives
- Basic purchasing practices
- Applicable laws, codes, regulations, policies and procedures
- Program operations, policies, rules, and regulations
- Interpersonal skills, using tact, patience, and courtesy
- General record keeping practices
- Cash payment receipt procedures

**Skill and/or Ability to:**

- Maintain current knowledge of programs, services, and benefits for participants
- Establish communication links and referral procedures with other agencies
- Establish and maintain effective working relationships with others
- Read, interpret, apply, and explain rules, regulations, policies and procedures
- Identify and analyze problems and take effective corrective action
- Effectively communicate orally and in writing
- Maintain accurate records and prepare clear and concise reports
- Train and provide guidance to assigned staff and volunteers
- Operate computers and related software

**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 and ability to perform the skills when needed/required.

**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:
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.

- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Mobility to stand, walk, kneel, reach and bend
- Is subject to inside and outside environmental conditions
- May be required to use City and/or personal vehicle in the course of employment
- May be required to work evenings and/or weekends and attend periodic meetings which may involve travel outside of City boundaries

## CLASSIFICATION SPECIFICATION – “SOCIAL SERVICES COORDINATOR II”

City of Carson  
Class Specification

City Council: Reso. 21-050  
Bargaining Unit: AFSCME Local 809  
FLSA: Non-Exempt

### CITY OF CARSON

#### **Title: SOCIAL SERVICES COORDINATOR II**

#### **Job Summary:**

Under direct supervision of the Human Services Supervisor, organizes and implements a variety of specialized social service programs for the Joseph B. Jr. and Mary Anne O’Neal Stroke Center.

#### **Distinguishing Characteristics**

The Social Services Coordinator I is the entry level classification in the two-level job series. Incumbents in this classification perform the full range of duties of the class, but without the independence or full responsibility expected of the Social Services Coordinator II position. The Social Services Coordinator II is the journey level class. Incumbents in this classification work independently and exercise judgment and initiative, which requires substantial knowledge and understanding of the functions, policies, and procedures of the City’s Community Services programs.

To advance to Social Services Coordinator II, employees in the Social Services Coordinator I classification must complete one (1) year of actual work or service in the Social Services Coordinator I classification, must meet the minimum qualifications for Social Services Coordinator II role and meet the Job Series guidelines.

#### **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 therapeutic and recreational activities for stroke survivors and caregivers.
2. Organizes and coordinates the scheduling of all part-time staff, volunteers, contractors, and interns for programs, classes, special events and projects.
3. Enforces rules and regulations to assure the safety and welfare of participants.
4. Drafts promotional materials, correspondence and reports to promote participation.
5. Assists in budget preparation and monitors budget expenditures.
6. Collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer’s Office pursuant to City policy and procedures.
7. Recruits, hires, trains, schedules, supervises and evaluates employees.
8. Maintains accurate records, files, and reports regarding services rendered and program participation; prepares a variety of reports as required.
9. May assist lead staff as a representative of Human Services on various Committees, Commissions and Boards.
10. Receives referrals from other agencies.
11. Assesses problems and provides information, assistance or counseling.
12. Maintain confidential information as it pertains to participants’ personal information and HIPAA rights.
13. 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:**

**Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history –

**Education:**

- Associates Degree from an accredited college or university in Human Services, Senior Services, Recreation, Kinesiology, Social Work, Public Administration required.
- Bachelor's degree from an accredited college or university with major course work in Human Services, Senior Services, Recreation, Kinesiology, Social Work, Public Administration, or a related field highly preferred.

**Experience:**

Four (4) years of paid work experience (preferably in related area as stated above (required))

**Knowledge of:**

- Community resources and local social service organizations
- Basic budgeting practices and procedures
- Interviewing techniques
- Government entitlement programs
- Training and supervision principles
- Programs' goals and objectives
- Program organization and development techniques
- City organization, operations, policies, and objectives
- Basic purchasing practices
- Applicable laws, codes, regulations, policies and procedures
- Program operations, policies, rules, and regulations
- Interpersonal skills, using tact, patience, and courtesy
- General record keeping practices
- Cash payment receipt procedures

**Skill and/or Ability to:**

- Maintain current knowledge of programs, services, and benefits for participants
- Establish communication links and referral procedures with other agencies
- Establish and maintain effective working relationships with others
- Read, interpret, apply, and explain rules, regulations, policies and procedures
- Identify and analyze problems and take effective corrective action
- Effectively communicate orally and in writing
- Maintain accurate records and prepare clear and concise reports
- Train and provide guidance to assigned staff and volunteers
- Operate computers and related software

**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 and ability to perform the skills when needed/required.

**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:
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Mobility to stand, walk, kneel, reach and bend
- Is subject to inside and outside environmental conditions
- May be required to use City and/or personal vehicle in the course of employment
- May be required to work evenings and/or weekends and attend periodic meetings which may involve travel outside of City boundaries