

RESOLUTION NO. 19-102

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 SENIOR
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 **HUMAN SERVICES SENIOR 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 SENIOR 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 SENIOR COORDINATOR**, attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, is hereby adopted. *THE ADOPTION OF THE JOB SPECIFICATIONS OF THESE CLASSIFICATIONS IS SUBJECT TO THE COMPLETION OF THE MEET CONFER PROCESS OR IMPASSE.*

Section 3. The City Clerk shall certify to the adoption of this resolution and deem it effective as of May 14, 2019, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 14th day of May, 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. 19-102 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 14th day of May 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 COMMUNITY SERVICES SENIOR COORDINATOR

Job Summary:

Under direct supervision of the Human Services Supervisor and general supervision of the Human Services Manager is responsible for senior program planning, leadership and supervision of older adult programs. The Coordinator performs, organizes, and implements a variety of specialized senior social services, senior recreation, case management, and social-work related duties. In addition, the Coordinator organizes, refers, and coordinates in-home services and performs a variety of other duties related to assisting older adults to maintain rapport with participants and other agencies, and providing senior services to the general public. The Senior Coordinator supervises senior recreation program staff, interns/practicum students, and volunteers in the delivery of program events, reviews work on site, during staff meetings, program supervision and informal discussions.

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 senior resources and recreational activities in the specialized area of older adult programs.
2. Organizes and coordinates the scheduling of all older adult recreation, independent living, senior resources and special events.
3. Conducts research for new senior recreation programs.
4. Reports on public response to existing programs, including information regarding attendance, schedules, expenditures, utilization of supplies and equipment.
5. Recommends and researches new trends and programs for community services.
6. Enforces rules and regulations to assure the safety and welfare of participants.
7. Assists in budget preparation and monitors senior community services budget expenditures.
8. Drafts promotional materials, correspondence, and reports to promote participation.
9. Recruits, hires, trains, supervise, and evaluate assistants, part-time personnel, volunteers, and interns.
10. Provides information to and consults with the public.
11. Collects fees, financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
12. Assists with preparing and implementing periodic statistical reports and surveys pertaining to community senior service programs.
13. Maintains accurate records, files, and reports regarding services rendered and program participation; prepares a variety of reports as required.
14. Conducts in-home assessments on an as-needed basis to assist with City programs as well as referrals to enroll with various other programs.
15. May serve as a representative of Human Services on various Committees and Commissions on Aging. Works with the Senior Advisory Commission to identify senior needs and implement programs.
16. Acts as a liaison to social service agencies and other organizations regarding senior social services.
17. Establishes and maintains effective working relationships with others.
18. Performs other related duties as assigned.

Qualification Guidelines:

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

Education and/or Experience:

A Bachelor's degree required, preferably in Gerontology, Social Welfare, Human Services or other related field or equivalent and two (2) years of full time paid experience in gerontology. In addition, Experience in planning, scheduling, implementation, and supervision of older adults and senior recreation programs.

Knowledge of:

- Principles and practices of senior program planning, development, implementation and administration.
- Principles, methods and techniques of developing and organizing community services activities.
- Rules, practices, and equipment used in community service activities.
- Principles of supervision, training, and evaluation.
- Programs' goals and objectives.
- Program organization and development techniques.
- Senior citizens' Older Adult group resources, needs, and limitations.
- Basic budgeting practices and procedures. (repeated #7)
- Basic purchasing practices and contract administration.
- City organization, operations, policies, and objectives.
- Personal computer software and hardware.
- Office practices and procedures.
- General recordkeeping practices. (repeated #11)
- Interpersonal skills, using tact, patience and courtesy.
- Cash/payment receipt procedures.
- Principles and practices of Geriatric social work and case management systems.
- Familiarity with counseling techniques, support groups, and crisis intervention.

Skill and/or Ability to:

- Implement senior citizens recreational activities and special events.
- Establish and maintain effective working relationship with others.
- Develop promotional strategies, techniques, and materials used in attracting the public.
- Train, Supervise, and evaluate staff.
- Interpret, apply, and explain related rules, policies, and procedures.
- Maintain accurate records and prepare clear and concise reports.
- Identify and analyze problems and take effective corrective action.
- Effectively communicate orally and in writing.
- Operate computers and related software.
- Apply first aid and CPR.
- Ensure implementation of Department Blue Print, a Purpose-Driven Program (P.D.P) method of planning, implementing, and evaluating events/programs.

License and Certificates:

Possession of valid California Class C driver's license. The 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 are 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 require:

- Mobility to stand, walk, stoop, kneel, crouch, reach and bend.
- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 20 pounds and is an infrequent aspect of the job.
- May be required to work evenings and/or weekends.
- Is subject to inside and outside environmental conditions.
- Maintain confidential information as it pertains to the job.
- Maintain confidential information as it pertains to participants' personal information and HIPAA rights.
- May be required to use City and/or personal vehicle in the course of employment.