



City of Carson, CA

Classification Structure and Peer Market Survey

August 6, 2024

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Classification Structure

Classification Structure

Recommended Actions

Recommended Actions Defined

Maintain

- No change to current classification title.

Reword

- Classification title changed to better reflect role, to spell out acronyms & abbreviations or to rearrange word order.

Collapse

- Existing classification is consolidated with a new or existing classification with similar duties or responsibilities.

Reclassification

- Job duties performed by employee are best aligned classification.

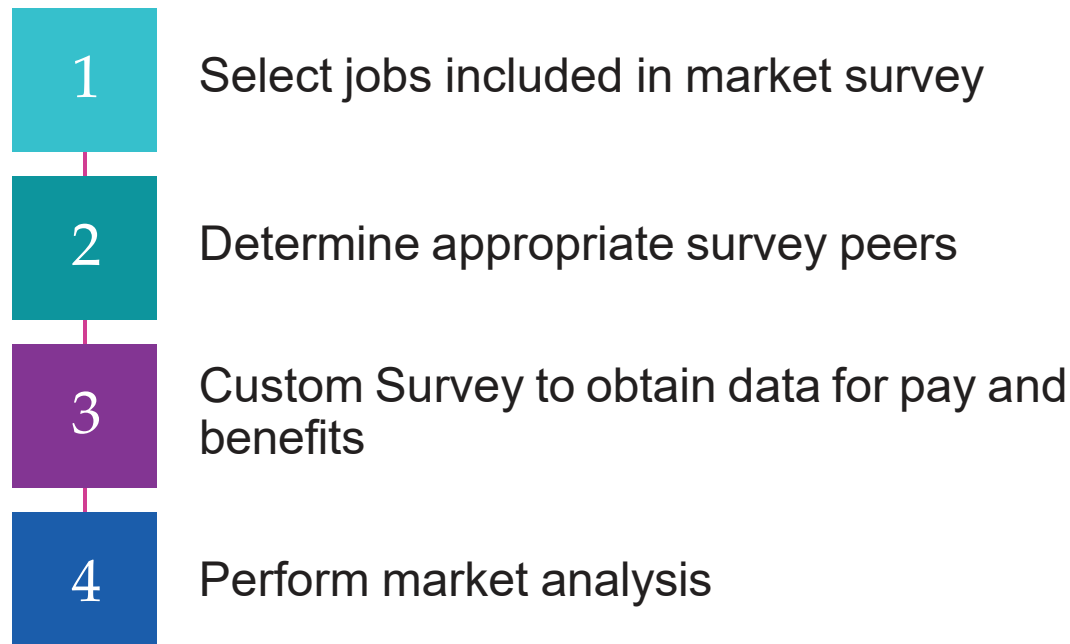
Additional Positions

- Classifications recommended per the current levels of complexities of work assigned in each department/division

Market Assessment

Market Assessment Process

Determining Market Competitive Wages and Benefits



Segal identified one-hundred seven (107) benchmark job titles to be included in the survey with adequate coverage to represent all job titles included in the study.

Market Assessment Process

Determining market comparators

- Ten (10) public sector employers were identified based on proximity, size, competition for labor, and other similar characteristics. However, nine (9) were chosen due to the City of Compton's data not being updated since 2018.
- Participants completed a custom peer survey and Segal verified data. For non-responding cities, Segal collected and verified matches using data available on-line.

List of Comparators

City of Burbank	City of Manhattan Beach
City of Compton*	City of Redondo
City of El Segundo	City of Hawthorne
City of Gardena	City of Inglewood
City of Norwalk	City of Torrance

* City of Compton data was subsequently removed from analysis as data available at the time was from 2018.

69 benchmarks had data sufficiency of at least 5 responses used in analysis.

Market Assessment Findings

Base Pay Ranges

- Overall, Segal found the City's pay structure is above the overall peer group market at both the mean and the median

City of Carson as a % of Overall Peer Market

	Base Pay Range		
	Minimum	Midpoint	Maximum
Mean	+15%	+14%	+13%
Median	+20%	+19%	+18%

Figures shown in **red** are below market (less than 95% of the market)

Figures shown in **black** are within the market range (95% to 105% of the market)

Figures shown in **blue** are above market (more than 5% above market)

City of Carson pay ranges are in a market leading position compared to peers.

Market Assessment Findings

Base Pay Ranges

Overall Base Pay Range Competitiveness by Peer Organization

Peer Organization	Count of Matches	City of Carson Base Pay Ranges as a % of Peer Market Average			City of Carson Base Pay Ranges as a % of Peer Market Median		
		Pay Range Minimum (Mean)	Pay Range Midpoint (Mean)	Pay Range Maximum (Mean)	Pay Range Minimum (Median)	Pay Range Midpoint (Median)	Pay Range Maximum (Median)
City of Burbank	67	+11%	+9%	+7%	+11%	+10%	+10%
City of El Segundo	58	+9%	+13%	+16%	+4%	+7%	+9%
City of Gardena	57	+12%	+13%	+13%	+9%	+9%	+9%
City of Norwalk	53	+19%	+23%	+26%	+21%	+25%	+27%
City of Manhattan Beach	58	+6%	+5%	+4%	-3%	-5%	-4%
City of Redondo	58	+30%	+27%	+26%	+27%	+26%	+25%
City of Hawthorne	39	+29%	+20%	+14%	+27%	+19%	+12%
City of Inglewood	49	+15%	+10%	+5%	+15%	+10%	+4%
City of Torrance	62	+14%	+14%	+15%	+24%	+24%	+22%

Figures shown in **red** are below market (less than 95% of the market)

Figures shown in **black** are within the market range (95% to 105% of the market)

Figures shown in **blue** are above market (more than 105% of the market)

Appendix A - Classification Analysis

Classification Analysis

Recommended Action "Collapse"

Current Job Title	Proposed Action	Proposed Job Title
Central Services Worker	Collapse	Central Services Technician
Planning Secretary	Collapse	Division Secretary
Division Secretary-Information Technology	Collapse	Division Secretary
Executive Assistant (City Manager)	Collapse	Executive Assistant
Executive Assistant (City Council)	Collapse	Executive Assistant
Executive Assistant (CD)	Collapse	Executive Assistant
Executive Assistant (City Clerk)	Collapse	Executive Assistant

Collapse actions indicate that an existing classification is consolidated with a new or existing classification with similar duties or responsibilities.

Classification Analysis

Recommended Action "Collapse"

Current Job Title	Proposed Action	Proposed Job Title
Typist Clerk I	Collapse	Office Assistant I
Clerical Aide	Collapse	Office Assistant I
Senior Clerical Aide	Collapse	Office Assistant I
Clerical Assistant	Collapse	Office Assistant I
Typist Clerk II (Pt)	Collapse	Office Assistant II
Typist Clerk II	Collapse	Office Assistant II

Collapse actions indicate that an existing classification is consolidated with a new or existing classification with similar duties or responsibilities.

Classification Analysis

Recommended Action “Reclassification”

Current Job Title	Proposed Action	Proposed Job Title
Assistant to the City Manager	Reclassification	Change title to Legislative and Public Affairs Officer
Sustainability Manager	Reclassification	Change title to Energy & Sustainability Officer
Senior Budget Analyst	Reclassification	Change title to Budget Manager
Senior Clerk	Reclassification	Change title to Administrative Secretary
Human Resources Specialist	Reclassification	Change title to Human Resources Analyst
Account Clerk	Reclassification	Change title to Senior Account Clerk I
Associate Civil Engineer	Reclassification	Change an individual position in Public Works
Senior Administrative Specialist	Reclassification	Change an individual position in Public Works to Administrative Analyst
Emergency Services Manager	Reclassification	Change title to Director, Public Safety

The City shared details of pending reclassification requests under consideration with Segal. Segal reviewed these details and justification. We concur and propose the reclassifications above.

Classification Analysis

Recommended Action "Full Time Employees"

Positions	Action	Department
Administrative Analyst (PS)	Add (1)	City Manager Office
Senior Clerk (CMO & Housing)	Add (2)	City Manager Office
Code Enforcement Officer (PS)	Add (1)	City Manager Office
Parking Control Officer (PS)	Add (2)	City Manager Office
Public Safety Engagement Officer (PS)	Add (2)	City Manager Officer
Typist Clerk I	Add (1)	Community Development
Assistant Groundswoker	Add (2)	Community Services
Irrigation Technician	Add (1)	Community Services
Accountant I (Budget)	Add (1)	Finance
Executive Assistant	Add (1)	Human Resources/Finance
Human Resources Specialist	Add (1)	Human Resources
Computer System Support Technician	Add (1)	Information Technology Security
Senior IT Project Support Analyst	Add (1)	Information Technology Security
Division Secretary	Add (1)	Public Works
Account Clerk	Add (1)	Public Works
Facilities Maintenance Technician I	Add (1)	Public Works
Custodian	Add (1)	Public Works
Maintenance Worker I	Add (2)	Public Works
Senior Maintenance Worker I	Add (1)	Public Works
Senior Construction Inspector	Add (1)	Public Works

Appendix B - Detailed Market Data Sheets

Base Pay Overall Competitiveness by Benchmark Job Title

Benchmark Job Title	Count of Matches	City of Carson Base Pay as a % of Overall Market Average		
		Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
ACCOUNT CLERK	8	+25%	+26%	+27%
ACCOUNTANT II	9	+3%	+1%	0%
ACCOUNTS PAYABLE SPECIALIST II	6	+21%	+21%	+22%
ADMINISTRATIVE ANALYST	9	+22%	+19%	+17%
ANIMAL CONTROL OFFICER	6	+13%	+14%	+15%
ADMINISTRATIVE SECRETARY	8	+12%	+12%	+12%
ADMINISTRATIVE SPECIALIST	6	+32%	+34%	+36%
ASSISTANT PLANNER	8	+14%	+12%	+11%
ASSISTANT CITY MANAGER	7	+22%	+20%	+18%
ASSOCIATE CIVIL ENGINEER	8	+12%	+11%	+10%
ASSOCIATE PLANNER	8	+13%	+12%	+12%
ASST RECREATION COORDINATOR	8	+18%	+20%	+22%
AUDIO VISUAL ASSISTANT	5	+2%	+1%	0%
BUSINESS LICENSE SPECIALIST II	6	+9%	+12%	+13%
BUYER	4	NIA	NIA	NIA
CENTRAL SERVICES TECHNICIAN	6	+3%	+9%	+13%
CITY ENGINEER	5	+23%	+18%	+15%
CODE ENFORCEMENT OFFICER	8	+9%	+11%	+13%
CODE ENFORCEMENT SUPERVSR	5	+3%	-1%	-4%
COMMUNITY CENTER PROG. MGR.	4	NIA	NIA	NIA
COMMUNITY SERVICES SUPERINTEND	8	+21%	+19%	+17%

Base Pay Overall Competitiveness by Benchmark Job Title

		City of Carson Base Pay as a % of Overall Market Average		
CONSTRUCTION INSPECT SUPER	6	0%	-2%	-4%
CONSTRUCTION INSPECTOR	5	+13%	+12%	+11%
CUSTODIAL SUPERVISOR	4	NIA	NIA	NIA
CUSTODIAN	6	+21%	+21%	+20%
DIRECTOR OF COMMUNITY DEVELOP	7	+13%	+10%	+7%
DIRECTOR OF HR AND RISK MGMT	6	+18%	+15%	+13%
DIRECTOR OF P&R AND COMM SVCS	4	NIA	NIA	NIA
DIRECTOR OF PUBLIC WORKS	8	+10%	+8%	+6%
DIVISION SECRETARY	6	+4%	+5%	+6%
ELECTRICIAN	6	+3%	+7%	10%
EMERGENCY SVCS MANAGER	5	+7%	+6%	+6%
EQUIPMENT SERVICE WORKER	8	+13%	+14%	+15%
EVENT SERVICES SUPERVISOR	7	+22%	+23%	+23%
EVENT SERVICES WORKER III	7	+33%	+40%	+45%
EXECUTIVE ASSISTANT CD	7	+42%	+42%	+42%
FACILITIES MAINT SUPERVISOR	8	+10%	+9%	+9%
FACILITIES MT TECHNICIAN II	6	+15%	+17%	+20%
FLEET MAINTENANCE SUPERVISOR	7	+10%	+9%	+9%
GROUNDWORKER II	8	+13%	+15%	+17%
HEAVY EQUIPMENT OPERATOR	6	+14%	+16%	+18%
HOUSING SPECIALIST	6	+51%	+48%	+45%
HUMAN RESOURCES ASST	6	+10%	+10%	+10%

Base Pay Overall Competitiveness by Benchmark Job Title

		City of Carson Base Pay as a % of Overall Market Average		
HUMAN RESOURCES MANAGER	6	+10%	+7%	+5%
HUMAN RESOURCES SPEC	9	+21%	+19%	+18%
HUMAN SERVICES PROG. MGR.	5	+10%	+9%	+8%
INFORMATION TECHNOLOGY MANAGER	6	+17%	+16%	+16%
LIFEGUARD	7	+5%	+3%	+3%
MAINTENANCE WORKER II	8	+13%	+15%	+17%
NETWORK ADMINISTRATOR	4	NIA	NIA	NIA
PARK MAINTENANCE SUPERVSR	8	+9%	+8%	+8%
PAYROLL SPECIALIST I	8	+2%	+3%	+3%
PLANNING MANAGER	8	+22%	+20%	+19%
PRINCIPAL ADMIN ANALYST	7	+20%	+19%	+18%
PUBLIC INFORMATION OFFICER	3	NIA	NIA	NIA
PUBLIC WORKS MAINT SUPERVSR	7	+5%	+5%	+5%
PURCHASING MANAGER	5	+1%	+2%	-3%
PWM-TREE MAINT SUPERVSR	7	+12%	+11%	+11%
RECORDS MANAGEMENT COORD.	5	+21%	+23%	+24%
RECR. PROGRAM MANAGER (EXMPT)	3	NIA	NIA	NIA
RECREATION CENTER SUPV. II	8	+19%	+22%	+23%
RECREATION SUPERINTENDENT	7	+19%	+17%	+15%
RISK MANAGER	5	+31%	+29%	+27%
SANITATION OFFICER	8	+4%	+7%	+9%
SENIOR ACCOUNTANT	9	+14%	+12%	+10%

Base Pay Overall Competitiveness by Benchmark Job Title

		City of Carson Base Pay as a % of Overall Market Average		
SENIOR BUDGET ANALYST	7	+9%	+10%	+10%
SENIOR CIVIL ENGINEER	6	+21%	+19%	+18%
SENIOR CLERK	6	+10%	+10%	+10%
SENIOR CUSTODIAN	3	NIA	NIA	NIA
SENIOR GROUNDWORKER	6	+5%	+7%	+9%
SENIOR HUMAN RESOURCES ANALYST	8	+19%	16%	14%
SENIOR MAINT WORKER II	7	+32%	+33%	+34%
SENIOR PLANNER	8	+15%	+14%	+12%
SENIOR RISK MANAGEMENT ANALYST	2	NIA	NIA	NIA
SOCIAL SERVICES COORDINATOR II	2	NIA	NIA	NIA
SUPT LANDSCAPE & BLDNG MT	5	+37%	+36%	+36%
SUPT ROW OPS AND MAINT	4	NIA	NIA	NIA
SYSTEMS ADMINISTRATOR	2	NIA	NIA	NIA
SYSTEMS BUSINESS ANALYST	5	+35%	+33%	+32%
SYSTEMS SPECIALIST	6	+21%	+18%	+16%

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
Assistant City Manager	Maintain	Assistant City Manager
Assistant Community Services Coordinator (Senior Services)	Maintain	Assistant Community Services Coordinator (Senior Services)
Assistant Director Of Community Development	Reword	Assistant Director, Community Development
Assistant Events Coordinator	Maintain	Assistant Events Coordinator
Assistant Facilities Maintenance Technician	Maintain	Assistant Facilities Maintenance Technician
Assistant Groundswoker	Maintain	Assistant Groundswoker
Maintenance Aide (960 hr Part-time)	Reword	Assistant Groundswoker
Maintenance Aide (1500 hr Part-time)	Reword	Assistant Groundswoker
Assistant Maintenance Worker	Maintain	Assistant Maintenance Worker
Assistant Planner	Maintain	Assistant Planner
Assistant Recreation Coordinator (Enrichment)	Maintain	Assistant Recreation Coordinator (Enrichment)
Assistant Recreation Coordinator (Reservations)	Maintain	Assistant Recreation Coordinator (Reservations)
Assistant Tree Trimmer	Maintain	Assistant Tree Trimmer
Associate Civil Engineer	Maintain	Associate Civil Engineer
Associate Planner	Maintain	Associate Planner

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
Audio Visual Assistant	Maintain	Audio Visual Assistant
Budget Analyst	Maintain	Budget Analyst
Landscape And Building Maintenance Superintendent	Reword	Building Maintenance Superintendent
Bus Driver	Maintain	Bus Driver
Innovation & Business Liaison	Reword	Business Innovation Liaison
Business License Specialist I	Maintain	Business License Specialist I
Business License Specialist II	Maintain	Business License Specialist II
Systems Business Analyst	Reword	Business Systems Analyst
Buyer	Reword	Buyer I
Senior Buyer	Reword	Buyer II
Buyer Assistant	Maintain	Buyer Assistant
Cashier Clerk	Reword	Cashier
Central Services Technician	Maintain	Central Services Technician
Chief Deputy City Clerk	Maintain	Chief Deputy City Clerk
Chief Deputy City Treasurer	Maintain	Chief Deputy City Treasurer

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
City Clerk	Maintain	City Clerk
City Controller	Maintain	City Controller
City Engineer	Maintain	City Engineer
City Manager	Maintain	City Manager
Civil Engineering Assistant	Maintain	Civil Engineering Assistant
Code Enforcement Aide	Maintain	Code Enforcement Aide
Code Enforcement And Collections Officer	Maintain	Code Enforcement and Collections Officer
Code Enforcement Officer	Maintain	Code Enforcement Officer
Community Services Coordinator	Maintain	Community Services Coordinator
Community Services Coordinator (Youth And Family) I	Reword	Community Services Coordinator I (Youth & Family)
Community Services Coordinator (Youth & Family) II	Reword	Community Services Coordinator II (Youth & Family)
Computer Systems Support Technician	Maintain	Computer Systems Support Technician
Construction Inspector	Maintain	Construction Inspector
Coordinator, Adult Sports I	Maintain	Coordinator, Adult Sports I
Coordinator, Adult Sports II	Maintain	Coordinator, Adult Sports II

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
Coordinator, Kids Club I	Maintain	Coordinator, Kids Club I
Coordinator, Kids Club II	Maintain	Coordinator, Kids Club II
Housing And Homeless Coord	Reword	Coordinator, Housing and Homelessness
Sanitation Services Coordinator	Reword	Coordinator, Sanitation Services
Council Aide PT	Reword	Council Aide
Council Aide FT	Reword	Council Aide
Custodian	Maintain	Custodian
Deputy City Clerk	Maintain	Deputy City Clerk
Deputy City Manager	Maintain	Deputy City Manager
Deputy City Treasurer	Maintain	Deputy City Treasurer
Director Of Public Safety & Emergency Management	Reword	Director, Public Safety
Director Of Community Develop	Reword	Director, Community Development
Director Of Finance	Reword	Director, Finance
Director Of HR And Risk Mgmt	Reword	Director, Human Resources
Director Of IT & Security	Reword	Director, Information Technology & Security

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
Director Of P&R And Comm Svcs	Reword	Director, Parks, Recreation and Community Services
Director Of Public Works	Reword	Director, Public Works
Division Secretary	Maintain	Division Secretary
Early Childhood Instructor	Maintain	Early Childhood Instructor
Economic Development Liaison	Maintain	Economic Development Liaison
Electrician	Maintain	Electrician
Emergency Management Specialist	Maintain	Emergency Management Specialist
Employment Specialist	Maintain	Employment Specialist
Sanitation Officer	Reword	Environmental Inspector
Engineering Technician	Maintain	Engineering Technician
Equipment Mechanic I	Maintain	Equipment Mechanic I
Equipment Mechanic II	Maintain	Equipment Mechanic II
Equipment Service Worker	Maintain	Equipment Service Worker
Event Services Aide	Maintain	Event Services Aide

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
Event Services Coordinator I	Maintain	Event Services Coordinator I
Event Services Coordinator II	Maintain	Event Services Coordinator II
Event Services Worker I	Maintain	Event Services Worker I
Event Services Worker II	Maintain	Event Services Worker II
Event Services Worker III	Maintain	Event Services Worker III
Executive Assistant	Maintain	Executive Assistant
Facilities Maintenance Technician I	Maintain	Facilities Maintenance Technician I
Facilities Maintenance Technician II	Maintain	Facilities Maintenance Technician II
Fleet Maintenance Supervisor	Maintain	Fleet Maintenance Supervisor
Geriatric Aide	Maintain	Geriatric Aide
GIS Administrator	Maintain	GIS Administrator
Graphic Designer I	Maintain	Graphic Designer I
Graphic Designer II	Maintain	Graphic Designer II
Groundswoker I	Maintain	Groundswoker I
Groundswoker II	Maintain	Groundswoker II

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
Group Exercise Instructor I	Maintain	Group Exercise Instructor I
Group Exercise Instructor II	Maintain	Group Exercise Instructor II
Group Exercise Instructor III	Maintain	Group Exercise Instructor III
Group Exercise Instructor IV	Maintain	Group Exercise Instructor IV
Heavy Equipment Operator	Maintain	Heavy Equipment Operator
Housing Analyst	Maintain	Housing Analyst
Housing Specialist	Maintain	Housing Specialist
Human Resources Analyst	Maintain	Human Resources Analyst
Human Resources Spec	Reword	Human Resources Specialist
Human Resources Asst	Reword	Human Resources Technician
Human Services Assistant Coordinator	Maintain	Human Services Assistant Coordinator
Hvac Technician	Maintain	HVAC Technician
Info Tech Security Officer	Reword	Information Technology Security Officer
Irrigation Technician	Maintain	Irrigation Technician

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
IT Support Technician	Maintain	IT Support Technician
Lead Facilities Maintenance Technician	Maintain	Lead Facilities Maintenance Technician
Lifeguard	Maintain	Lifeguard
Locksmith	Maintain	Locksmith
Maintenance Aide	Maintain	Maintenance Aide
Maintenance Worker I	Maintain	Maintenance Worker I
Maintenance Worker II	Maintain	Maintenance Worker II
Accounting Manager	Reword	Manager, Accounting
Community Center Program Manager	Reword	Manager, Community Center Program
Community Development Manager	Reword	Manager, Community Development
Early Childhood Director	Reword	Manager, Early Childhood
Economic Development Manager	Reword	Manager, Economic Development
Housing Program Manager	Reword	Manager, Housing Program

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
Human Resources Manager	Reword	Manager, Human Resources
Human Services Manager	Reword	Manager, Human Services
Human Services Prog. Mgr.	Reword	Manager, Human Services Program
Info Tech Manager	Reword	Manager, Information Technology
Planning Manager	Reword	Manager, Planning
Purchasing Manager	Reword	Manager, Procurement
Public Information Manager	Reword	Manager, Public Information
Pw Operations Manager	Reword	Manager, Public Works Operations
Recr. Program Manager (Exempt)	Reword	Manager, Recreation Program
Revenue Manager	Reword	Manager, Revenue
Special Projects Manager	Reword	Manager, Special Projects
Transportation Prog. Manager	Reword	Manager, Transportation Program
Network Administrator	Maintain	Network Administrator

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
Office Clerk (Temp)	Reword	Office Assistant I
Senior Clerk	Reword	Office Assistant II
Painter	Maintain	Painter
Lscp Park Maint Superintendent	Reword	Park Maintenance Superintendent
Parking Control Officer	Maintain	Parking Control Officer
Park Maintenance Supvr	Reword	Park Maintenance Supervisor
Principal Admin Analyst	Reword	Principal Administrative Analyst
Payroll Specialist I	Maintain	Payroll Specialist I
Payroll Specialist II	Maintain	Payroll Specialist II
Planning Intern	Maintain	Planning Intern
Planning Technician I	Maintain	Planning Technician I
Planning Technician II	Maintain	Planning Technician II
Plumber	Maintain	Plumber

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
Pool Maintenance Specialist	Maintain	Pool Maintenance Specialist
Public Information Analyst	Maintain	Public Information Analyst
Public Safety Services Manager	Reword	Manager, Public Safety Services
Public Safety Specialist	Maintain	Public Safety Specialist
Pw Supt Facil & Fleet Maint	Reword	Public Works Superintendent - Facilities and Fleet Maintenance
Pw Superintend Opers And Maint	Reword	Public Works Superintendent - Operations and Maintenance
Pw Supt Row Ops And Maintenance	Reword	Public Works Superintendent – ROW Operations and Maintenance
Public Safety Engagement Officer	Reword	Public Safety Unhoused Engagement Officer
Public Works Maint Supervsr	Reword	Public Works Maintenance Supervisor
Public Works Prog Administr	Reword	Public Works Program Administrator
Purchasing Specialist I	Maintain	Purchasing Specialist I
Purchasing Specialist II	Maintain	Purchasing Specialist II
Receptionist/Switchboard Oper	Reword	Receptionist
Records Management Coordinator	Maintain	Records Management Coordinator

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
Recreation Assistant II	Maintain	Recreation Assistant II
Recreation Assistant III	Maintain	Recreation Assistant III
Recreation Assistant IV	Maintain	Recreation Assistant IV
Assistant Rec Cntr Supv	Reword	Recreation Center Leader
Recreation Center Supervisor I	Maintain	Recreation Center Supervisor I
Recreation Center Supv. II	Reword	Recreation Center Supervisor II
Recreation Permits Coordinator I	Maintain	Recreation Permits Coordinator I
Recreation Permits Coordinator II	Maintain	Recreation Permits Coordinator II
Coordinator, Recreation Reservations I	Reword	Recreation Coordinator I (Reservations)
Coordinator, Recreation Reservations II	Reword	Recreation Coordinator II (Reservations)
Recreation Coordinator I (Special Events)	Maintain	Recreation Coordinator I (Special Events)
Recreation Coordinator II (Special Events)	Maintain	Recreation Coordinator II (Special Events)
Recreation Specialist	Maintain	Recreation Specialist
Risk Management Analyst	Maintain	Risk Management Analyst
Risk Management Specialist	Maintain	Risk Management Specialist
Risk Manager	Maintain	Risk Manager

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
Seasonal Aide	Maintain	Seasonal Aide
Senior Accountant	Maintain	Senior Accountant
Senior Administrative Spec	Reword	Senior Administrative Specialist
Senior Budget Analyst	Maintain	Senior Budget Analyst
Senior Bus Driver	Maintain	Senior Bus Driver
Senior Civil Engineer	Maintain	Senior Civil Engineer
Senior Code Compliance Specialist	Maintain	Senior Code Compliance Specialist
Senior Construction Inspector	Maintain	Senior Construction Inspector
Senior Council Aide	Maintain	Senior Council Aide
Senior Custodian	Maintain	Senior Custodian
Senior Equipment Mechanic	Maintain	Senior Equipment Mechanic
Senior Groundswoker	Maintain	Senior Groundswoker
Senior Human Resources Analyst	Maintain	Senior Human Resources Analyst
Senior It Project Support Analyst	Maintain	Senior IT Project Support Analyst
Sr Lifeguard Instructor	Reword	Senior Lifeguard Instructor

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
Senior Maintenance Aide	Maintain	Senior Maintenance Aide
Senior Maintenance Worker I	Maintain	Senior Maintenance Worker I
Senior Maintenance Worker II	Maintain	Senior Maintenance Worker II
Senior Risk Management Analyst	Maintain	Senior Risk Management Analyst
Senior Services Aide	Maintain	Senior Services Aide
Senior Storekeeper	Maintain	Senior Storekeeper
Senior Rec Ctr Supervisor	Reword	Senior Supervisor, Recreation Center
Senior Tree Trimmer	Maintain	Senior Tree Trimmer
Social Services Coordinator I	Maintain	Social Services Coordinator I
Social Services Coordinator II	Maintain	Social Services Coordinator II
Special Needs Recreation Coordinator I	Maintain	Special Needs Recreation Coordinator I
Special Needs Recreation Coordinator II	Maintain	Special Needs Recreation Coordinator II
Storekeeper	Maintain	Storekeeper
Stormwater Engineer	Maintain	Stormwater Engineer
Community Services Superintend	Reword	Superintendent, Community Services
Recreation Superintendent	Reword	Superintendent, Recreation

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
Aquatics Program Supervisor	Reword	Supervisor, Aquatics Program
Senior Central Services Technician	Reword	Supervisor, Central Services
Code Compliance Supervisor	Reword	Supervisor, Code Compliance
Code Enforcement Supervisor	Reword	Supervisor, Code Enforcement
Construction Inspect Supervisor	Reword	Supervisor, Construction Inspection
Custodial Supervisor	Reword	Supervisor, Custodian
Employment Development Supervisor	Reword	Supervisor, Employment Development
Event Services Supervisor	Reword	Supervisor, Event Services
Facilities Maint Supervisor	Reword	Supervisor, Facilities Maintenance
Human Services Supervisor	Reword	Supervisor, Human Services
Payroll Supervisor	Reword	Supervisor, Payroll
Senior Planner	Reword	Supervisor, Planning
Public Safety Supervisor	Reword	Supervisor, Public Safety
Recreation Program Supervisor	Reword	Supervisor, Recreation Program
Pwm-Tree Maint Supervsr	Reword	Supervisor, Tree Maintenance
Warehouse Supervisor	Reword	Supervisor, Warehouse

Classifications in this grouping are either maintained or job title is slightly changed.

Classification Analysis

Recommended Action “Maintain” or “Reword”

Current Job Title	Proposed Action	Proposed Job Title
Systems Administrator	Maintain	Systems Administrator
Systems Coordinator	Maintain	Systems Coordinator
Systems Specialist	Maintain	Systems Specialist
Swim Instructor II	Reword	Swim Instructor
Telecommunications And Systems Analyst	Maintain	Telecommunications and Systems Analyst
Traffic Engineer	Maintain	Traffic Engineer
Transportation Coordinator I	Maintain	Transportation Coordinator I
Transportation Coordinator II	Maintain	Transportation Coordinator II
Tree Trimmer I	Maintain	Tree Trimmer I
Tree Trimmer II	Maintain	Tree Trimmer II
Utility Worker I	Maintain	Utility Worker I
Utility Worker II	Maintain	Utility Worker II
Web Developer	Maintain	Web Developer
Youth Sports Coordinator I	Maintain	Youth Sports Coordinator I
Youth Sports Coordinator II	Maintain	Youth Sports Coordinator II

Classifications in this grouping are either maintained or job title is slightly changed.

City of Carson Detailed Market Data (Adjusted)

ACCOUNT CLERK

PUBLIC WORKS Job Family

Performs a variety of accounting duties involving financial and record-keeping. Maintains permit records, invoices and accounts in accordance with an established framework in the Public Works/Administrative procedures. Provides administrative support as needed.

Minimum Requirements: 6 months+ training beyond High School in Accounting, Business; Less than 1 year experience in Accounting or related role.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Account Clerk	\$45,768	\$54,430	\$63,092
City of El Segundo	Accounts Specialist I	\$44,169	\$48,929	\$53,688
City of Gardena	Account Clerk	\$40,946	\$46,611	\$52,276
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Account Specialist I/II	\$56,260	\$67,628	\$78,997
City of Redondo	Account Clerk	\$44,528	\$47,651	\$50,774
City of Hawthorne	Account Clerk	\$50,398	\$62,050	\$73,703
City of Inglewood	Account Clerk	\$44,428	\$53,682	\$62,936
City of Torrance	Account Clerk	\$44,577	\$50,074	\$55,570
Peer Market Average		\$46,384	\$53,882	\$61,380
Peer Market Median		\$44,553	\$51,878	\$59,253
City of Carson	ACCOUNT CLERK	\$57,983	\$67,846	\$77,709
City of Carson as a % of Peer Market Average		125%	126%	127%
City of Carson as a % of Peer Market Median		130%	131%	131%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

ACCOUNTANT II

FINANCE Job Family

Reviews and audits financial statements. Responds to interdepartmental, management, and public records requests. Prepares a variety of local, state, and federal financial reports. May train or advise staff on processes and procedures.

Minimum Requirements: Bachelor's Degree in Accounting, Business; 3 to 5 years' experience in accounting or related role.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Senior Accountant	\$87,566	\$104,138	\$120,710
City of El Segundo	Senior Accountant	\$90,944	\$100,743	\$110,542
City of Gardena	Senior Accountant	\$81,773	\$93,060	\$104,348
City of Norwalk	Senior Accountant	\$77,099	\$85,403	\$93,707
City of Manhattan Beach	Senior Accountant	\$88,363	\$102,149	\$115,934
City of Redondo	Senior Accountant	\$87,915	\$100,762	\$113,609
City of Hawthorne	Accountant II	\$66,678	\$82,646	\$98,614
City of Inglewood	Accountant	\$72,703	\$87,847	\$102,991
City of Torrance	Accountant II	\$71,644	\$81,503	\$91,361
Peer Market Average		\$80,521	\$93,139	\$105,757
Peer Market Median		\$81,773	\$93,060	\$104,348
City of Carson	ACCOUNTANT II	\$82,944	\$94,398	\$105,851
City of Carson as a % of Peer Market Average		103%	101%	100%
City of Carson as a % of Peer Market Median		101%	101%	101%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

ACCOUNTS PAYABLE SPECIALIST II

FINANCE Job Family

Maintains and processes vendor payments by entering and processing invoices, expense reimbursement, advances and other check requests for accuracy and prepare for payment. Prepares staff reports for council meetings. Makes payments on credit accounts. Assists other team members as required.

Minimum Requirements: Associate's Degree or 2 Years of College in Accounting, Business; 1 to 3 years' experience in Clerical work, payment processing.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Treasurer Technician	\$55,652	\$66,184	\$76,717
City of El Segundo	Accounting Technician	\$56,540	\$62,633	\$68,725
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Account Clerk II & III	\$50,125	\$55,528	\$60,931
City of Manhattan Beach	Account Specialist I/II	\$56,260	\$67,628	\$78,997
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	Accounting Technician	\$55,205	\$68,194	\$81,183
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Account Clerk	\$44,577	\$50,074	\$55,570
Peer Market Average		\$53,060	\$61,707	\$70,354
Peer Market Median		\$55,428	\$64,409	\$72,721
City of Carson	ACCOUNTS PAYABLE SPECIALIST II	\$64,002	\$74,891	\$85,779
City of Carson as a % of Peer Market Average		121%	121%	122%
City of Carson as a % of Peer Market Median		115%	116%	118%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

ADMINISTRATIVE ANALYST

PUBLIC WORKS Job Family

Performs complex and confidential business administration functions in support of the department. Assists in the development and administration of the department budget. Monitors and manages revenues and expenditures. Coordinates work in the areas of contract administration, database management, and/or program analysis. Conducts analytical and operational research regarding department activities including complex financial, budget, personnel, operational, or administrative issues or questions. Evaluates alternatives, prepares reports, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval.

Minimum Requirements: Bachelor's Degree in Business Administration, Public Policy Administration; 3 to 5 years' experience in business administration.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Administrative Analyst II	\$77,856	\$90,118	\$102,380
City of El Segundo	Administrative Analyst	\$85,451	\$94,658	\$103,866
City of Gardena	Administrative Analyst II	\$75,929	\$86,420	\$96,911
City of Norwalk	Management Analyst	\$69,027	\$76,466	\$83,904
City of Manhattan Beach	Administrative Analyst	\$72,480	\$82,490	\$92,500
City of Redondo	Administrative Analyst	\$75,411	\$86,354	\$97,297
City of Hawthorne	Administrative Analyst	\$67,972	\$84,300	\$100,628
City of Inglewood	Administrative Analyst	\$71,270	\$86,116	\$100,962
City of Torrance	Administrative Analyst	\$59,880	\$78,161	\$96,441
Peer Market Average		\$72,808	\$85,009	\$97,210
Peer Market Median		\$72,480	\$86,116	\$97,297
City of Carson	ADMINISTRATIVE ANALYST	\$88,903	\$101,194	\$113,485
City of Carson as a % of Peer Market Average		122%	119%	117%
City of Carson as a % of Peer Market Median		123%	118%	117%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

ANIMAL CONTROL OFFICER

HUMAN RESOURCES Job Family

Under direct supervision of the Public Safety Management, Manager, or Designee performs duties enforcing regulations regarding stray, nuisance, and dangerous animals; investigates reports of animal cruelty, abandonment and patrols assigned areas; collects and transports animals to the County Animal Shelter; and performs related work as required.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Animal Control Officer	\$57,361	\$68,217	\$79,072
City of El Segundo	Police Service Officer I	\$58,354	\$64,642	\$70,930
City of Gardena	Community Services Officer	\$56,443	\$64,238	\$72,032
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Community Services Officer	\$59,867	\$68,127	\$76,388
City of Redondo	Community Services Officer I	\$49,261	\$52,792	\$56,324
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Animal Control Officer	\$49,970	\$55,383	\$60,796
Peer Market Average		\$55,209	\$62,233	\$69,257
Peer Market Median		\$56,902	\$64,440	\$71,481
City of Carson	Animal Control Officer	\$62,400	\$71,022	\$79,644
City of Carson as a % of Peer Market Average		113%	114%	115%
City of Carson as a % of Peer Market Median		110%	110%	111%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

ADMINISTRATIVE SECRETARY

COMMUNITY SERVICES Job Family

Performs specialized, complex, and confidential secretarial and administrative duties and support. Relieves the Director of clerical and administrative details and is primary liaison between the Director and City Manager, elected officials, managers, supervisors, clerical staff, outside agencies and the general public. Coordinates communications and correspondence between the Director and various staff. Conducts research, gathers materials and compiles information for reports as assigned. Independently composes difficult correspondence on a variety of matters, which can include material of a confidential nature. Prepares City documents including, but not limited to, requisitions and legally required notices; may prepare personnel action forms, and performance evaluations.

Minimum Requirements: Associate's Degree or 2 Years of College in Business Administration, Office Administration or Communications; 3 to 5 years' experience in accounting, banking, customer service, and cash handling.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Managment Secretary	\$56,988	\$65,964	\$74,940
City of El Segundo	Executive Assistant	\$78,759	\$86,635	\$94,511
City of Gardena	Administrative Secretary	\$59,306	\$67,503	\$75,701
City of Norwalk	Office Assistant III	\$59,009	\$65,367	\$71,725
City of Manhattan Beach	Executive Assistant	\$70,135	\$81,318	\$92,500
City of Redondo	Executive Assistant	\$65,177	\$72,252	\$79,327
City of Hawthorne	Executive Assistant	\$55,205	\$68,194	\$81,183
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Administrative Assistant, Senior	\$56,237	\$62,296	\$68,354
Peer Market Average		\$62,602	\$71,191	\$79,780
Peer Market Median		\$59,157	\$67,849	\$77,514
City of Carson	ADMINISTRATIVE SECRETARY	\$70,308	\$80,019	\$89,731
City of Carson as a % of Peer Market Average		112%	112%	112%
City of Carson as a % of Peer Market Median		119%	118%	116%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

ADMINISTRATIVE SPECIALIST

COMMUNITY DEVELOPMENT Job Family

Assists executive leaders or elected officials with office and administrative functions of a complex and confidential nature. Coordinates meetings and conferences for department staff. Administers department fiscal processes such as invoices, requisitions, and purchase orders. Assists members of the public regarding escalated inquiries and collaborates with from other City departments.

Minimum Requirements: High School diploma or G.E.D. equivalency; 5 to 7 years' experience in secretarial and administrative support.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Administrative Technican	\$70,025	\$81,054	\$92,083
City of El Segundo	Senior Administrative Speacialist	\$60,888	\$67,449	\$74,010
City of Gardena	Office Specialist	\$41,964	\$47,761	\$53,557
City of Norwalk	Office Assistant III	\$59,009	\$65,367	\$71,725
City of Manhattan Beach	Administrative Assistant	\$60,011	\$68,314	\$76,616
City of Redondo	Senior Administrative Specialist	\$55,868	\$59,789	\$63,711
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$57,961	\$64,956	\$71,950
Peer Market Median		\$59,510	\$66,408	\$72,867
City of Carson	ADMINISTRATIVE SPECIALIST	\$76,694	\$87,289	\$97,884
City of Carson as a % of Peer Market Average		132%	134%	136%
City of Carson as a % of Peer Market Median		129%	131%	134%

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Notes:

City of Carson Detailed Market Data (Adjusted)

ASSISTANT PLANNER

COMMUNITY DEVELOPMENT Job Family

Reviews Planning Applications for compliance with Carson Zoning Code and General Plan, provides information and reports to other city agencies and the general public, assists with planning technology systems configuration and maintenance. Provides day-to-day administration and assistance with multiple economic development programs. Assists with Planning/Economic Development GIS tasks.

Minimum Requirements: High School diploma or G.E.D. equivalency; 1 to 3 years' experience in planning, economic development, housing.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Assistant Planner	\$72,381	\$86,079	\$99,777
City of El Segundo	Assistant Planner	\$74,186	\$82,180	\$90,173
City of Gardena	Planning Assistant	\$70,503	\$80,246	\$89,989
City of Norwalk	Assistant Planner	\$69,791	\$77,307	\$84,824
City of Manhattan Beach	Assistant Planner	\$80,476	\$91,598	\$102,720
City of Redondo	Assistant Planner	\$69,081	\$79,165	\$89,249
City of Hawthorne	Planning Assistant	\$64,280	\$79,541	\$94,802
City of Inglewood	Assistant Planner	\$62,623	\$75,667	\$88,711
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$70,415	\$81,473	\$92,531
Peer Market Median		\$70,147	\$79,893	\$90,081
City of Carson	ASSISTANT PLANNER	\$80,512	\$91,632	\$102,752
City of Carson as a % of Peer Market Average		114%	112%	111%
City of Carson as a % of Peer Market Median		115%	115%	114%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

ASSISTANT CITY MANAGER

CITY MANAGER OFFICE Job Family

Under general direction of the City Manager and in accordance with established procedures assists the City Manager in directing the operations of all departments in compliance with policies established by the City Council; serves as City Manager in the City Manager's absence; provides direct supervision to City Manager's office staff and direction to department directors; performs related duties as required pursuant to provisions of the Municipal Code.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Assistant City Manager	\$209,401	\$242,381	\$275,362
City of El Segundo	Assistant City Manager	\$161,746	\$177,781	\$193,816
City of Gardena	Assistant City Manager	\$192,851	\$219,492	\$246,133
City of Norwalk	Deputy City Manager	\$165,564	\$183,403	\$201,242
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	Assistant City Manager	\$102,438	\$134,348	\$166,257
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Assistant City Manager	\$198,614	\$239,986	\$281,357
City of Torrance	City Manager, Assistant (At-Will)	\$135,975	\$162,053	\$188,131
Peer Market Average		\$166,656	\$194,206	\$221,757
Peer Market Median		\$165,564	\$183,403	\$201,242
City of Carson	Assistant City Manager	\$203,840	\$232,204	\$260,568
City of Carson as a % of Peer Market Average		122%	120%	118%
City of Carson as a % of Peer Market Median		123%	127%	129%

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Notes:

City of Carson Detailed Market Data (Adjusted)

ASSOCIATE CIVIL ENGINEER

PUBLIC WORKS Job Family

Manages all of the traffic-related CIP projects, coordinates traffic operations and maintenance, responds to citizen and internal inquiries on traffic, and administers all the grants for traffic-related CIP projects. Coordinates with the consultant Traffic Engineer to have them provide technical traffic expertise, as required. Represents the Traffic Division at the Public Works Commission, in meetings with other agencies, and internally when responding to requests.

Minimum Requirements: Bachelor's Degree in Civil Engineering; 5 to 7 years' experience in engineering. Professional Engineer License (State of California).

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Civil Engineer Associate	\$93,032	\$110,639	\$128,246
City of El Segundo	Associate Engineer	\$102,978	\$114,074	\$125,170
City of Gardena	Associate Engineer	\$90,264	\$102,737	\$115,210
City of Norwalk	Associate Engineer	\$91,451	\$101,301	\$111,152
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	Associate Civil Engineer	\$87,615	\$100,468	\$113,321
City of Hawthorne	Associate Environmental/ Civil Engineer	\$79,349	\$98,680	\$118,010
City of Inglewood	Associate Engineer	\$89,598	\$108,262	\$126,925
City of Torrance	Engineer, Associate	\$101,272	\$112,203	\$123,134
Peer Market Average		\$91,945	\$106,045	\$120,146
Peer Market Median		\$90,857	\$105,499	\$120,572
City of Carson	ASSOCIATE CIVIL ENGINEER	\$103,140	\$117,391	\$131,643
City of Carson as a % of Peer Market Average		112%	111%	110%
City of Carson as a % of Peer Market Median		114%	111%	109%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

ASSOCIATE PLANNER

CITY MANAGER OFFICE Job Family

Develops land use recommendations and collaborates with various stakeholders for land use development projects. Possesses in-depth knowledge of planning and zoning practices and helps ensure that land use development aligns with city goals and policies. Works under direction of Senior Planner and Planning Manager.

Minimum Requirements: Bachelor's Degree in Planning and Urban Studies; 3 to 5 years' experience in planning, economic development, housing.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Associate Planner	\$79,818	\$94,924	\$110,030
City of El Segundo	Associate Planner	\$80,186	\$88,826	\$97,467
City of Gardena	Associate Planner	\$83,821	\$95,396	\$106,971
City of Norwalk	Senior Planner	\$89,445	\$99,087	\$108,728
City of Manhattan Beach	Associate Planner	\$93,197	\$106,069	\$118,940
City of Redondo	Associate Planner	\$79,675	\$91,291	\$102,906
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Planner	\$77,947	\$94,184	\$110,420
City of Torrance	Planning Associate	\$77,245	\$86,791	\$96,337
Peer Market Average		\$82,667	\$94,571	\$106,475
Peer Market Median		\$80,002	\$94,554	\$107,850
City of Carson	ASSOCIATE PLANNER	\$93,426	\$106,336	\$119,246
City of Carson as a % of Peer Market Average		113%	112%	112%
City of Carson as a % of Peer Market Median		117%	112%	111%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

ASST RECREATION COORDINATOR

COMMUNITY SERVICES Job Family

Assist Recreation Coordinators in performing a variety of administrative support, warehouse management, and event logistics duties. Assists in budget preparation and monitoring recreation budget expenditures in specified areas, hires and trains staff to enrichment classes, contracts independent contractors for program sessions and prepares Service Provider Agreement, schedules classes at parks and provide materials and supplies for the instructors. Assists in planning of city special events.

Minimum Requirements: Associate's Degree or 2 Years of College in Recreation; 1 to 3 years' experience in recreation or related field First Aid and CPR Certificates.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Senior Recreation Leader	\$48,011	\$57,097	\$66,183
City of El Segundo	Recreation Coordinator	\$60,888	\$67,449	\$74,010
City of Gardena	Recreation Coordinator	\$56,443	\$64,240	\$72,036
City of Norwalk	Recreation Leader III (Hourly)	\$47,085	\$52,155	\$57,226
City of Manhattan Beach	Recreation Coordinator	\$59,133	\$67,328	\$75,522
City of Redondo	Recreation Coordinator	\$50,762	\$54,384	\$58,006
City of Hawthorne	Assistant Recreation Supervisor	\$61,846	\$76,502	\$91,157
City of Inglewood	Recreation Leader I	\$38,650	\$46,701	\$54,752
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$52,852	\$60,732	\$68,611
Peer Market Median		\$53,603	\$60,668	\$69,110
City of Carson	ASST RECREATION COORDINATOR	\$62,442	\$73,060	\$83,678
City of Carson as a % of Peer Market Average		118%	120%	122%
City of Carson as a % of Peer Market Median		116%	120%	121%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

AUDIO VISUAL ASSISTANT

INFORMATION TECHNOLOGY Job Family

Assists with filming, editing, and producing videos related to designated city events for live or pre-recorded streaming. Assists with video production, content, editing and streaming for live public events. Maintain appropriate organization of the appropriate camera equipment at public events, including all tripods and cables. Maintains and organizes media archives of video content on city servers. Maintains audio, video, lighting and other A/V equipment at events and at the City. Trains volunteers in operation of lighting system, makes recommendations about lighting changes, and advises IT staff of lighting needs.

Minimum Requirements: High School Diploma or GED and two years of experience in audio visual production, filming, editing or producing videos related to/for live or pre-recorded streaming required.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Video Production Associate	\$46,690	\$55,527	\$64,363
City of El Segundo	Senior Video Technician II	\$46,142	\$52,519	\$58,896
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Production Assistant (Hourly)	\$32,307	\$35,784	\$39,261
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	Senior Video Specialist	\$55,205	\$68,194	\$81,183
City of Inglewood	Video & Social Media Assistant	\$53,673	\$64,854	\$76,034
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$46,804	\$55,375	\$63,947
Peer Market Median		\$46,690	\$55,527	\$64,363
City of Carson	AUDIO VISUAL ASSISTANT	\$47,590	\$55,682	\$63,773
City of Carson as a % of Peer Market Average		102%	101%	100%
City of Carson as a % of Peer Market Median		102%	100%	99%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

BUSINESS LICENSE SPECIALIST II

FINANCE Job Family

Issues business licenses/permits; maintains city business license/permits/franchise/administrative citations/preferential parking permit/small claims/utility user's tax exemption records; interview applicants; analyzes applications; calculates taxes/fees; counsels/advises/informs applicants; refers applicants to proper department or governmental agencies; processes/forwards/follows-up on required paperwork. Enforces the Carson Municipal Code. Learns/interprets required County/State/Federal laws. Establishes and maintains effective working relationships within/outside the department.

Minimum Requirements: 6 months+ training beyond High School in Business Administration; 3 to 5 years' experience in business licensing.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Permit Technician	\$55,821	\$66,385	\$76,949
City of El Segundo	License/Permit Specialist II	\$56,540	\$62,633	\$68,725
City of Gardena	Permit/Licensing Technician II	\$59,306	\$67,503	\$75,701
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Permits Technician	\$65,939	\$75,041	\$84,143
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	Business License Technician	\$55,205	\$68,194	\$81,183
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Permit Technician II	\$58,589	\$62,910	\$67,230
Peer Market Average		\$58,567	\$67,111	\$75,655
Peer Market Median		\$57,565	\$66,944	\$76,325
City of Carson	BUSINESS LICENSE SPECIALIST II	\$63,995	\$74,887	\$85,779
City of Carson as a % of Peer Market Average		109%	112%	113%
City of Carson as a % of Peer Market Median		111%	112%	112%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

BUYER

FINANCE Job Family

Reviews, analyzes, edits, and processes various degrees of requisitions for the purchase of equipment, goods and services ensuring compliance with city ordinances, rules and procedures. Expedites and place orders with vendors for goods, supplies, and materials ensuring cost effectiveness; provides liaison service between vendors and departments. Obtains and analyzes quotes for conformance with detailed specifications and determines vendors to use for purchases.

Minimum Requirements: Bachelor's Degree in Business or Related field; 3 to 5 years' experience in Procurement.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Buyer II	\$77,155	\$91,757	\$106,359
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	Buyer	\$59,557	\$73,607	\$87,657
City of Inglewood	Buyer	\$62,313	\$75,293	\$88,273
City of Torrance	Buyer	\$65,918	\$77,120	\$88,321
Peer Market Average		\$66,236	\$79,444	\$92,652
Peer Market Median		\$64,116	\$76,206	\$88,297
City of Carson	BUYER	\$77,981	\$91,240	\$104,499
City of Carson as a % of Peer Market Average		118%	115%	113%
City of Carson as a % of Peer Market Median		122%	120%	118%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

CENTRAL SERVICES TECHNICIAN

FINANCE Job Family

Operates and maintains printing machines and related equipment utilized in the reproduction of printed matter. Serves as City Hall receptionist and central switchboard operator. Picks up, sorts, delivers and processes mail. Performs general clerical work.

Minimum Requirements: High School diploma or G.E.D. equivalency; 1 to 3 years' experience in Printing Operations.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Intermediate Clerk	\$41,145	\$48,932	\$56,719
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	Graphics Technician	\$63,869	\$72,695	\$81,521
City of Norwalk	Office Assistant I	\$44,227	\$48,991	\$53,755
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	Graphics and Printing Technician	\$49,645	\$53,219	\$56,792
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Reprographics Operator	\$49,076	\$59,298	\$69,521
City of Torrance	Reprographic Specialist	\$43,057	\$49,054	\$55,050
Peer Market Average		\$48,503	\$55,365	\$62,226
Peer Market Median		\$46,651	\$51,136	\$56,756
City of Carson	CENTRAL SERVICES TECHNICIAN	\$49,998	\$60,193	\$70,387
City of Carson as a % of Peer Market Average		103%	109%	113%
City of Carson as a % of Peer Market Median		107%	118%	124%

N/A = Data Not Available

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The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

CITY ENGINEER

PUBLIC WORKS Job Family

Manages, plans and directs the Engineering Division of the Public Works Department. Performs engineering, project management, development review, and surveying. Oversees the design, construction of the City's infrastructure system as well as the processing of entitlements for all private development. Manages and performs complex and technical engineering duties in the design, coordination and direction of Public Works civil engineering projects including capital improvement; trains, manages, assigns and reviews the work of assigned personnel or consultant(s).

Minimum Requirements: Bachelor's Degree in Engineering; 9+ years' experience in civil engineering, capital improvement projects. Professional Civil Engineer License.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	No Match	N/A	N/A	N/A
City of El Segundo	City Engineer	\$142,895	\$157,184	\$171,474
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Principle Civil Engineer	\$119,164	\$132,006	\$144,848
City of Manhattan Beach	City Engineer	\$167,613	\$193,765	\$219,917
City of Redondo	City Engineer	\$112,912	\$152,468	\$192,023
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Engineering Manager	\$142,762	\$174,810	\$206,858
Peer Market Average		\$137,069	\$162,046	\$187,024
Peer Market Median		\$142,762	\$157,184	\$192,023
City of Carson	CITY ENGINEER	\$168,350	\$191,607	\$214,864
City of Carson as a % of Peer Market Average		123%	118%	115%
City of Carson as a % of Peer Market Median		118%	122%	112%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

CODE ENFORCEMENT OFFICER

CITY MANAGER OFFICE Job Family

Enforces City's Municipal Code including, but not limited to, zoning laws and health and safety codes, and environmental compliance. Performs inspections and searches, issues citations, notices, and orders, and responds to related complaints and questions. Gathers evidence and recommends action related to local, state, and federal violations, posts legal notices, documents, and deliveries. Assists in prosecuting cases involving municipal code violations and gives testimony in court, explains and interprets municipal ordinances and other regulations as needed, interfaces with community and governmental agencies as required.

Minimum Requirements: High School diploma or G.E.D. equivalency; 1 to 3 years' experience in enforcing regulatory codes, collections, credit, investigations, or inspection work. California Class C Drivers license. 832 P.C. Certificate. CPR Certification. National Pollutant Discharge Elimination System Inspection Certificate.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	No Match	N/A	N/A	N/A
City of El Segundo	Code Compliance Inspector	\$79,890	\$88,498	\$97,107
City of Gardena	Code Enforcement Officer	\$74,072	\$84,306	\$94,539
City of Norwalk	Code Compliance Inspector	\$68,275	\$75,630	\$82,985
City of Manhattan Beach	Code Enforcement Officer	\$69,690	\$84,323	\$98,957
City of Redondo	Code Enforcement Officer	\$68,192	\$73,255	\$78,318
City of Hawthorne	Code Enforcement Officer I	\$55,205	\$68,194	\$81,183
City of Inglewood	Code Enforcement Officer	\$60,480	\$73,079	\$85,677
City of Torrance	Code Enforcement Officer	\$68,542	\$76,995	\$85,448
Peer Market Average		\$68,043	\$78,035	\$88,027
Peer Market Median		\$68,408	\$76,312	\$85,563
City of Carson	CODE ENFORCEMENT OFFICER	\$74,223	\$86,840	\$99,457
City of Carson as a % of Peer Market Average		109%	111%	113%
City of Carson as a % of Peer Market Median		109%	114%	116%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson

Detailed Market Data (Adjusted)

CODE ENFORCEMENT SUPERVSR

CITY MANAGER OFFICE Job Family

Performs a variety of supervisor & managerial duties related to the Public Safety Department. Coordinates, schedules, assigns, supervises & reviews the work of Code Enforcement Officers, Parking Control Officers, Security Officers & assigned clerical staff. Oversees the day-to-day operation for responding to complaints & enforcement of the municipal & regulatory codes/ordinances such as the city's Municipal Code (zoning laws, health & safety codes, building codes & National Pollutant Discharge Elimination System (NPDES/MS4) & California Vehicle Codes. Oversees Security contract and assist with Fire & Security contract. Creates division policies & procedures for assigned staff. Interprets code & parking enforcement codes and oversee case process.

Minimum Requirements: Associate's Degree or 2 Years of College in Planning, Public Administration, Law Enforcement; 3 to 5 years' experience in public administration. 832 P.C. certificate within probationary period, Certified Code Enforcement Officer Certificate issued by CACEO.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Senior Code Enforcement Inspector	\$82,053	\$97,582	\$113,111
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	Code Enforcement Supervisor	\$83,821	\$95,396	\$106,971
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Code Enforcement Supervisor	\$94,399	\$109,117	\$123,834
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	Code Enforcement Officer Supervisor	\$79,349	\$98,680	\$118,010
City of Inglewood	Code Enforcement Supervisor	\$92,313	\$111,542	\$130,771
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$86,387	\$102,463	\$118,539
Peer Market Median		\$83,821	\$98,680	\$118,010
City of Carson	CODE ENFORCEMENT SUPERVSR	\$89,188	\$101,513	\$113,838
City of Carson as a % of Peer Market Average		103%	99%	96%
City of Carson as a % of Peer Market Median		106%	103%	96%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

COMMUNITY CENTER PROG. MGR.

COMMUNITY SERVICES Job Family

Manages the city's Community Center and associated programs. Prepares and controls fiscal budget and expenditures for the division. Administers contracts with outside agencies, service providers and vendors to maintain facility operations. Supervises, trains and evaluates personnel, and maintains staffing levels required to operate a 7 day-a-week event center.

Minimum Requirements: Bachelor's Degree in Business Administration; 5 to 7 years' experience in management of an event center.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	No Match	N/A	N/A	N/A
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Senior Center Manager	\$114,663	\$127,021	\$139,379
City of Manhattan Beach	Recreation Manager	\$112,580	\$130,134	\$147,689
City of Redondo	Recreation Youth and Family Services Manager	\$85,357	\$97,825	\$110,294
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Recreation Services Manager	\$134,630	\$160,215	\$185,801
Peer Market Average		\$111,807	\$128,799	\$145,791
Peer Market Median		\$113,621	\$128,578	\$143,534
City of Carson	COMMUNITY CENTER PROG. MGR.	\$105,885	\$120,511	\$135,138
City of Carson as a % of Peer Market Average		95%	94%	93%
City of Carson as a % of Peer Market Median		93%	94%	94%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

COMMUNITY SERVICES SUPERINTEND

COMMUNITY SERVICES Job Family

Manages the operations of the Community Services Division in the Community Services/Recreation/Parks Maintenance Department. Exercises complex management, technical and administrative responsibility for various programs for the Human Services Section, Transportation Section, and Carson Event Center Section. Prepares the division budget and controls budget expenditures. Supervises, trains, mentors, and evaluates personnel.

Minimum Requirements: Bachelor's Degree in Recreation, Gerontology, Social Welfare, Early Childhood Education; 5 to 7 years' experience in public administration.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Recreation Services Manager	\$96,933	\$112,200	\$127,467
City of El Segundo	Recreation Manager	\$117,903	\$133,938	\$149,972
City of Gardena	Recreation and Human Services Manager	\$101,054	\$115,013	\$128,971
City of Norwalk	RECREATION SUPERINTENDENT	\$109,206	\$120,973	\$132,740
City of Manhattan Beach	Recreation Manager	\$112,580	\$130,134	\$147,689
City of Redondo	Recreation, Youth, Senior and Family Services Manager	\$90,054	\$103,207	\$116,360
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Human Services Superintendent	\$112,640	\$136,103	\$159,566
City of Torrance	Recreation Services Manager	\$134,630	\$160,215	\$185,801
Peer Market Average		\$109,375	\$126,473	\$143,571
Peer Market Median		\$110,893	\$125,554	\$140,215
City of Carson	COMMUNITY SERVICES SUPERINTEND	\$131,982	\$150,210	\$168,438
City of Carson as a % of Peer Market Average		121%	119%	117%
City of Carson as a % of Peer Market Median		119%	120%	120%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

CONSTRUCTION INSPECT SUPER

PUBLIC WORKS Job Family

Supervises the engineering construction inspection activities of City public work. Plans, organizes and assigns the work of construction inspectors and assists with problems during construction. Performs inspection duties associated with complex permitted or City Capital Improvement projects. Attends in preconstruction meetings, Reviews contract documents for compliance with regulations and negotiate with contractors. Supervises, trains, monitors and evaluates inspectors. Works diligently with public, contractors and other City department, and handle their concerns expeditiously, and interpret contracts and resolve problems.

Minimum Requirements: Associate's Degree or 2 Years of College in Engineering; 5 to 7 years' experience in construction management.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Construction Inspector Manager	\$96,332	\$111,505	\$126,677
City of El Segundo	Senior Building Inspector	\$107,430	\$119,006	\$130,582
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Senior Building Inspector	\$84,716	\$93,845	\$102,973
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	Senior Building Inspector	\$101,453	\$133,062	\$164,672
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Building Inspector Supervisor	\$94,169	\$113,784	\$133,400
City of Torrance	Building Inspection Supervisor	\$89,508	\$97,857	\$106,206
Peer Market Average		\$95,601	\$111,510	\$127,418
Peer Market Median		\$95,251	\$112,644	\$128,630
City of Carson	CONSTRUCTION INSPECT SUPER	\$95,986	\$109,249	\$122,512
City of Carson as a % of Peer Market Average		100%	98%	96%
City of Carson as a % of Peer Market Median		101%	97%	95%

N/A = Data Not Available

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The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

CONSTRUCTION INSPECTOR

PUBLIC WORKS Job Family

Holds pre-construction meetings with contractors, conducts R/W inspections to ensure work being performed is in compliance with the approved project plans, specs and City standards. Inspects CIP and PW construction projects under various permits, inspects restoration of streets both flexible and rigid pavements, driveways, sidewalks, curb & gutter, traffic signals etc.

Minimum Requirements: Associate's Degree or 2 Years of College in Engineering; 5 to 7 years' experience in construction.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Construction Inspector I	\$69,977	\$83,221	\$96,464
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	Public Works Inspector	\$74,072	\$84,306	\$94,539
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	Construction Inspector	\$64,280	\$79,541	\$94,802
City of Inglewood	Construction Inspector	\$59,882	\$72,355	\$84,829
City of Torrance	Inspector, Public Works	\$67,522	\$79,025	\$90,528
Peer Market Average		\$67,147	\$79,690	\$92,232
Peer Market Median		\$67,522	\$79,541	\$94,539
City of Carson	CONSTRUCTION INSPECTOR	\$76,079	\$89,020	\$101,962
City of Carson as a % of Peer Market Average		113%	112%	111%
City of Carson as a % of Peer Market Median		113%	112%	108%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

CUSTODIAL SUPERVISOR

PUBLIC WORKS Job Family

Supervises and trains custodian staff in cleaning and disinfecting city facilities. Maintains records and performs budgeting. Performs custodian duties when needed. Responds to public complaints. Assists building maintenance supervisors with key making and key forms.

Minimum Requirements: High School diploma or G.E.D. equivalency; 1 to 3 years' experience in maintenance.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Custodial Supervisor	\$64,536	\$74,700	\$84,865
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	Custodian Lead	\$65,461	\$74,497	\$83,533
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	Crew Leader	\$59,557	\$73,607	\$87,657
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Facilities Services Supervisor	\$64,107	\$71,030	\$77,953
Peer Market Average		\$63,415	\$73,459	\$83,502
Peer Market Median		\$64,321	\$74,052	\$84,199
City of Carson	CUSTODIAL SUPERVISOR	\$78,578	\$89,438	\$100,298
City of Carson as a % of Peer Market Average		124%	122%	120%
City of Carson as a % of Peer Market Median		122%	121%	119%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

CUSTODIAN

PUBLIC WORKS Job Family

Performs routine and repetitive manual duties cleaning buildings and facilities. Maintains supply levels and performs related duties as required.

Minimum Requirements: High School diploma or G.E.D. equivalency; 1 to 3 years' experience in maintenance.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Custodian	\$39,318	\$46,759	\$54,200
City of El Segundo	Custodian	\$43,092	\$47,735	\$52,378
City of Gardena	Custodian I	\$41,974	\$47,766	\$53,557
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Custodian	\$33,346	\$44,309	\$55,271
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	Custodian	\$44,524	\$54,510	\$64,496
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Custodian	\$38,664	\$42,818	\$46,971
Peer Market Average		\$40,153	\$47,316	\$54,479
Peer Market Median		\$40,646	\$47,247	\$53,879
City of Carson	CUSTODIAN	\$48,775	\$57,074	\$65,374
City of Carson as a % of Peer Market Average		121%	121%	120%
City of Carson as a % of Peer Market Median		120%	121%	121%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

DIRECTOR OF COMMUNITY DEVELOP

COMMUNITY DEVELOPMENT Job Family

Manages, directs, plans, and organizes the daily operations of the Community Development Department including the planning, building and safety, and economic development divisions and City's Mobile Home Rent Control Program. Prepares and implements items including the General Plan, Zoning Code, the Economic Development Strategic plan.

Minimum Requirements: Graduate Degree in Planning, Economic Development, Housing; 9+ years' experience in planning, economic development, housing.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Community Development Director	\$180,706	\$209,167	\$237,629
City of El Segundo	Director of Commuity Development	\$162,486	\$187,126	\$211,766
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Director of Community Development	\$142,627	\$157,994	\$173,361
City of Manhattan Beach	Community Development Director	\$178,446	\$205,500	\$232,554
City of Redondo	Community Development Director	\$129,224	\$178,852	\$228,479
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Economic & Community Development Director	\$156,422	\$189,004	\$221,586
City of Torrance	Community Development Director	\$196,623	\$216,287	\$235,951
Peer Market Average		\$163,791	\$191,990	\$220,189
Peer Market Median		\$162,486	\$189,004	\$228,479
City of Carson	DIRECTOR OF COMMUNITY DEVELOP	\$185,182	\$210,767	\$236,352
City of Carson as a % of Peer Market Average		113%	110%	107%
City of Carson as a % of Peer Market Median		114%	112%	103%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson

Detailed Market Data (Adjusted)

DIRECTOR OF HR AND RISK MGMT

HUMAN RESOURCES Job Family

Plans, organizes, directs, coordinates, supervises and performs professional personnel work involved in the administration and maintenance of City recruitment, selection, employee orientation, classification and salary, labor relations, performance evaluation, counseling and grievance programs and discipline. Develops, administers and interprets personnel and salary policies, regulations and procedures; coordinates with departmental and administrative officials in the development or improvement of personnel procedures, standards, regulations and forms. Advises departments on organization design and staffing; serves as a liaison and coordinates contracted testing and selection processes; coordinates the preparation of departmental agenda items and attends meetings of the City Council.

Minimum Requirements: Bachelor's Degree from an accredited four-year college or university in Public Administration, Business Administration, Industrial Relations, Finance or a closely related field and at least five (5) years of professional experience in Human Resources and Risk Management activities.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	No Match	N/A	N/A	N/A
City of El Segundo	Director of Human Resources	\$160,499	\$176,549	\$192,599
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Director of Human Resources/Risk Manager	\$142,627	\$157,994	\$173,361
City of Manhattan Beach	Human Resources Director	\$174,118	\$203,336	\$232,554
City of Redondo	Human Resources Director	\$117,489	\$162,594	\$207,698
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Human Resources Director	\$156,422	\$189,000	\$221,579
City of Torrance	Human Resources Director	\$188,143	\$206,954	\$225,764
Peer Market Average		\$156,550	\$182,738	\$208,926
Peer Market Median		\$158,461	\$182,775	\$214,639
City of Carson	DIRECTOR OF HR AND RISK MGMT	\$185,182	\$210,767	\$236,352
City of Carson as a % of Peer Market Average		118%	115%	113%
City of Carson as a % of Peer Market Median		117%	115%	110%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson

Detailed Market Data (Adjusted)

DIRECTOR OF P&R AND COMM SVCS

COMMUNITY SERVICES Job Family

Performs complex professional and managerial work directing all administrative and operational related work in Parks and Recreation, Park Maintenance, Community Center, Special Events, Marketing, and Community Outreach. Manages the development and implementation of departmental strategic plans, master plans, park design, goals and objectives, policies, procedures, and priorities for each assigned service area. Serves as a representative of the City of Carson, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the residents of Carson.

Minimum Requirements: Bachelor's Degree in Public Administration; 7 to 9 years' experience in public administration.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Park, Recreation and Community Services Director	\$179,280	\$207,516	\$235,753
City of El Segundo	Director Recreation, Parks and Library	\$160,499	\$176,549	\$192,599
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Parks and Recreation Director	\$178,446	\$205,500	\$232,554
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Parks, Recreation & Community Services Director	\$156,422	\$189,005	\$221,587
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$168,662	\$194,643	\$220,623
Peer Market Median		\$169,473	\$197,252	\$227,071
City of Carson	DIRECTOR OF P&R AND COMM SVCS	\$185,182	\$210,767	\$236,352
City of Carson as a % of Peer Market Average		110%	108%	107%
City of Carson as a % of Peer Market Median		109%	107%	104%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

DIRECTOR OF PUBLIC WORKS

PUBLIC WORKS Job Family

Plans, directs, and oversees a broad range of City Engineering, public works maintenance services, including, but not limited to, engineering, landscape and building maintenance, and public works (streets, trees, concrete, and equipment maintenance). Plans, implements, direct, controls and manages a variety of projects and activities related, but not limited to, engineering, public works, infrastructure construction and building maintenance and construction. Oversees department activities with other departments and with other agencies, consultants, developers and contractors.

Minimum Requirements: Bachelor's Degree in Public Administration, Business; 3 to 5 years' experience in Public Administration, Business.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Public Works Director	\$187,765	\$217,338	\$246,911
City of El Segundo	Director of Public Works	\$160,499	\$176,549	\$192,599
City of Gardena	Director of Public Works	\$175,690	\$199,965	\$224,241
City of Norwalk	Director of Public Services/City Engineer	\$142,627	\$157,994	\$173,361
City of Manhattan Beach	Public Works Director	\$178,446	\$205,500	\$232,554
City of Redondo	Public Works Director	\$117,489	\$162,594	\$207,698
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Public Works Director	\$179,803	\$217,256	\$254,709
City of Torrance	Public Works Director	\$209,813	\$230,791	\$251,770
Peer Market Average		\$169,016	\$195,998	\$222,980
Peer Market Median		\$177,068	\$202,733	\$228,397
City of Carson	DIRECTOR OF PUBLIC WORKS	\$185,182	\$210,767	\$236,352
City of Carson as a % of Peer Market Average		110%	108%	106%
City of Carson as a % of Peer Market Median		105%	104%	103%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

DIVISION SECRETARY

CITY MANAGER OFFICE Job Family

Provides general clerical and administrative support for the Division Division and secretarial support for assigned Commissions. Composes and prepares memos, letters and e-mails. Orders supplies and monitors blanket purchase orders. Prepares and processes reports and business forms including requisitions, invoices, and notices. Acts as lead clerical resources in the department. Provides secretarial support in the preparation of commission agendas and related materials. Attends meetings and records minutes. Distributes agenda packets, dispositions and meeting minutes.

Minimum Requirements: Associate's Degree or 2 Years of College in Business Administration, Office Administration or Communications; 3 to 5 years' experience in secretarial and clerical and administrative support.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Senior Secretary	\$57,381	\$68,240	\$79,100
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	Executive Office Assistant	\$90,623	\$103,138	\$115,653
City of Norwalk	Office Assistant III	\$59,009	\$65,367	\$71,725
City of Manhattan Beach	Administrative Assistant	\$60,011	\$68,314	\$76,616
City of Redondo	Administrative Specialist	\$52,300	\$55,964	\$59,627
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Administrative Assistant, Senior	\$56,237	\$62,296	\$68,354
Peer Market Average		\$62,593	\$70,553	\$78,513
Peer Market Median		\$58,195	\$66,804	\$74,171
City of Carson	DIVISION SECRETARY	\$65,335	\$74,361	\$83,387
City of Carson as a % of Peer Market Average		104%	105%	106%
City of Carson as a % of Peer Market Median		112%	111%	112%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

ELECTRICIAN

PUBLIC WORKS Job Family

Performs journey-level electrical work in the repair, construction, installation, and maintenance of city electrical system and equipment. Inspects, repairs, installs service and maintains electrical and lighting system.

Minimum Requirements: 6 months+ training beyond High School; 3 to 5 years' experience in Electrical work.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Electrician	\$97,211	\$113,741	\$130,272
City of El Segundo	Facilities Systems Mechanic	\$72,376	\$80,175	\$87,974
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Electrician	\$72,841	\$82,917	\$92,993
City of Redondo	Electrician	\$69,477	\$74,912	\$80,348
City of Hawthorne	Electrician	\$53,251	\$65,599	\$77,946
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Electrician	\$76,891	\$80,847	\$84,803
Peer Market Average		\$73,674	\$83,032	\$92,389
Peer Market Median		\$72,609	\$80,511	\$86,388
City of Carson	ELECTRICIAN	\$76,079	\$89,020	\$101,962
City of Carson as a % of Peer Market Average		103%	107%	110%
City of Carson as a % of Peer Market Median		105%	111%	118%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

EMERGENCY SVCS MANAGER

CITY MANAGER OFFICE Job Family

Leads, oversees and coordinates operations and services of the City's Office of Emergency Services within the Public Safety department. Supervises the work of assigned staff and volunteers; implements program goals and objectives; and performs a variety of administrative and professional tasks in support of assigned area of responsibility.

Minimum Requirements: Bachelor's Degree in Public Administration, Emergency Management; 3 to 5 years' experience in emergency operations, public safety or related field. Standardized Emergency Management System; Certification in IS 100, 700 and 800.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Emergency Management Administrator	\$113,418	\$131,282	\$149,145
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Emergency Preparedness Manager	\$109,206	\$120,973	\$132,740
City of Manhattan Beach	Emergency Preparedness Administrator	\$112,580	\$130,134	\$147,689
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Emergency Services Manager	\$134,734	\$162,799	\$190,864
City of Torrance	Disaster Management Area Coordinator	\$130,129	\$144,152	\$158,175
Peer Market Average		\$120,013	\$137,868	\$155,723
Peer Market Median		\$113,418	\$131,282	\$149,145
City of Carson	EMERGENCY SVCS MANAGER	\$128,782	\$146,572	\$164,362
City of Carson as a % of Peer Market Average		107%	106%	106%
City of Carson as a % of Peer Market Median		114%	112%	110%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

EQUIPMENT SERVICE WORKER

PUBLIC WORKS Job Family

Assists and/or participates in the performance of skilled work in the maintenance and repair of the gasoline and diesel power equipment. Cleans and maintains shop floor of any dirt or debris and clears out trash cans to prevent any overflow.

Minimum Requirements: 6 months+ training beyond High School in; 1 to 3 years' experience in equipment maintenance. CDL

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Fleet Maintenance Apprentice	\$49,405	\$58,756	\$68,106
City of El Segundo	Equipment Mechanic I	\$56,863	\$62,794	\$68,725
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Equipment Services Worker	\$45,367	\$50,251	\$55,136
City of Manhattan Beach	Maintenance Worker I/II	\$55,166	\$65,428	\$75,690
City of Redondo	Maintenance Worker I	\$48,204	\$51,555	\$54,907
City of Hawthorne	Equipment Mechanic I	\$53,251	\$65,599	\$77,946
City of Inglewood	Fleet Maintenance Mechanic I	\$53,673	\$64,854	\$76,034
City of Torrance	Maintenance Worker	\$39,060	\$45,701	\$52,343
Peer Market Average		\$50,124	\$58,117	\$66,111
Peer Market Median		\$51,328	\$60,775	\$68,416
City of Carson	EQUIPMENT SERVICE WORKER	\$56,574	\$66,195	\$75,816
City of Carson as a % of Peer Market Average		113%	114%	115%
City of Carson as a % of Peer Market Median		110%	109%	111%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

EVENT SERVICES SUPERVISOR

COMMUNITY SERVICES Job Family

Supervises the Event Services and Front Desk Reception Staff (hires, schedules, approves time, trains, etc). Provides Customer Service to internal City of Carson Staff, City of Carson Residents and the greater general public assisting them in their event booking needs and arrangements from start to execution. Interprets, enforces and improves upon Center rules & regulation, policies and procedures. Generates event contracts, pull monthly revenue report info and run weekly and monthly meetings.

Minimum Requirements: Bachelor's Degree in Public Administration; 5 to 7 years' experience in event planning.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Recreation Supervisor	\$72,342	\$86,034	\$99,725
City of El Segundo	Recreation Supervisor	\$85,451	\$94,658	\$103,866
City of Gardena	Recreation Supervisor	\$67,102	\$76,372	\$85,641
City of Norwalk	Recreation Supervisor	\$75,069	\$83,152	\$91,236
City of Manhattan Beach	Recreation Supervisor	\$73,947	\$84,155	\$94,363
City of Redondo	Recreation Supervisor	\$72,876	\$83,519	\$94,162
City of Hawthorne	Recreation Supervisor	\$75,369	\$83,485	\$91,601
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$74,594	\$84,482	\$94,370
Peer Market Median		\$73,947	\$83,519	\$94,162
City of Carson	EVENT SERVICES SUPERVISOR	\$91,165	\$103,760	\$116,355
City of Carson as a % of Peer Market Average		122%	123%	123%
City of Carson as a % of Peer Market Median		123%	124%	124%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

EVENT SERVICES WORKER III

COMMUNITY SERVICES Job Family

Delegates work/duties to Part time staff (Custodial and Set-up crew). Creates a work schedule and submit a daily checklist for supervisor to review. Communicates via e-mail to coworkers about changes in floorplans, schedules, and/or projects throughout the Community Center. Operates maintenance equipment (Carpet extractors, buffers, vacuums, etc.) and also clean and maintain equipment. Assists clients with our in-house A/V equipment (projectors/portable speaker system) and any other issues encountered. Locks, secures and codes out the building.

Minimum Requirements: High School diploma or G.E.D. equivalency; 1 to 3 years' experience in utility work.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Senior Recreation Leader	\$48,011	\$57,097	\$66,183
City of El Segundo	Senior Recreation Leader	\$33,181	\$37,764	\$42,347
City of Gardena	Recreation Leader II	\$39,960	\$45,682	\$51,403
City of Norwalk	Recreation Leader III	\$47,085	\$52,155	\$57,226
City of Manhattan Beach	Senior Recreation Leader	\$47,574	\$53,194	\$58,814
City of Redondo	Recreation Leader	\$32,272	\$33,834	\$35,395
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Senior Program Specialist	\$48,825	\$51,323	\$53,822
Peer Market Average		\$42,415	\$47,293	\$52,170
Peer Market Median		\$47,085	\$51,323	\$53,822
City of Carson	EVENT SERVICES WORKER III	\$56,574	\$66,195	\$75,816
City of Carson as a % of Peer Market Average		133%	140%	145%
City of Carson as a % of Peer Market Median		120%	129%	141%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

EXECUTIVE ASSISTANT CD

COMMUNITY DEVELOPMENT Job Family

Assists executive leaders or elected officials with office and administrative functions of a complex and confidential nature. Coordinates meetings and conferences for department staff. Administers department fiscal processes such as invoices, requisitions, and purchase orders. Assists members of the public regarding escalated inquiries and collaborates with from other City departments.

Minimum Requirements: High School diploma or G.E.D. equivalency; 5 to 7 years' experience in secretarial and administrative support.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Executive Assistant	\$60,267	\$69,759	\$79,251
City of El Segundo	Executive Assistant	\$78,759	\$86,635	\$94,511
City of Gardena	Executive Office Assistant	\$90,623	\$103,138	\$115,653
City of Norwalk	Office Assistant III	\$59,009	\$65,367	\$71,725
City of Manhattan Beach	Executive Assistant	\$67,863	\$77,247	\$86,632
City of Redondo	Executive Assistant	\$61,777	\$68,486	\$75,195
City of Hawthorne	Executive Assistant	\$55,205	\$68,194	\$81,183
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$67,643	\$76,975	\$86,307
Peer Market Median		\$61,777	\$69,759	\$81,183
City of Carson	EXECUTIVE ASSISTANT CD	\$95,722	\$108,940	\$122,158
City of Carson as a % of Peer Market Average		142%	142%	142%
City of Carson as a % of Peer Market Median		155%	156%	150%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson

Detailed Market Data (Adjusted)

FACILITIES MAINT SUPERVISOR

PUBLIC WORKS Job Family

Directs, plans, and supervises City-wide facilities maintenance operations. Coordinates and oversees facilities-related administrative functions. Composes budget, goals, objectives, policies and procedures for the division.

Minimum Requirements: Bachelor's Degree in Public Administration; 3 to 5 years' experience in facility maintenance management.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Facilities Maintenance Manager	\$97,758	\$113,155	\$128,552
City of El Segundo	Facilities Maintenance Supervisor	\$102,978	\$114,074	\$125,170
City of Gardena	Facilities Maintenance Supervisor	\$95,210	\$108,360	\$121,510
City of Norwalk	Maintenance Supervisor	\$78,460	\$86,913	\$95,367
City of Manhattan Beach	Facilities Supervisor	\$94,399	\$109,117	\$123,834
City of Redondo	Facilities Maintenance Manager	\$78,114	\$89,501	\$100,888
City of Hawthorne	Supervisor, Maintenance	\$70,634	\$87,615	\$104,596
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Building Maintenance Supervisor	\$79,806	\$90,903	\$102,001
Peer Market Average		\$87,170	\$99,955	\$112,740
Peer Market Median		\$87,103	\$99,632	\$113,053
City of Carson	FACILITIES MAINT SUPERVISOR	\$95,986	\$109,249	\$122,512
City of Carson as a % of Peer Market Average		110%	109%	109%
City of Carson as a % of Peer Market Median		110%	110%	108%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

FACILITIES MT TECHNICIAN II

PUBLIC WORKS Job Family

Performs a variety of facility maintenance duties, mainly in the electrical field. Finds and trouble shoots electrical issues such as power outages, fixing/replacing electrical light fixtures, receptacles, switches, etc. Runs conduit and pull wire for old and new projects.

Minimum Requirements: 6 months+ training beyond High School in Electrical Maintenance; 1 to 3 years' experience in maintenance.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	No Match	N/A	N/A	N/A
City of El Segundo	Facilites Systems Mechanic	\$67,209	\$77,591	\$87,974
City of Gardena	Building Maintenance Worker	\$57,857	\$66,855	\$75,853
City of Norwalk	Maintenance Worker II	\$55,367	\$61,331	\$67,296
City of Manhattan Beach	Maintenance Worker II	\$55,166	\$65,428	\$75,690
City of Redondo	Maintenance Worker II	\$52,480	\$56,360	\$60,240
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Maintenance Worker	\$39,060	\$45,701	\$52,343
Peer Market Average		\$54,523	\$62,211	\$69,899
Peer Market Median		\$55,266	\$63,380	\$71,493
City of Carson	FACILITIES MT TECHNICIAN II	\$62,433	\$73,056	\$83,678
City of Carson as a % of Peer Market Average		115%	117%	120%
City of Carson as a % of Peer Market Median		113%	115%	117%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

FLEET MAINTENANCE SUPERVISOR

PUBLIC WORKS Job Family

Plans, organizes, staff, directs, and controls the service and repair of motorized equipment in house and with external vendors and service providers. Schedules and assigns crews, and establishes work priorities. Inspects and diagnoses engine, mechanical, and structural problems in motorized equipment. Determines repairs to be made. Supervises and performs major and minor overhauling of equipment. Establishes preventative maintenance schedules.

Minimum Requirements: Any combination equivalent to graduation from high school or trade school and approximately six (6) years of full-time paid experience performing maintenance work on motorized equipment including three (3) years of supervisory experience.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Fleet Services Supervisor	\$95,959	\$111,073	\$126,186
City of El Segundo	Equipment Maintenance Supervisor	\$92,762	\$102,758	\$112,753
City of Gardena	Fleet Maintenance Supervisor	\$88,408	\$100,623	\$112,839
City of Norwalk	Fleet Maintenance Supervisor	\$82,388	\$91,266	\$100,143
City of Manhattan Beach	Equipment Maintenance Supervisor	\$94,399	\$109,117	\$123,834
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	Supervisor, Maintenance	\$70,634	\$87,615	\$104,596
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	FLEET MAINTENANCE SUPERVISOR	\$87,114	\$96,504	\$105,894
Peer Market Average		\$87,381	\$99,851	\$112,321
Peer Market Median		\$88,408	\$100,623	\$112,753
City of Carson	FLEET MAINTENANCE SUPERVISOR	\$95,986	\$109,249	\$122,512
City of Carson as a % of Peer Market Average		110%	109%	109%
City of Carson as a % of Peer Market Median		109%	109%	109%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

GROUNDWORKER II

PUBLIC WORKS Job Family

Performs a variety of semi-skilled and skilled grounds maintenance and landscape gardening duties in the care and upkeep of city parks, medians and landscape areas. Operates a variety of grounds maintenance equipment and machines including lawnmowers, edgers, trimmers, blowers, and other hand and power tools. Maintains, repairs, replaces or installs various types of irrigation systems. Maintains playground equipment, surfaces, signs, and lights.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Groundskeeper	\$50,263	\$59,775	\$69,288
City of El Segundo	Park Maintenance Worker II	\$52,503	\$58,161	\$63,818
City of Gardena	Parks Maintenance Worker II	\$52,419	\$59,659	\$66,899
City of Norwalk	Maintenance Worker II	\$55,367	\$61,331	\$67,296
City of Manhattan Beach	Maintenance Worker II	\$55,166	\$65,428	\$75,690
City of Redondo	Park Caretaker	\$50,606	\$54,120	\$57,633
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Park Maintenance Worker	\$46,694	\$56,420	\$66,147
City of Torrance	Maintenance Worker	\$39,060	\$45,701	\$52,343
Peer Market Average		\$50,260	\$57,574	\$64,889
Peer Market Median		\$51,513	\$58,910	\$66,523
City of Carson	GROUNDWORKER II	\$56,574	\$66,195	\$75,816
City of Carson as a % of Peer Market Average		113%	115%	117%
City of Carson as a % of Peer Market Median		110%	112%	114%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

HEAVY EQUIPMENT OPERATOR

PUBLIC WORKS Job Family

Operates a variety of heavy equipment such as backhoe loaders, skid steers loaders with various attachments, front end loaders, asphalt pavers, rollers, and other various heavy equipment. Transports heavy equipment to job site. Performs maintenance on heavy equipment and trucks. Assists crew wherever needed.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Heavy Equipment Operator	\$60,322	\$71,738	\$83,154
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	Heavy Equipment Operator	\$62,312	\$70,917	\$79,521
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	Equipment Operator	\$56,792	\$60,552	\$64,312
City of Hawthorne	Heavy Equipment Operator	\$55,205	\$68,194	\$81,183
City of Inglewood	Heavy Equipment Operator	\$51,579	\$62,323	\$73,067
City of Torrance	Equipment Operator	\$59,860	\$62,899	\$65,939
Peer Market Average		\$57,678	\$66,104	\$74,529
Peer Market Median		\$58,326	\$65,547	\$76,294
City of Carson	HEAVY EQUIPMENT OPERATOR	\$65,608	\$76,765	\$87,922
City of Carson as a % of Peer Market Average		114%	116%	118%
City of Carson as a % of Peer Market Median		112%	117%	115%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

HOUSING SPECIALIST

COMMUNITY DEVELOPMENT Job Family

Coordinates and facilitates the processing of applications for CDBG-HOME grants and deferred loans, review and underwrite applications to determine eligibility, preparation and analysis of project files. Responds to public inquiries and provides information regarding the Rehabilitation Grant Program. Assists property owners with rehabilitation grants and loans; prepare grant and loan documentation for completion of project funding and recording. Coordinates and oversees the First Time Homebuyers Program, counseling and technical assisted to potential homebuyers regarding resolution of credit/title issues.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Housing Specialist	\$91,411	\$108,711	\$126,011
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Housing Specialist II	\$64,107	\$71,015	\$77,922
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	Housing Specialist	\$65,489	\$72,600	\$79,711
City of Hawthorne	Housing Specialist (HUD)	\$59,557	\$73,607	\$87,657
City of Inglewood	Housing Specialist	\$58,993	\$71,282	\$83,570
City of Torrance	Housing Specialist	\$61,421	\$68,021	\$74,621
Peer Market Average		\$66,830	\$77,539	\$88,249
Peer Market Median		\$62,764	\$71,941	\$81,641
City of Carson	HOUSING SPECIALIST	\$100,594	\$114,486	\$128,378
City of Carson as a % of Peer Market Average		151%	148%	145%
City of Carson as a % of Peer Market Median		160%	159%	157%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

HUMAN RESOURCES ASST

HUMAN RESOURCES Job Family

Performs a variety of technical paraprofessional and administrative functions related to confidential Human Resources activities such as recruitment and/or benefits. Conducts recruitment process, prepares HR relative documents/forms/materials, maintenance of employee records, data, and personnel actions; supports professional and management Human Resources staff. Conducts live scan fingerprinting for all prospective City employees/volunteers. Handles multiple projects and provides basic information regarding the City's human resources services, practices and procedures.

Minimum Requirements: Associate's Degree or 2 Years of College in Business Administration or related field; 1 to 3 years' experience in administrative, operational role.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Human Resources Technician II	\$54,356	\$64,643	\$74,930
City of El Segundo	Human Resources Technician	\$61,349	\$67,484	\$73,619
City of Gardena	Human Resources Technician	\$65,461	\$74,497	\$83,533
City of Norwalk	Human Resources Technician	\$66,866	\$74,072	\$81,278
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Human Resources Assistant	\$56,411	\$68,162	\$79,912
City of Torrance	Administrative Assistant	\$47,638	\$53,551	\$59,464
Peer Market Average		\$58,680	\$67,068	\$75,456
Peer Market Median		\$58,880	\$67,823	\$77,421
City of Carson	HUMAN RESOURCES ASST	\$64,495	\$73,901	\$83,306
City of Carson as a % of Peer Market Average		110%	110%	110%
City of Carson as a % of Peer Market Median		110%	109%	108%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

HUMAN RESOURCES MANAGER

HUMAN RESOURCES Job Family

Plans and manages the daily operations of the Human Resources Department, oversees all recruitment and selection, manages employee benefits programs, implements the Personnel Rules and other City employee-related documents. Manages administration of Labor and employment relations, and compensation. Supervises staff and act on the behalf of the Director of Human Resources, as assigned.

Minimum Requirements: Bachelor's Degree in Business Administration, Public Administration; 5 to 7 years' experience in human resources, leadership role.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Human Resources Manager	\$106,434	\$123,197	\$139,961
City of El Segundo	Human Resources Manager	\$120,491	\$132,540	\$144,589
City of Gardena	Human Resources Manager	\$124,923	\$142,186	\$159,450
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Human Resources Manager	\$137,577	\$159,052	\$180,527
City of Redondo	Human Resources Manager	\$95,663	\$122,570	\$149,477
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Human Resources Manager	\$135,315	\$161,026	\$186,738
Peer Market Average		\$120,067	\$140,095	\$160,123
Peer Market Median		\$122,707	\$137,363	\$154,463
City of Carson	HUMAN RESOURCES MANAGER	\$131,985	\$150,219	\$168,452
City of Carson as a % of Peer Market Average		110%	107%	105%
City of Carson as a % of Peer Market Median		108%	109%	109%

N/A = Data Not Available

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The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

HUMAN RESOURCES SPEC

HUMAN RESOURCES Job Family

Administers and oversees various employee benefits programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, service credit buy back and wellness benefits, LTD, COBRA and other related duties. Acts as plans administrator for agency, advises employees of policy provisions and claims procedures. Conducts new hire onboarding and benefit orientation.

Minimum Requirements: Bachelor's Degree in Human Resources, Business Administration; 1 to 3 years' experience in human resources.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Human Resources Specialist	\$53,385	\$63,488	\$73,592
City of El Segundo	Human Resources Technician	\$61,349	\$67,484	\$73,619
City of Gardena	Human Resources Technician	\$65,461	\$74,497	\$83,533
City of Norwalk	Human Resources Technician	\$66,866	\$74,072	\$81,278
City of Manhattan Beach	Human Resources Technician	\$70,135	\$81,318	\$92,500
City of Redondo	Human Resources Technician	\$61,333	\$65,597	\$69,861
City of Hawthorne	Human Resources Specialist	\$66,678	\$82,646	\$98,614
City of Inglewood	Human Resources Specialist	\$65,165	\$78,739	\$92,313
City of Torrance	Human Resources Technician	\$61,005	\$71,384	\$81,763
Peer Market Average		\$63,486	\$73,247	\$83,008
Peer Market Median		\$65,165	\$74,072	\$81,763
City of Carson	HUMAN RESOURCES SPEC	\$76,695	\$87,290	\$97,885
City of Carson as a % of Peer Market Average		121%	119%	118%
City of Carson as a % of Peer Market Median		118%	118%	120%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

HUMAN SERVICES PROG. MGR.

COMMUNITY SERVICES Job Family

Plans, organizes, manages, and evaluates a variety of social services and programs. Establishes, implements, and monitors performance standards, goals and objectives of assigned social services and programs. Prepares, monitors, and controls budget and financial expenditures of assigned social services and programs. Supervises, trains, mentors, evaluates and participates in the hiring and disciplinary process of assigned staff. Attends meetings, makes oral presentations to city employees, governmental, commissions and and/or public groups. Plans and implements city-wide special events.

Minimum Requirements: Bachelor's Degree in Business Administration, Public Administration, or Related Field; 5 to 7 years' experience in social services, senior services, public administration or related field. First Aid and/or CPR certified.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Recreation Services Manager	\$96,933	\$112,200	\$127,467
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	Recreation and Human Services Manager	\$101,054	\$115,013	\$128,971
City of Norwalk	Development Services Manager	\$119,164	\$132,006	\$144,848
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	Community Program Manager	\$76,336	\$87,453	\$98,570
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Human Services Program Manager	\$87,833	\$106,129	\$124,424
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$96,264	\$110,560	\$124,856
Peer Market Median		\$96,933	\$112,200	\$127,467
City of Carson	HUMAN SERVICES PROG. MGR.	\$105,885	\$120,511	\$135,138
City of Carson as a % of Peer Market Average		110%	109%	108%
City of Carson as a % of Peer Market Median		109%	107%	106%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

INFORMATION TECHNOLOGY MANAGER

CITY MANAGER OFFICE Job Family

Plans, organizes, implements and directs the design, operation, coordination, maintenance and installation of the city's information technology. Works on telecommunication systems and facilities and performs other related duties as required.

Minimum Requirements: Bachelor's Degree in Computer Science, Information Technology or Related field; 5 to 7 years' experience in IT systems administration. Certified Information Security Manager (CISM), Information Technology Infrastructure Library (ITIL), Microsoft Certified Systems Engineer (MCSE), Cisco Certified Network Associate (CCNA).

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Assistant Information Technology Director-Operations	\$126,335	\$146,233	\$166,131
City of El Segundo	Information System Manager (At-Will)	\$128,651	\$141,516	\$154,381
City of Gardena	Information Technology Supervisor	\$92,516	\$105,300	\$118,085
City of Norwalk	Information Technology Manager	\$119,164	\$132,006	\$144,848
City of Manhattan Beach	Information System Manager	\$137,577	\$159,046	\$180,515
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Information Technology Manager	\$144,804	\$172,317	\$199,831
Peer Market Average		\$124,841	\$142,736	\$160,632
Peer Market Median		\$127,493	\$143,874	\$160,256
City of Carson	INFORMATION TECHNOLOGY MANAGER	\$145,679	\$165,805	\$185,931
City of Carson as a % of Peer Market Average		117%	116%	116%
City of Carson as a % of Peer Market Median		114%	115%	116%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

LIFEGUARD

COMMUNITY SERVICES Job Family

Monitors and teaches aquatic activities at a community swimming pool; and performs related duties as required.

Minimum Requirements: High School diploma or G.E.D. equivalency; No Experience. CPR, and first aid.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Lifeguard	\$35,066	\$37,866	\$40,666
City of El Segundo	Lifeguard	\$31,107	\$35,400	\$39,692
City of Gardena	Lifeguard/Instructor	\$34,459	\$39,223	\$43,987
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Pool Lifeguard/Instructor	\$39,807	\$44,100	\$48,394
City of Redondo	Lifeguard	\$33,313	\$34,354	\$35,395
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Lifeguard	N/A	\$42,266	N/A
City of Torrance	Lifeguard	\$39,434	\$41,454	\$43,474
Peer Market Average		\$35,531	\$39,238	\$41,935
Peer Market Median		\$34,763	\$39,223	\$42,070
City of Carson	LIFEGUARD	\$37,440	\$40,394	\$43,347
City of Carson as a % of Peer Market Average		105%	103%	103%
City of Carson as a % of Peer Market Median		108%	103%	103%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

MAINTENANCE WORKER II

PUBLIC WORKS Job Family

Perform a variety of steps required for concrete, asphalt, and abatement work. Completes steps required to complete jobs such as traffic control, prep, putting down and finishing concrete, grinding and cutting concrete. Blows off streets, removes weeds.

Minimum Requirements: 1 to 3 years' experience in maintenance, asphalt repair.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Construction & Maintenance Worker	\$55,895	\$66,474	\$77,052
City of El Segundo	Street Maintenance Worker II	\$52,503	\$58,161	\$63,818
City of Gardena	Street Maintenance Worker I	\$47,485	\$54,048	\$60,611
City of Norwalk	Maintenance Worker II	\$55,367	\$61,331	\$67,296
City of Manhattan Beach	Maintenance Worker II	\$55,166	\$65,428	\$75,690
City of Redondo	Maintenance Worker II	\$52,480	\$56,360	\$60,240
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Maintenance Worker	\$42,271	\$51,077	\$59,882
City of Torrance	Maintenance Worker	\$39,060	\$45,701	\$52,343
Peer Market Average		\$50,028	\$57,322	\$64,617
Peer Market Median		\$52,492	\$57,260	\$62,215
City of Carson	MAINTENANCE WORKER II	\$56,574	\$66,195	\$75,816
City of Carson as a % of Peer Market Average		113%	115%	117%
City of Carson as a % of Peer Market Median		108%	116%	122%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

NETWORK ADMINISTRATOR

CITY MANAGER OFFICE Job Family

Installs, maintains and upgrades all network infrastructure equipment including WiFi, telephones, network switches and routers, etc. Serves as backup to the System Admin in performing work on City servers and cloud applications.

Minimum Requirements: Bachelor's Degree in Computer Information Systems, Computer Science; 5 to 7 years' experience in IT systems administration.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Network Support Analyst III	\$99,605	\$115,293	\$130,981
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Network Administrator	\$98,391	\$111,978	\$125,565
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Network Administrator	\$96,062	\$116,071	\$136,081
City of Torrance	Systems Analyst	\$96,587	\$106,987	\$117,387
Peer Market Average		\$97,661	\$112,582	\$127,504
Peer Market Median		\$97,489	\$113,636	\$128,273
City of Carson	NETWORK ADMINISTRATOR	\$100,594	\$111,486	\$122,378
City of Carson as a % of Peer Market Average		103%	99%	96%
City of Carson as a % of Peer Market Median		103%	98%	95%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

PARK MAINTENANCE SUPERVSR

PUBLIC WORKS Job Family

Schedules, assigns and inspects the work of assigned grounds/landscape maintenance crews; maintains records and assures compliance with applicable safety standards and procedures; supervises and evaluates the performance of assigned staff. Prepares and submits budget request for materials & supplies and recommends the purchase or replacement of departmental equipment .

Minimum Requirements: High School diploma or G.E.D. equivalency; No Experience. CPR, and first aid

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	No Match	N/A	N/A	N/A
City of El Segundo	Park Maintenance Supervisor	\$92,762	\$102,758	\$112,753
City of Gardena	Parks Maintenance Lead	\$74,072	\$84,306	\$94,539
City of Norwalk	Maintenance Supervisor	\$78,460	\$86,913	\$95,367
City of Manhattan Beach	Maintenance Supervisor	\$94,399	\$109,117	\$123,834
City of Redondo	Parks Maintenance Leadworker	\$64,624	\$69,231	\$73,837
City of Hawthorne	Supervisor, Park Maintenance	\$70,634	\$87,615	\$104,596
City of Inglewood	Park Maintenance Supervisor	\$87,833	\$106,129	\$124,424
City of Torrance	Park Services Supervisor	\$72,165	\$82,190	\$92,215
Peer Market Average		\$79,369	\$91,032	\$102,696
Peer Market Median		\$76,266	\$87,264	\$99,981
City of Carson	PARK MAINTENANCE SUPERVSR	\$86,742	\$98,720	\$110,698
City of Carson as a % of Peer Market Average		109%	108%	108%
City of Carson as a % of Peer Market Median		114%	113%	111%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

PAYROLL SPECIALIST I

FINANCE Job Family

Performs maintenance of payroll records, payroll forms, files, and documents necessary for proper calculation and documentation for all City employees. Prepares payrolls which include computing and adjusting pay, auditing time sheets, preparing payroll transaction code documents, and posting, balancing, and registering employee deductions. Receives and processes court, Franchise Tax Board, and IRS orders to withhold earnings from employee's payroll checks.

Minimum Requirements: High School diploma or G.E.D. equivalency; 1 to 3 years' experience in payment processing, clerical work.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Payroll Technician I	\$52,778	\$62,767	\$72,756
City of El Segundo	Accounts Specialist II	\$51,223	\$56,742	\$62,262
City of Gardena	Payroll Specialist	\$72,264	\$82,252	\$92,240
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Account Specialist I/II	\$56,260	\$67,628	\$78,997
City of Redondo	Payroll Technician	\$60,540	\$64,786	\$69,033
City of Hawthorne	Payroll Technician	\$64,280	\$79,541	\$94,802
City of Inglewood	Payroll Specialist	\$65,165	\$78,739	\$92,313
City of Torrance	Payroll Specialist	\$55,945	\$63,711	\$71,477
Peer Market Average		\$59,807	\$69,521	\$79,235
Peer Market Median		\$58,400	\$66,207	\$75,876
City of Carson	PAYROLL SPECIALIST I	\$60,921	\$71,301	\$81,682
City of Carson as a % of Peer Market Average		102%	103%	103%
City of Carson as a % of Peer Market Median		104%	108%	108%

N/A = Data Not Available

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The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

PLANNING MANAGER

COMMUNITY DEVELOPMENT Job Family

Manages the strategic and land use planning programs of the Economic Development Work Group and the Planning Department. Supervises, trains, evaluates, and disciplines personnel. Plans, organizes, directs and manages the City's planning services involving current and advanced planning and zoning and special programs and prepares program budget and monitors budget expenditures.

Minimum Requirements: Bachelor's Degree in Urban Planning or Related Field; 5 to 7 years' experience in public planning or administration. American Institute of Certified Planners (AICP) Certification (Planning Certification).

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Planning Manager	\$132,920	\$153,854	\$174,789
City of El Segundo	Planning Manager (At-Will)	\$134,436	\$147,880	\$161,324
City of Gardena	Community Development Manager	\$105,102	\$119,623	\$134,145
City of Norwalk	Development Services Manager	\$119,164	\$132,006	\$144,848
City of Manhattan Beach	Planning Manager	\$137,577	\$159,046	\$180,515
City of Redondo	Planning Manager	\$93,825	\$107,819	\$121,813
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Planning Manager	\$121,612	\$147,199	\$172,787
City of Torrance	Planning Manager	\$136,275	\$162,167	\$188,059
Peer Market Average		\$122,614	\$141,199	\$159,785
Peer Market Median		\$127,266	\$147,540	\$167,055
City of Carson	PLANNING MANAGER	\$149,305	\$169,927	\$190,549
City of Carson as a % of Peer Market Average		122%	120%	119%
City of Carson as a % of Peer Market Median		117%	115%	114%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

PRINCIPAL ADMIN ANALYST

COMMUNITY DEVELOPMENT Job Family

Provides administrative and financial support for the department by supervising clerical staff and overseeing the development and implementation of the annual budget and financial transactions. Reviews financial transactions and other documents for accuracy, availability of funds, contract compliance, as well as compliance with applicable laws and policies. Drafts, edits and reviews Requests For Proposals, staff reports and analyze data for inclusion in public documents. Reviews staff requirements, conduct interviews for vacancies and evaluate staff performance.

Minimum Requirements: Bachelor's Degree in Finance, Public Administration or related field; 3 to 5 years' experience in planning, financial management.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	No Match	N/A	N/A	N/A
City of El Segundo	Senior Administrative Analyst	\$98,740	\$109,379	\$120,019
City of Gardena	Senior Administrative Analyst	\$100,037	\$113,869	\$127,701
City of Norwalk	Senior Management Analyst	\$79,403	\$87,964	\$96,525
City of Manhattan Beach	Administrative Analyst	\$72,480	\$82,490	\$92,500
City of Redondo	Administrative Analyst	\$71,483	\$81,855	\$92,228
City of Hawthorne	Administrative Analyst	\$67,972	\$84,300	\$100,628
City of Inglewood	Senior Administrative Analyst	\$80,309	\$97,038	\$113,766
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$81,489	\$93,842	\$106,195
Peer Market Median		\$79,403	\$87,964	\$100,628
City of Carson	PRINCIPAL ADMIN ANALYST	\$98,148	\$111,713	\$125,278
City of Carson as a % of Peer Market Average		120%	119%	118%
City of Carson as a % of Peer Market Median		124%	127%	124%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

PUBLIC INFORMATION OFFICER

CITY MANAGER OFFICE Job Family

Directs the planning, development, management and implementation of a comprehensive communication, marketing, outreach, media relations and community relations program. Directs and evaluate the performance of assigned staff.

Minimum Requirements: Bachelor's Degree in Communications; 5 to 7 years' experience in public relations.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Marketing Manager	\$123,842	\$143,347	\$162,852
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Communications and Civic Engagement Manager	\$136,621	\$157,946	\$179,272
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	Director of Public Affairs & Communication	\$143,483	\$158,942	\$174,401
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$134,649	\$153,412	\$172,175
Peer Market Median		\$136,621	\$157,946	\$174,401
City of Carson	PUBLIC INFORMATION OFFICER	\$128,779	\$146,568	\$164,358
City of Carson as a % of Peer Market Average		96%	96%	95%
City of Carson as a % of Peer Market Median		94%	93%	94%

N/A = Data Not Available

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The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

PUBLIC WORKS MAINT SUPERVSR

PUBLIC WORKS Job Family

Supervises duties including sign & street markings, design & manufacturing of signs, layout of street markings. Oversees public emergencies including oil spills, traffic accidents, sink holes, pipeline breaks, waterline breaks, emergency police street closures.

Minimum Requirements: 6 months+ training beyond High School in ; 3 to 5 years' experience in public works, maintenance.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Communications Manager	\$126,012	\$138,612	\$151,212
City of El Segundo	Street Maintenance Supervisor	\$92,762	\$102,758	\$112,753
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Maintenance Supervisor	\$78,460	\$86,913	\$95,367
City of Manhattan Beach	Maintenance Supervisor	\$94,399	\$109,117	\$123,834
City of Redondo	Public Works Maintenance Supervisor	\$71,483	\$81,855	\$92,228
City of Hawthorne	Supervisor, Maintenance	\$70,634	\$87,615	\$104,596
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Public Works Supervisor	\$72,165	\$82,190	\$92,215
Peer Market Average		\$86,559	\$98,437	\$110,315
Peer Market Median		\$78,460	\$87,615	\$104,596
City of Carson	PUBLIC WORKS MAINT SUPERVSR	\$91,165	\$103,758	\$116,352
City of Carson as a % of Peer Market Average		105%	105%	105%
City of Carson as a % of Peer Market Median		116%	118%	111%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

PURCHASING MANAGER

FINANCE Job Family

Analyzes details, trends, and patterns of the City's procurements in an effort to determine areas of vulnerability and to develop, implement, and facilitate strategies to address them. Oversees day-to-day operations of the Purchasing Division, Reprographics/Central Services, and Stores. Develops and implements policy and procedures over all proposed purchases, informal and formal bidding practices, and contract compliance.

Minimum Requirements: Bachelor's Degree in Business Administration; 3 to 5 years' experience in procurement/purchasing.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Purchasing Manager	\$114,364	\$132,376	\$150,388
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	Revenue and Purchasing Manager	\$116,013	\$132,043	\$148,073
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Purchasing Manager	\$112,580	\$130,134	\$147,689
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Purchasing & Contracts Services Manager	\$141,607	\$171,103	\$200,600
City of Torrance	Purchasing Agent	N/A	\$120,408	N/A
Peer Market Average		\$121,141	\$137,213	\$161,688
Peer Market Median		\$115,188	\$132,043	\$149,231
City of Carson	PURCHASING MANAGER	\$122,567	\$139,502	\$156,437
City of Carson as a % of Peer Market Average		101%	102%	97%
City of Carson as a % of Peer Market Median		106%	106%	105%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

PWM-TREE MAINT SUPERVSR

PUBLIC WORKS Job Family

Selects tree species, plans, and all performs maintenance for trees on all City property, including streetscapes, parks, and all facilities. Aids in the selection of and oversees the Tree Care Contractor for annual and three-year cycle trimming of all City trees. Assists in updates and rewrites of the Municipal Code as it pertains to trees. Reviews all City and commercial landscape plans for tree selection and specifications for the Planning department.

Minimum Requirements: Bachelor's Degree in Landscaping, Public Works; 3 to 5 years' experience in landscaping, public works. Certified Arborist.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Landscape Services Supervisor	\$71,790	\$85,377	\$98,964
City of El Segundo	Park Maintenance Supervisor	\$92,762	\$102,758	\$112,753
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Maintenance Supervisor	\$78,460	\$86,913	\$95,367
City of Manhattan Beach	Field Operations Supervisor	\$103,838	\$120,028	\$136,219
City of Redondo	Public Works Maintenance Supervisor	\$71,483	\$81,855	\$92,228
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Tree Maintenance Supervisor	\$77,176	\$93,251	\$109,326
City of Torrance	Public Works Supervisor	\$72,165	\$82,190	\$92,215
Peer Market Average		\$81,096	\$93,196	\$105,296
Peer Market Median		\$77,176	\$86,913	\$98,964
City of Carson	PWM-TREE MAINT SUPERVSR	\$91,165	\$103,758	\$116,352
City of Carson as a % of Peer Market Average		112%	111%	111%
City of Carson as a % of Peer Market Median		118%	119%	118%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

RECORDS MANAGEMENT COORD.

COMMUNITY DEVELOPMENT Job Family

Maintains, stores, retains and destroys official City records, documents and election materials in accordance with established systems and schedules. Maintains a comprehensive filing system for the City Clerk's Office and assures the proper maintenance of official records. Maintains a variety of complex and inter-related filing systems for contracts, franchises, title papers, agenda materials, correspondence, and other official documents and records. Prepares and composes reports and agenda items relating to records management. Receives, classifies, codes, and files documents. Retrieves and releases documents.

Minimum Qualifications: Graduation from high school and one (1) year of coursework at an accredited college in Records Management, Public Administration, Secretarial Science, Library Science, or a closely related field and two years experience in records management.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Records Management Coordinator (M)	\$75,017	\$86,832	\$98,647
City of El Segundo	Records Technician	\$57,954	\$64,199	\$70,443
City of Gardena	Records Management Coordinator	\$52,419	\$59,659	\$66,899
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	Records Management Coordinator	\$53,681	\$57,543	\$61,405
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Records Management Specialist	\$45,577	\$50,480	\$55,383
Peer Market Average		\$56,930	\$63,743	\$70,555
Peer Market Median		\$53,681	\$59,659	\$66,899
City of Carson	RECORDS MANAGEMENT COORD.	\$68,662	\$78,147	\$87,632
City of Carson as a % of Peer Market Average		121%	123%	124%
City of Carson as a % of Peer Market Median		128%	131%	131%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

RECR. PROGRAM MANAGER (EXMPT)

COMMUNITY SERVICES Job Family

Oversees, plans and evaluates multiple city parks, programs, and special events. Establishes, implements, and monitors performance standards, goals and objectives of assigned recreational programs and services. Prepares, monitors, and controls budget and financial expenditures of assigned recreational programs and services. Supervises the scheduling and coordination of facilities and equipment for general public use; maintains inventory control. Supervises first level supervisory and other full-time staff.

Minimum Requirements: Bachelor's Degree in Recreation; 5 to 7 years' experience in recreation or related field. CPR/AED, First Aid, and Blood-Borne Pathogen Cert, Pool Technician Certificate.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	No Match	N/A	N/A	N/A
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	Recreation Program Administrator	\$116,013	\$132,043	\$148,073
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Recreation Manager	\$112,580	\$130,134	\$147,689
City of Redondo	Recreation, Youth, Senior and Family Services Manager	\$85,357	\$97,825	\$110,294
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$104,650	\$120,001	\$135,352
Peer Market Median		\$112,580	\$130,134	\$147,689
City of Carson	RECR. PROGRAM MANAGER (EXMPT)	\$105,885	\$120,512	\$135,139
City of Carson as a % of Peer Market Average		101%	100%	100%
City of Carson as a % of Peer Market Median		94%	93%	92%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

RECREATION CENTER SUPV. II

COMMUNITY SERVICES Job Family

Plans and implements varied recreational activities for multiple age groups. Implements and supervises the activities, programs, special events, for groups/organizational events. Manages facilities, and monitors budget. Participates in the training, scheduling, and supervise and evaluate year-round and seasonal staff volunteers. Evaluates participant interests and make recommendations, acts as a liaison between community and city.

Minimum Requirements: Associate's Degree or 2 Years of College in Recreation; 3 to 5 years' experience in recreation or related field.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Senior Recreation Leader	\$48,011	\$57,097	\$66,183
City of El Segundo	Recreation Coordinator	\$60,888	\$67,449	\$74,010
City of Gardena	Recreation Supervisor	\$67,102	\$76,372	\$85,641
City of Norwalk	Recreation Supervisor	\$75,069	\$83,152	\$91,236
City of Manhattan Beach	Senior Recreation Supervisor	\$96,768	\$111,870	\$126,972
City of Redondo	Recreation Supervisor	\$69,081	\$79,165	\$89,249
City of Hawthorne	Recreation Specialist	\$53,251	\$65,599	\$77,946
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Recreation Supervisor, Senior	\$78,577	\$89,435	\$100,293
Peer Market Average		\$68,593	\$78,767	\$88,941
Peer Market Median		\$68,091	\$77,768	\$87,445
City of Carson	RECREATION CENTER SUPV. II	\$81,925	\$95,854	\$109,782
City of Carson as a % of Peer Market Average		119%	122%	123%
City of Carson as a % of Peer Market Median		120%	123%	126%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

RECREATION SUPERINTENDENT

COMMUNITY SERVICES Job Family

Manages the operations of the Recreation and Human Services Division including program development and evaluation, program scheduling, implementation and program promotion and marketing of assigned programs; coordinates Recreation and Human Services activities with other divisions and departments; provides highly complex staff assistance to the Director of Community Services. Supervises managerial and other full-time staff.

Minimum Requirements: Bachelor's Degree in Recreation; 5 to 7 years' experience in recreation or related field. First Aid and CPR Certificates.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	No Match	N/A	N/A	N/A
City of El Segundo	Recreation Manager	\$117,903	\$133,938	\$149,972
City of Gardena	Recreation and Human Services Manager	\$101,054	\$115,013	\$128,971
City of Norwalk	RECREATION SUPERINTENDENT	\$109,206	\$120,973	\$132,740
City of Manhattan Beach	Recreation Manager	\$112,580	\$130,134	\$147,689
City of Redondo	Recreation, Youth, Senior and Family Services Manager	\$90,054	\$103,207	\$116,360
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Human Services Superintendent	\$112,640	\$136,103	\$159,566
City of Torrance	Recreation Services Manager	\$134,630	\$160,215	\$185,801
Peer Market Average		\$111,152	\$128,512	\$145,871
Peer Market Median		\$112,580	\$130,134	\$147,689
City of Carson	RECREATION SUPERINTEND	\$131,982	\$150,210	\$168,438
City of Carson as a % of Peer Market Average		119%	117%	115%
City of Carson as a % of Peer Market Median		117%	115%	114%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

RISK MANAGER

CITY MANAGER OFFICE Job Family

Plans, organizes, and directs the Risk Management Division including the workers' compensation, general liability, health/safety, property, ADA and other risk management programs. Oversees outside consultants, vendors, defense attorneys. Oversees the Division's staffing and budget planning and implementation and vendor contract process.

Minimum Requirements: Bachelor's Degree in Business Administration, Public Administration, or Related Field; 7 to 9 years' experience in public administration, risk management. Associate in Risk Management (ARM), Chartered Property and Casualty Underwriter (CPCU) or equivalent that demonstrates proficiency in the field.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	No Match	N/A	N/A	N/A
City of El Segundo	Risk Manager (At Will)	\$120,491	\$132,539	\$144,587
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Risk Manager	\$137,577	\$159,052	\$180,527
City of Redondo	Risk Manager	\$85,465	\$111,771	\$138,077
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Risk Manager	\$89,598	\$108,262	\$126,925
City of Torrance	Risk Manager	\$132,047	\$145,248	\$158,450
Peer Market Average		\$113,036	\$131,374	\$149,713
Peer Market Median		\$120,491	\$132,539	\$144,587
City of Carson	RISK MANAGER	\$148,571	\$169,092	\$189,613
City of Carson as a % of Peer Market Average		131%	129%	127%
City of Carson as a % of Peer Market Median		123%	128%	131%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

SANITATION OFFICER

PUBLIC WORKS Job Family

Designs, implements, maintains and enforces a functional program for compliance with state environmental requirements. Inspects construction sites, businesses, and waste areas for compliance with environmental ordinances and guidelines for sanitation purposes.

Minimum Requirements: Bachelor's Degree in Environmental Science, Ecological Science, Industrial Hygiene; 3 to 5 years' experience in public administration, environmental planning. Penal Code 832 certification.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Senior Code Enforcement Inspector	\$82,053	\$97,582	\$113,111
City of El Segundo	Code Compliance Inspector	\$79,890	\$88,498	\$97,107
City of Gardena	Code Enforcement Officer	\$74,072	\$84,306	\$94,539
City of Norwalk	Code Compliance Inspector	\$68,275	\$75,630	\$82,985
City of Manhattan Beach	Code Enforcement Officer	\$69,690	\$84,323	\$98,957
City of Redondo	Code Enforcement Officer	\$68,192	\$73,255	\$78,318
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Sanitation Services Officer	\$57,545	\$69,532	\$81,519
City of Torrance	Environmental Quality Officer	\$68,542	\$76,995	\$85,448
Peer Market Average		\$71,032	\$81,265	\$91,498
Peer Market Median		\$69,116	\$80,650	\$89,994
City of Carson	SANITATION OFFICER	\$74,214	\$86,835	\$99,456
City of Carson as a % of Peer Market Average		104%	107%	109%
City of Carson as a % of Peer Market Median		107%	108%	111%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

SENIOR ACCOUNTANT

FINANCE Job Family

Reviews and Reconciles City's Bank Accounts Reviews and Reconciles General Fund's Balance Sheet Accounts, tracks revenues and expenditures. Reconciles Payroll Taxes and Tax Payments, files Federal and State Quarterly Payroll Reports. Prepares and Files W2, Payroll Wages to SSA, 1099 NEC, SCO Reports at Year End. Assists Accounts Payable and Payroll team as needed in daily operation. Prepares Financial reports for various departments and assist with GL Accounts. Assists with Annual Financial Audit and perform various General Fund Year-End adjustments.

Minimum Requirements: Bachelor's Degree in Accounting, Business; 5 to 7 years' experience in Accounting or related role.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Senior Accountant	\$87,566	\$104,138	\$120,710
City of El Segundo	Senior Accountant	\$90,943	\$100,743	\$110,542
City of Gardena	Senior Accountant	\$81,773	\$93,060	\$104,348
City of Norwalk	Senior Accountant	\$77,099	\$85,403	\$93,707
City of Manhattan Beach	Senior Accountant	\$88,363	\$102,149	\$115,934
City of Redondo	Senior Accountant	\$83,327	\$95,507	\$107,687
City of Hawthorne	Accountant	\$73,487	\$91,181	\$108,876
City of Inglewood	Senior Accountant	\$89,598	\$108,262	\$126,925
City of Torrance	Accountant, Senior	\$83,741	\$95,296	\$106,852
Peer Market Average		\$83,989	\$97,304	\$110,620
Peer Market Median		\$83,741	\$95,507	\$108,876
City of Carson	SENIOR ACCOUNTANT	\$95,730	\$108,954	\$122,179
City of Carson as a % of Peer Market Average		114%	112%	110%
City of Carson as a % of Peer Market Median		114%	114%	112%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

SENIOR BUDGET ANALYST

FINANCE Job Family

Develops the Annual City Operational Budget and assists in developing 5 Year CIP Plan. Presents Budget Workshops to City Council, and Budget Adoption presentation to City Council. Reviews all staff reports that have fiscal impact and coordinate review with Purchasing manager, Accounting Manager, and Innovation, Sustainability, Performance Management Manager. Monitors Budget to assure department are staying within authorized spending authority.

Minimum Requirements: Bachelor's Degree in Business Administration, Finance, Accounting or Related field; 3 to 5 years' experience in financial administration.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Budget Manager	\$122,249	\$141,503	\$160,757
City of El Segundo	Senior Management Analyst	\$93,277	\$102,604	\$111,932
City of Gardena	Administrative Analyst	\$90,264	\$102,737	\$115,210
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Budget and Financial Analyst	\$94,399	\$109,117	\$123,834
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	Senior Finance Analyst	\$79,349	\$98,680	\$118,010
City of Inglewood	Senior Budget Analyst	\$89,598	\$108,262	\$126,925
City of Torrance	Administrative Analyst	\$59,880	\$78,161	\$96,441
Peer Market Average		\$89,859	\$105,866	\$121,873
Peer Market Median		\$90,264	\$102,737	\$118,010
City of Carson	SENIOR BUDGET ANALYST	\$98,148	\$116,310	\$134,472
City of Carson as a % of Peer Market Average		109%	110%	110%
City of Carson as a % of Peer Market Median		109%	113%	114%

N/A = Data Not Available

All data is adjusted based on geographic differences in the cost of labor and differences in workweek definition for Non-Exempt jobs only, as applicable.

The overall market average is a straight average of Custom Survey Market Average and Published Survey Market Average.

The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

SENIOR CIVIL ENGINEER

PUBLIC WORKS Job Family

Plans and coordinates capital improvement projects and performs a variety of professional engineering duties in design and construction inspection activities. Develops comprehensive plans for the design and construction of major public works projects. Coordinates activities with other departments and outside agencies to obtain various approvals. Participates in the selection process for consultants and contracts. Acts as contract administrator on capital projects. Assists in the preparation of capital improvement plans and budget. Provides information to and consults with the public.

Minimum Requirements: Bachelor's Degree in Civil Engineering; 7 to 9 years' experience in engineering. Professional Engineer License (State of California).

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Senior Civil Engineer	\$120,652	\$139,655	\$158,658
City of El Segundo	Senior Civil Engineer (At Will)	\$112,914	\$124,205	\$135,497
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Senior Civil Engineer	\$59,009	\$65,367	\$71,725
City of Manhattan Beach	Senior Civil Engineer	\$112,580	\$130,134	\$147,689
City of Redondo	Principal Civil Engineer	\$104,408	\$120,017	\$135,627
City of Hawthorne	Senior Engineer	\$84,216	\$104,824	\$125,431
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$98,963	\$114,034	\$129,105
Peer Market Median		\$108,494	\$122,111	\$135,562
City of Carson	SENIOR CIVIL ENGINEER	\$119,560	\$136,074	\$152,589
City of Carson as a % of Peer Market Average		121%	119%	118%
City of Carson as a % of Peer Market Median		110%	111%	113%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

SENIOR CLERK

CITY CLERK Job Family

Performs a variety of advanced administrative and clerical work. Processes and manages records throughout their entire lifecycle using established procedures. Verifies reports, records, and other data for accuracy, completeness, and compliance with established regulations/standards. Welcomes visitors to the office, answers calls and e-mails from customers and delivers messages.

Minimum Requirements: High School diploma or G.E.D. equivalency; 1 to 3 years' experience in clerical and administrative support.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Senior Clerk	\$49,108	\$58,402	\$67,696
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	Customer Service Clerk II	\$45,198	\$51,437	\$57,677
City of Norwalk	Office Assistant III	\$59,009	\$65,367	\$71,725
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	Senior Administrative Specialist	\$55,868	\$59,789	\$63,711
City of Hawthorne	Administrative Clerk	\$50,398	\$62,050	\$73,703
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Administrative Assistant	\$56,237	\$62,296	\$68,354
Peer Market Average		\$52,636	\$59,890	\$67,144
Peer Market Median		\$53,133	\$60,920	\$68,025
City of Carson	SENIOR CLERK	\$57,828	\$65,897	\$73,965
City of Carson as a % of Peer Market Average		110%	110%	110%
City of Carson as a % of Peer Market Median		109%	108%	109%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

SENIOR CUSTODIAN

PUBLIC WORKS Job Family

Performs, assigns and coordinate crews during the entire work shift with responsibility for designating area assignments of park facilities, buildings and other city buildings Citywide. Ensures safety, city policies and procedures are met daily. Supervises inventory control, stock replenishment and dispense of supplies for cleaning.

Minimum Requirements: High School diploma or G.E.D. equivalency; 1 to 3 years' experience in maintenance.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Custodial Leadworker	\$42,930	\$51,055	\$59,180
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	Custodian Lead	\$65,461	\$74,497	\$83,533
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Senior Custodian	\$50,615	\$53,228	\$55,841
Peer Market Average		\$53,002	\$59,594	\$66,185
Peer Market Median		\$50,615	\$53,228	\$59,180
City of Carson	SENIOR CUSTODIAN	\$52,530	\$61,458	\$70,387
City of Carson as a % of Peer Market Average		99%	103%	106%
City of Carson as a % of Peer Market Median		104%	115%	119%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

SENIOR GROUNDSWORKER

PUBLIC WORKS Job Family

Schedules specific tasks for staff. Performs daily tasks that include removal of debris, disposal of excess trash and litter. Maintains baseball diamonds and turf for various sports and/ or programs. Demonstrates trouble shooting for irrigation breaks, and valves, and performs maintenance of sprinkler heads and drip lines.

Minimum Requirements: High School diploma or G.E.D. equivalency; 1 to 3 years' experience in grounds maintenance.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Senior Groundskeeper	\$60,231	\$71,630	\$83,029
City of El Segundo	Park Maintenance Worker II	\$52,503	\$58,161	\$63,818
City of Gardena	Park Maintenance Lead	\$74,072	\$84,306	\$94,539
City of Norwalk	Maintenance Worker III	\$59,510	\$65,922	\$72,334
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Maintenance Worker	\$42,271	\$51,077	\$59,882
City of Torrance	Maintenance Worker Lead	\$59,901	\$68,167	\$76,433
Peer Market Average		\$58,082	\$66,544	\$75,006
Peer Market Median		\$59,706	\$67,045	\$74,384
City of Carson	SENIOR GROUNDSWORKER	\$60,921	\$71,281	\$81,640
City of Carson as a % of Peer Market Average		105%	107%	109%
City of Carson as a % of Peer Market Median		102%	106%	110%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

SENIOR HUMAN RESOURCES ANALYST

HUMAN RESOURCES Job Family

Performs a variety of complex and specialized human resource functions such as recruitments/exams, performance management/employee relations, Human Resources Information Systems (HRIS), special projects, position control, and data analysis. Supervises professional level staff and office support staff, trains and develops staff, audits employee assignments, provides goals and objectives to staff. Manages daily administrative operations functions such as staff assignments, workflow, and project management.

Minimum Requirements: Bachelor's Degree in Business Administration, Management; 5 to 7 years' experience in Human Resources.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	No Match	N/A	N/A	N/A
City of El Segundo	Senior Human Resource Analyst	\$93,277	\$102,604	\$111,932
City of Gardena	Senior Human Resources Analyst	\$95,210	\$108,360	\$121,510
City of Norwalk	Senior Human Resources Analyst	\$77,099	\$85,403	\$93,707
City of Manhattan Beach	Senior Human Resources Analyst	\$96,768	\$111,870	\$126,972
City of Redondo	Senior Human Resources Analyst	\$96,672	\$111,759	\$126,846
City of Hawthorne	Senior Human Resource Analyst	\$79,349	\$98,680	\$118,010
City of Inglewood	Senior Human Resources Analyst	\$89,598	\$108,262	\$126,925
City of Torrance	Human Resources Analyst	\$80,222	\$102,334	\$124,445
Peer Market Average		\$88,524	\$103,659	\$118,794
Peer Market Median		\$91,438	\$105,433	\$122,978
City of Carson	SENIOR HUMAN RESOURCES ANALYST	\$105,710	\$120,310	\$134,909
City of Carson as a % of Peer Market Average		119%	116%	114%
City of Carson as a % of Peer Market Median		116%	114%	110%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

SENIOR MAINT WORKER II

PUBLIC WORKS Job Family

Performs a variety of skilled maintenance duties and oversees activities of a maintenance crew in order to perform assigned maintenance functions, by the supervisor, such as concrete or asphalt repair, weed abatement and debris removal, illegal dump and hazardous waste removal, and homeless encampment cleanup operations. Supervises the work activities of Equipment Operators and Maintenance crews, trains and provides work direction to personnel. Performs general administration duties when preparing to start a new maintenance job.

Minimum Requirements: 3 to 5 years' experience in maintenance, asphalt repair. CDL.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Public Works Journeyman	\$55,971	\$66,564	\$77,156
City of El Segundo	Street maintenance Worker II	\$52,503	\$58,161	\$63,818
City of Gardena	Park Maintenance Worker II	\$52,419	\$59,659	\$66,899
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Lead Maintenance Worker	\$66,925	\$76,171	\$85,418
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	Skilled Maintenance Worker	\$53,251	\$65,599	\$77,946
City of Inglewood	Maintenance Worker	\$42,271	\$51,077	\$59,882
City of Torrance	Maintenance Worker, Lead	\$59,901	\$68,167	\$76,433
Peer Market Average		\$54,749	\$63,628	\$72,507
Peer Market Median		\$53,251	\$65,599	\$76,433
City of Carson	SENIOR MAINT WORKER II	\$72,400	\$84,716	\$97,032
City of Carson as a % of Peer Market Average		132%	133%	134%
City of Carson as a % of Peer Market Median		136%	129%	127%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

SENIOR PLANNER

COMMUNITY DEVELOPMENT Job Family

Supervises and coordinates activities and projects of the Planning Division and Economic Development; exercises greater independence and judgment; reviews and evaluates major development proposals and acts as a project leader; performs a variety of complex professional-level planning duties, often leads or is significantly involved with larger, more complex planning assignments. Familiar with Carson development standards, reading blueprints, design guidelines, and in some cases state laws for development standards.

Minimum Requirements: Bachelor's Degree in Urban Planning or Related Field; 5 to 7 years' experience in planning, economic development, housing.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Senior Planner	\$101,282	\$117,234	\$133,186
City of El Segundo	Senior Planner	\$93,780	\$103,885	\$113,991
City of Gardena	Senior Planner	\$95,210	\$108,360	\$121,510
City of Norwalk	Senior Planner	\$89,445	\$99,087	\$108,728
City of Manhattan Beach	Senior Planner	\$112,580	\$130,134	\$147,689
City of Redondo	Senior Planner	\$83,327	\$95,507	\$107,687
City of Hawthorne	Senior Planner	\$79,349	\$98,680	\$118,010
City of Inglewood	Senior Planner	\$96,062	\$116,071	\$136,081
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$93,879	\$108,620	\$123,360
Peer Market Median		\$94,495	\$106,123	\$119,760
City of Carson	SENIOR PLANNER	\$108,331	\$123,294	\$138,258
City of Carson as a % of Peer Market Average		115%	114%	112%
City of Carson as a % of Peer Market Median		115%	116%	115%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

SENIOR RISK MANAGEMENT ANALYST

CITY MANAGER OFFICE Job Family

Administers, implements and coordinates the activities of the city's risk management program including self-insured workers' compensation, general liability, property insurance and safety program. Assists Risk Manager in compiling and developing the annual budget. Conducts contract reviews to determine insurance requirements. Investigates liability claims.

Minimum Requirements: Bachelor's Degree in Business Administration, Public Administration, or Related Field; 3 to 5 years' experience in public administration, risk management.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Senior Administrative Analyst (M)	\$90,516	\$104,772	\$119,028
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	Risk Management Analyst	\$80,096	\$91,156	\$102,216
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$85,306	\$97,964	\$110,622
Peer Market Median		\$85,306	\$97,964	\$110,622
City of Carson	SENIOR RISK MANAGEMENT ANALYST	\$108,321	\$123,290	\$138,258
City of Carson as a % of Peer Market Average		127%	126%	125%
City of Carson as a % of Peer Market Median		127%	126%	125%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

SOCIAL SERVICES COORDINATOR II

COMMUNITY SERVICES Job Family

Supervises and oversees the daily operations of the Stroke Center and Special Interest departments within Human Services. Oversees personnel, scheduling and programming, creates policies and procedures, reporting of daily, monthly and quarterly statistics, sets Goals and Objectives, and proffers performance evaluations. Creates and maintains budgets, revenue, spending, equipment and supply needs, and provides administrative communication and support to subordinates, peers and management. Assists on City-wide events outside of everyday operations, while maintaining programs, participation and overall success of assigned functions.

Minimum Requirements: Associate's Degree or 2 Years of College in Social Services or Related Field ; 1 to 3 years' experience in public administration.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Social Services Coordinator	\$49,957	\$59,412	\$68,867
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	Human Services Coordinator	\$56,443	\$64,240	\$72,036
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$53,200	\$61,826	\$70,452
Peer Market Median		\$53,200	\$61,826	\$70,452
City of Carson	SOCIAL SERVICES COORDINATOR II	\$76,079	\$89,020	\$101,962
City of Carson as a % of Peer Market Average		143%	144%	145%
City of Carson as a % of Peer Market Median		143%	144%	145%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

SUPT LANDSCAPE & BLDNG MT

PUBLIC WORKS Job Family

Plans, organizes, staffs, directs, and controls various divisional maintenance activities involving custodial services, and the service and repair of buildings and various soft and hardscaped areas. Directs the removal of debris from the right of way, maintenance of pavement markings and motorized equipment. Evaluates maintenance needs and recommends programs or action plans to meet these needs. Prepares Division budgets and controls expenditures. Coordinates inventory and supply procedures.

Minimum Requirements: A Bachelor's degree and five (5) years of full-time paid increasingly responsible experience in the management of custodial services, landscape and building maintenance operations, including three (3) years of supervisory experience in related areas as indicated.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Landscape Services Supervisor	\$71,790	\$85,377	\$98,963
City of El Segundo	Building Safety Manager	\$134,436	\$147,880	\$161,324
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	Public Services Manager	\$119,164	\$132,006	\$144,848
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	Public Works Superintendent	\$85,357	\$97,825	\$110,294
City of Hawthorne	Supervisor, Maintenance	\$70,634	\$87,615	\$104,596
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$96,276	\$110,141	\$124,005
Peer Market Median		\$85,357	\$97,825	\$110,294
City of Carson	SUPT LANDSCAPE & BLDNG MT	\$131,982	\$150,210	\$168,438
City of Carson as a % of Peer Market Average		137%	136%	136%
City of Carson as a % of Peer Market Median		155%	154%	153%

N/A = Data Not Available

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The Published Data Sources reflect percentiles of actual base salaries.

Notes:

City of Carson Detailed Market Data (Adjusted)

SUPT ROW OPS AND MAINT

PUBLIC WORKS Job Family

Plans, organizes, staffs, directs, and controls various divisional maintenance activities involving fleet maintenance and the service and repair of the public right of way infrastructure system including, traffic signals, streetlights, signs, storm drains, facilities, streets, sidewalks, medians and parkway trees. Directs the removal of debris from the right of way, maintenance of pavement markings and motorized equipment. Evaluates maintenance needs and recommends programs or action plans to meet these needs. Prepares Division budgets and controls expenditures. Coordinates inventory and supply procedures.

Minimum Requirements: A Bachelor's degree and five (5) years of full-time paid increasingly responsible experience in the management of fleet services and right of way, operations, including three (3) years of supervisory experience in related areas as indicated.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	No Match	N/A	N/A	N/A
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	Street Maintenance Superintendent	\$116,013	\$132,043	\$148,073
City of Norwalk	Public Services Manager	\$119,164	\$132,006	\$144,848
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	Public Works Superintendent	\$85,357	\$97,825	\$110,294
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	No Match	N/A	N/A	N/A
City of Torrance	Fleet Services Manager	\$121,333	\$144,384	\$167,434
Peer Market Average		\$110,467	\$126,564	\$142,662
Peer Market Median		\$117,588	\$132,024	\$146,460
City of Carson	SUPT ROW OPS AND MAINT	\$131,982	\$150,210	\$168,438
City of Carson as a % of Peer Market Average		119%	119%	118%
City of Carson as a % of Peer Market Median		112%	114%	115%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

SYSTEMS ADMINISTRATOR

CITY MANAGER OFFICE Job Family

Manages, configures, and maintains servers, HCI, virtualization, data protection (backup & recovery), storage (SAN, NAS) systems, email service, active directory, Microsoft 365 and IT security systems of the City. Installs and upgrades hardware and software, lead product selection, and resolves problems and issues with IT systems. Provides training of IT systems such as Office365 to peers and city staff. Perform daily monitoring of the critical infrastructure systems.

Minimum Requirements: Bachelor's Degree in Computer Science; 5 to 7 years' experience in IT systems administration, engineering.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	No Match	N/A	N/A	N/A
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Network Administrator	\$98,391	\$111,978	\$125,565
City of Redondo	No Match	N/A	N/A	N/A
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Systems Administrator	\$113,766	\$137,464	\$161,161
City of Torrance	No Match	N/A	N/A	N/A
Peer Market Average		\$106,079	\$124,721	\$143,363
Peer Market Median		\$106,079	\$124,721	\$143,363
City of Carson	SYSTEMS ADMINISTRATOR	\$119,164	\$135,627	\$152,090
City of Carson as a % of Peer Market Average		112%	109%	106%
City of Carson as a % of Peer Market Median		112%	109%	106%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

SYSTEMS BUSINESS ANALYST

INFORMATION TECHNOLOGY Job Family

Provides support to city staff and is responsible for project management, coordination, integration, and support for finance related technology systems and business applications of an Enterprise Resource Planning (ERP) system used by various departments throughout the city. Responsible for system administration, including security roles for users and integrity of the system; assistance with workflow management within ERP system and other business-related systems; coordination with users and administrators of other department review of existing and proposed applications; recommendation, implementation, testing and training of new systems and/or applications.

Minimum Requirements: Bachelor's Degree in Information Technology or Computer Science; 3 to 5 years' experience in IT systems administration.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Operating Systems Analyst II	\$85,928	\$99,461	\$112,995
City of El Segundo	No Match	N/A	N/A	N/A
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	Applications Analyst	\$94,399	\$109,117	\$123,834
City of Redondo	Business Systems Analyst	\$83,327	\$95,507	\$107,687
City of Hawthorne	No Match	N/A	N/A	N/A
City of Inglewood	Systems Analyst II	\$80,309	\$97,038	\$113,766
City of Torrance	Systems Analyst	\$96,587	\$106,987	\$117,387
Peer Market Average		\$88,110	\$101,622	\$115,134
Peer Market Median		\$85,928	\$99,461	\$113,766
City of Carson	SYSTEMS BUSINESS ANALYST	\$119,164	\$135,627	\$152,090
City of Carson as a % of Peer Market Average		135%	133%	132%
City of Carson as a % of Peer Market Median		139%	136%	134%

N/A = Data Not Available

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Notes:

City of Carson Detailed Market Data (Adjusted)

SYSTEMS SPECIALIST

CITY MANAGER OFFICE Job Family

Provides a variety of Microsoft Office 365 system administration. Provides applications systems administration and support. Provides desktop level support, including fix Windows issue, installs applications programs, as well as upgrades and repairs computers and printers.

Minimum Requirements: Bachelor's Degree in Computer Information Systems, Computer Science; 3 to 5 years' experience in IT systems administration, engineering. Microsoft certified engineer, Cisco CCNA.

Peer	Matching Title	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
City of Burbank	Operating System Analyst I	\$75,319	\$87,229	\$99,140
City of El Segundo	Information System Specialist	\$105,177	\$116,510	\$127,843
City of Gardena	No Match	N/A	N/A	N/A
City of Norwalk	No Match	N/A	N/A	N/A
City of Manhattan Beach	No Match	N/A	N/A	N/A
City of Redondo	Information Systems Specialist	\$72,168	\$83,015	\$93,861
City of Hawthorne	Information Systems Specialist	\$64,280	\$79,541	\$94,802
City of Inglewood	Technical Support Specialist II	\$60,480	\$73,079	\$85,677
City of Torrance	Information Technology Specialist	\$64,961	\$75,975	\$86,989
Peer Market Average		\$73,731	\$85,891	\$98,052
Peer Market Median		\$68,564	\$81,278	\$94,331
City of Carson	SYSTEMS SPECIALIST	\$88,903	\$101,184	\$113,464
City of Carson as a % of Peer Market Average		121%	118%	116%
City of Carson as a % of Peer Market Median		130%	124%	120%

N/A = Data Not Available

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Notes:

New Position Request- Public Works

Account Clerk

This memo aims to justify the creation of a new Account Clerk position in the Public Works Department. This role is essential to handle citizen inquiries, meet project deadlines, and maintain overall operational efficiency, addressing the increasing workload and challenges currently faced by our team.

Justification

The Public Works Department is experiencing a significant increase in workload due to expanding community needs and ongoing projects. Our existing Account Clerk is struggling to manage the volume of financial and operational transactions. This strain is affecting our ability to maintain accuracy in financial records and meet deadlines, leading to delays and potential errors.

Current Situation

1. **Increased Workload:** The demand for public works services has risen, resulting in a surge in financial transactions and citizen inquiries. This includes managing billing, vendor payments, and project-related financial documentation.
2. **Reliance on Inadequately Trained Staff:** Currently, we rely on interns and administrative staff to perform complex financial tasks that exceed their training and expertise. This practice not only risks inaccuracies but also leads to inefficiencies in our operations.
3. **Operational Bottlenecks:** The existing account clerk's workload has reached a point where it affects our ability to respond promptly to citizen inquiries, maintain precise financial records, and adhere to project timelines.

Proposed Solution

The addition of a dedicated Account Clerk will address these issues by:

1. **Improving Financial Management:** The new Account Clerk will handle routine financial transactions, maintain accurate records, and ensure compliance with financial policies. This will reduce errors and improve data accuracy.
2. **Enhancing Operational Efficiency:** By redistributing tasks, the new position will allow the current account clerk to focus on more complex financial analyses and oversight, thereby improving overall departmental efficiency.
3. **Supporting Citizen Inquiries:** The additional staff member will help manage and respond to citizen inquiries related to financial matters, enhancing our responsiveness and service quality.
4. **Reducing Dependency on Inadequately Trained Staff:** This position will eliminate the need for interns and administrative staff to handle complex financial tasks, ensuring these duties are performed by appropriately trained personnel.

Future Challenges and Opportunities

The growing demands on the Public Works Department necessitate a proactive approach to staffing. This new position will:

1. **Address Future Workload Increases:** As the City of Carson continues to grow, the workload in the Public Works Department will likely continue to increase. An additional Account Clerk will help manage this growth sustainably.
2. **Improve Financial Planning and Analysis:** With adequate staffing, we can better manage financial planning, leading to more informed decision-making and improved financial health for the department.
3. **Enhance Employee Development:** The new position will allow existing staff to focus on their core responsibilities and professional growth, leading to better job satisfaction and performance.

Conclusion

The addition of an Account Clerk is a strategic investment in the operational efficiency of the Public Works Department. This position is crucial for maintaining accurate financial records, improving responsiveness to citizen inquiries, and meeting project deadlines. It will address the current and future challenges posed by increased workloads and ensure that complex financial tasks are handled by qualified personnel.

Recommendation

Approve new position of Account Clerk.

New Position Request

Accountant I- Finance Dept.

As the City of Carson continues to grow and the complexity of financial operations increases, it has become increasingly clear that the Finance Department requires an additional accountant to assist throughout the department. This addition is essential for the following reasons:

Justification for the Position

1. **Increased Workload:** The Finance Department is experiencing a growing volume of transactions, budgeting processes, and financial reporting requirements. An additional accountant would help manage this workload, ensuring timely and accurate financial statements and compliance with regulatory standards.
2. **Financial Reporting:** Accurate and timely financial reporting is critical for informed decision-making by city leadership. An accountant would be responsible for preparing financial reports, reconciling accounts, and ensuring that all financial data is accurate and up to date. This role is essential for maintaining transparency and accountability in the city's financial operations.
3. **Budget Preparation and Management:** The budget preparation process requires meticulous attention to detail and extensive coordination among various departments. An additional accountant would assist in gathering and analyzing budget data, helping to create a comprehensive and realistic budget that aligns with the city's strategic goals.
4. **Audit Support:** As the city undergoes regular audits, having an additional accountant would provide the necessary support to ensure that all financial records are well-organized and readily accessible. This will facilitate a smoother audit process, reduce the risk of findings, and enhance the city's credibility with external auditors.
5. **Grant Management:** The city often applies for and receives various grants that require detailed financial tracking and reporting. An accountant would assist in managing these grants, ensuring compliance with funding requirements and providing accurate financial information to grantors.
6. **Internal Controls:** Strengthening internal controls is vital for safeguarding the city's assets and ensuring financial integrity. An additional accountant would help implement and monitor internal control procedures, identifying areas for improvement and mitigating risks associated with financial operations.
7. **Cross-Departmental Support:** The Finance Department supports various other departments within the city. An additional accountant would provide much-needed assistance in addressing financial inquiries, processing invoices, and coordinating with other departments, ultimately leading to improved service delivery across the city.

In summary, the addition of an accountant in the Finance Department is essential to effectively manage the increasing workload, enhance financial reporting, support budget preparation, and strengthen internal controls. This investment will not only improve the overall efficiency of the Finance Department but also contribute to the city's financial health and operational success.

New Position Request- Public Safety

Administrative Analyst

Justification

The proposed Administrative Analyst position under the Public Safety Department will address the critical need for enhanced budget management, contract oversight, and program support. This role is integral to maintaining and improving the operational efficiency and financial health of the department.

Key Responsibilities:

- **Budget Management:** Analyze and manage the department's budget, ensuring efficient allocation of resources. This includes tracking expenditures, forecasting financial needs, and preparing detailed reports to support decision-making by department heads and City Council.
- **Contract Oversight:** Oversee contracts related to public safety services and equipment. This involves ensuring compliance with city policies, monitoring contract performance, and conducting cost-benefit analyses to ensure the department receives optimal value.
- **Program Support:** Provide comprehensive support for various public safety programs, including those endorsed by City Council committees, commissions, or boards. This entails planning, directing, and evaluating program functions to meet strategic goals and community needs.

Justification:

1. **Budget Efficiency and Transparency:**
 - The Public Safety Department manages a significant portion of the city's budget, including funding for personnel, equipment, and emergency services. An Administrative Analyst will enhance budget transparency and accuracy through rigorous analysis, helping to identify cost-saving opportunities and ensure resources are allocated effectively.
 - Improved budget oversight will support compliance with municipal financial policies and regulations, facilitating smoother budget approval processes and fostering greater trust with City Council and the public.
2. **Enhanced Contract Management:**
 - The department engages in numerous contracts for services such as emergency response, public safety equipment, and community programs. Effective oversight of these contracts is essential to avoid costly overruns and to ensure that contractors meet performance expectations.
 - The Administrative Analyst will streamline contract processes, including drafting, negotiation, and compliance monitoring. This role will ensure that all contractual obligations are met, safeguarding the city's interests and enhancing vendor accountability.
3. **Robust Program Support:**

- Public safety programs often involve complex coordination among various stakeholders, including City Council committees, community groups, and external partners. The Administrative Analyst will provide crucial support by conducting operational studies, analyzing program effectiveness, and making data-driven recommendations for improvement.
 - This position will also assist in the planning and implementation of new initiatives, ensuring that programs align with the city's strategic goals and respond effectively to emerging public safety challenges.
4. **Support for Decision-Making:**
- The Administrative Analyst will serve as a key resource for higher-level managers and City Council committees, providing detailed analyses and reports to inform policy decisions. This role will enhance the department's capacity to address issues related to budget, organization, and program execution, enabling more effective and timely responses to public safety needs.

Conclusion: The addition of an Administrative Analyst to the Public Safety Department is essential for strengthening the department's financial management, enhancing contract oversight, and supporting the effective delivery of public safety programs. This position will provide the necessary expertise to improve operational efficiency, ensuring that the department continues to protect and serve the community effectively while maintaining fiscal responsibility.

New Position Request

(2) Assistant Groundsworker- Community Services

This memo outlines the critical need for hiring two additional Assistant Groundsworkers for the City of Carson. Given the increasing demands on grounds maintenance and landscape gardening, expanding our team is essential to ensure the city's public spaces are maintained to a high standard.

Justification for the Position

1. Increased Grounds Maintenance Needs:

- The City of Carson has seen a rise in the usage of public parks and recreational areas. More frequent and thorough maintenance is required to keep these spaces safe, clean, and enjoyable for residents and visitors. Additional Assistant Groundsworkers will help meet these increased demands.

2. Variety of Duties:

- The responsibilities of Assistant Groundsworkers include a wide range of unskilled and semi-skilled tasks such as mowing, irrigating, and operating maintenance equipment and tools. The diverse nature of these duties necessitates a larger workforce to ensure all tasks are completed efficiently and effectively.

3. Operational Efficiency:

- By hiring two additional Assistant Groundsworkers, the maintenance team can operate more efficiently. This will allow for better scheduling, reduced downtime, and quicker response times to maintenance issues, ultimately leading to improved upkeep of city grounds.

4. Use of Maintenance Equipment and Tools:

- The operation of maintenance equipment and tools requires skilled and attentive workers. Increasing the number of Assistant Groundsworkers will ensure that equipment is used correctly and safely, preventing damage to both the tools and the grounds, and reducing the risk of accidents.

5. Enhanced Irrigation and Landscaping:

- Proper irrigation and landscaping are crucial for the health and aesthetics of the city's green spaces. Additional personnel will allow for more consistent and thorough irrigation practices and landscaping efforts, promoting healthier and more visually appealing environments.

6. Community Satisfaction:

- Well-maintained public spaces are vital for community satisfaction and well-being. Ensuring that these areas are properly cared for enhances the quality of life for residents and makes the city more attractive to visitors and potential new residents.

Conclusion

Given the increasing complexity and volume of duties outlined above, it is imperative that the City of Carson hires two additional Assistant Groundswokers. These additions will enable the team to maintain high standards of grounds maintenance and landscape gardening, ensuring that the city's public spaces remain safe, clean, and beautiful.

Your support in approving this request will significantly enhance our capacity to serve the City of Carson effectively.

New Position Request- Public Safety

Code Enforcement Officer-

Introduction

This memo outlines the critical need for an additional Code Enforcement Officer for the City of Carson. With the increasing demand for enforcement and regulatory duties, expanding the team is essential to maintaining the city's standards and ensuring public welfare.

Justification for Additional Code Enforcement Officer

1. Municipal Code Regulations Enforcement

- The current workload requires enforcing a wide range of municipal code regulations, including public peace, sanitation and health, taxes and licenses, streets, building and planning, and zoning ordinances. The increased complexity and volume of these regulations necessitate additional personnel to effectively manage and enforce compliance.

2. Complaint Handling and Investigation

- The department has seen a significant rise in complaints from the public and other departments regarding code enforcement. These complaints are received through various channels, such as telephone and correspondence, and require thorough investigation to address public nuisances and code violations. The growing number of complaints demands more personnel to ensure timely and effective resolution.

3. Field Inspections and Compliance Checks

- Performing field checks of contractors and subcontractors for proper licenses or permits, as well as reviewing building permit applications, are essential duties to ensure conformity with health and safety regulations. The increase in construction and development projects in the city has amplified the need for regular and comprehensive field inspections, which can only be managed with additional staff.

4. Citation Issuance and Follow-Up

- Writing citations for violations and performing necessary office follow-up work is a time-consuming process. As the number of violations rises, so does the need for meticulous documentation and follow-up. Additional personnel will help manage this workload and ensure that all citations are processed efficiently and accurately.

5. Legal Support and Court Testimony

- Assisting in prosecuting cases involving municipal code violations and providing testimony in court are critical functions. These tasks require a detailed understanding of municipal ordinances and the ability to interface with community and governmental agencies. The growing number of cases

necessitates additional officers to share the load and maintain the quality of legal support.

6. Public Education and Information

- Answering questions and providing information to the public about code enforcement topics is vital for community engagement and compliance. The increasing demand for public interaction requires more officers to effectively communicate and educate residents, ensuring a well-informed community.

Conclusion

Given the increasing complexity and volume of duties outlined above, it is imperative that the City of Carson hires an additional Code Enforcement Officer. This addition will enable the team to maintain high standards of enforcement, support public welfare, and handle the growing demands efficiently.

Your support in approving this request will significantly enhance the capacity to serve the City of Carson effectively.

New Position Request

Computer System Support Technician-IT

The City of Carson's Information Technology (IT) team plays a crucial role in maintaining and enhancing our digital infrastructure to support city operations and services. To continue providing effective support to city departments and ensure the seamless functioning of our computer systems, it is imperative that we hire a Computer System Support Technician.

Justification:

1. Increased Demand for Technical Support:

- As the City of Carson continues to grow and adopt new technologies, the demand for technical support has increased significantly. Currently, our IT team is stretched thin, leading to longer response times for support requests. A dedicated technician will ensure timely assistance for both hardware and software issues.

2. Proactive Maintenance and Issue Resolution:

- The addition of a Computer System Support Technician will allow us to implement proactive maintenance schedules, reducing the occurrence of system failures and downtime. This technician will focus on routine checks, updates, and troubleshooting, ultimately improving the reliability of our systems.

3. Support for Remote Work and Hybrid Models:

- The shift towards remote work and hybrid models has created new challenges in IT support. A dedicated technician can provide on-site support when needed, as well as assist with remote troubleshooting for employees while working from home. This flexibility is essential for maintaining productivity and ensuring that city services are uninterrupted.

4. Enhanced Security Measures:

- With the increasing prevalence of cyber threats, having a dedicated technician will enable the IT team to bolster our security measures. This role will focus on monitoring systems for vulnerabilities, implementing security updates, and providing training to city staff on best practices for cybersecurity.

5. Improved Service to City Departments:

- Each department within the city relies on IT systems to perform their functions effectively. By hiring a Computer System Support Technician, we can provide specialized support tailored to the needs of various departments, ensuring they have the tools necessary to serve the community efficiently.

Conclusion

Investing in a Computer System Support Technician is essential for the City of Carson to enhance our IT capabilities, improve response times, and ensure the reliability and security of

our technology systems. This addition will not only support current operations but also prepare us for future technological advancements and challenges.

New Position Request

Division Secretary- Public Works

As the Public Works Department continues to expand its services and manage an increasing volume of projects, it has become essential to enhance administrative support by adding a Division Secretary to the staff.

Justification for the Position

1. **Increased Administrative Workload:** The Public Works Department handles numerous projects simultaneously, leading to a significant increase in administrative tasks, including scheduling, document management, and correspondence. A Division Secretary would alleviate this burden, allowing engineers and project managers to focus on their core responsibilities.
2. **Efficient Document Management:** The management of contracts, project documentation, permits, and reports is crucial for the successful execution of public works projects. A Division Secretary would ensure that all documents are organized, tracked, and accessible, improving overall efficiency and reducing the risk of errors or delays.
3. **Enhanced Communication:** A Division Secretary would serve as a central point of contact for both internal staff and external stakeholders, including contractors, vendors, and the public. This role would facilitate better communication, ensuring that inquiries are addressed promptly and accurately, which is essential for maintaining positive relationships and project timelines.
4. **Support for Project Management:** The Public Works Department often oversees complex projects that require detailed coordination and oversight. A Division Secretary could assist with project management tasks, such as maintaining schedules, tracking progress, and preparing meeting agendas and minutes, ultimately contributing to more effective project execution.
5. **Improved Customer Service:** The addition of a Division Secretary would enhance the department's ability to respond to public inquiries and service requests efficiently. This role would help ensure that residents and stakeholders receive timely information and assistance, leading to improved satisfaction with public works services.
6. **Facilitating Compliance and Reporting:** Public works projects often involve compliance with various regulations and reporting requirements. A Division Secretary could help monitor these obligations, ensuring that all necessary documentation is completed and submitted on time, thus reducing the risk of non-compliance and potential penalties.
7. **Streamlining Operations:** By adding a Division Secretary, the Public Works Department can streamline operations and improve overall productivity. This role would help implement administrative processes that enhance workflow, allowing technical staff to focus on high-priority projects and initiatives.

In summary, the addition of a Division Secretary to the Public Works Department is essential to support the increasing administrative demands associated with project management, enhance communication and customer service, and ensure compliance with regulatory requirements. This investment will significantly improve the department's operational efficiency and effectiveness, ultimately benefiting the city and its residents.

New Position Request

Executive Assistant- HR

This memo is to formally request the creation of a new position for an Executive Assistant. This classification will be used to enhance the efficiency and effectiveness of our Human Resources and Finance Department. This role is essential to support the Director and maintain the smooth functioning of the department, especially considering the recent deletion of two part-time office clerk positions.

Justification:

1. **Support for HR Director/Finance Director:** The Executive Assistant will assist the HR Director/Finance Director by performing confidential and administrative duties. This support is critical to manage the increasing workload and to ensure that the Directors can focus on strategic initiatives and high-level management tasks.
2. **Primary Liaison:** The new role will serve as the primary liaison between City Management and Elected Officials, streamlining communication and ensuring effective coordination.
3. **Calendar and Clerical Management:** The position will be responsible for managing the Directors' and department's calendars, handling scheduling conflicts, and ensuring all appointments and meetings are efficiently coordinated. Additionally, they will manage clerical duties, prepare and process forms, maintain records, and provide general administrative support.
4. **Customer Service:** Given the deletion of two part-time office clerk positions, the Executive Assistant will assist with providing customer service at the HR front desk as needed. This will include responding to inquiries from employees and the public, thereby maintaining the level of service expected from our department.
5. **Screening and Coordination:** The Executive Assistant will screen visitors, calls, and mail, prioritizing and directing them as appropriate. This role is crucial to managing the flow of information and ensuring timely responses to key stakeholders.
6. **Parity with Other Departments:** Currently, the HR Director is the only department head without a direct administrative level assistant. Adding this position will align the HR Department with other City departments, ensuring parity and supporting the Director in a manner consistent with other leadership roles.

Conclusion

The addition of an Executive Assistant is a strategic and necessary step to enhance the operational efficiency of the Human Resources Department. This position will provide the required support to the HR Director and ensure that our department continues to deliver high-quality service to employees and the public.

New Position Request- Public Works

Facilities Maintenance Technician I

The Public Works Department recommends the addition of a Facility Maintenance Technician to address the growing deferred maintenance backlog in our civic buildings. With over 900 pending work orders, this position is critical to maintaining the integrity and functionality of our community facilities. This memo outlines the need for this position and the benefits it will bring.

Justification

Deferred maintenance on our civic buildings has reached a critical point, posing a significant risk to the integrity and functionality of these facilities. As the demands for these buildings grow, so does the necessity for a dedicated Facility Maintenance Technician. This additional role will focus on proactive and comprehensive upkeep, adhering to master plan recommendations to extend the lifespan of our infrastructure.

2. Current Situation:

- **Work Order Backlog:** Currently, there are over 900 pending work orders related to civic buildings. This backlog includes routine repairs, preventative maintenance tasks, and emergency fixes.
- **Deferred Maintenance Risks:** Deferred maintenance increases the likelihood of costly emergency repairs, compromises building safety, and can lead to the premature failure of critical infrastructure components.

3. Justification for the New Position:

a. Preventative Maintenance:

- **Proactive Approach:** The new technician will focus on scheduled inspections and routine maintenance, reducing the likelihood of equipment failures and extending the life of building systems.
- **Master Plan Adherence:** This approach aligns with master plan recommendations, ensuring that maintenance tasks are not postponed until they become critical.

b. Emergency Response:

- **Immediate Action:** Adding another technician will enhance our department's ability to respond swiftly to emergency repairs, minimizing downtime and disruption to services.
- **Resource Allocation:** This will allow current staff to focus on ongoing projects and planned maintenance without diverting their attention to emergencies.

c. Shift Coverage and Workload Distribution:

- **Enhanced Coverage:** Additional staff will provide better coverage across shifts, ensuring that maintenance needs are met throughout the weekdays and weekends.
- **Balanced Workload:** Distributing the workload more evenly will prevent burnout and improve job satisfaction among maintenance staff.

d. Skill Diversification:

- **Training Opportunities:** This also provides an opportunity for cross-training, enhancing the overall skill set of the maintenance team.

e. Successional Planning:

- **Future Proofing:** Hiring an additional technician now will aid in successional planning, ensuring that the department is prepared for future retirements or turnover.
- **Knowledge Transfer:** This allows for knowledge transfer and mentorship, preserving institutional knowledge within the team.

5. Conclusion:

The addition of a Facility Maintenance Technician is essential to managing the deferred maintenance of our civic buildings effectively. This role will enhance our preventative maintenance program, improve emergency response, balance workload, diversify skills, and support successional planning. By addressing the current backlog of work orders and adhering to master plan recommendations, we can ensure the continued integrity and functionality of our community facilities.

New Position Request

Human Resources Specialist- HR

As the City of Carson continues to grow and evolve, it has become increasingly clear that additional assistance is necessary within our Human Resources department to address the rising complexity and volume of work related to employee benefits. Specifically, the need for a Human Resources Specialist has become evident due to the following reasons.

Justification for the Position

1. **Benefit Reconciliation:** With the growing number of employees and changes in benefit plans, the reconciliation of employee benefits has become more intricate and time-consuming. A dedicated HR Specialist would ensure that benefit records are accurately maintained, discrepancies are identified and resolved promptly, and employees receive the correct benefits without delay.
2. **Benefit Audits:** Regular audits of our benefit programs are essential for compliance and accuracy. The HR Specialist would be responsible for coordinating these audits, ensuring that all documentation is complete, and addressing any findings in a timely manner. This proactive approach will help minimize the risk of errors and potential financial repercussions for the city.
3. **Incorrect Billing Issues:** As our benefits programs expand, instances of incorrect billing from vendors have increased. An HR Specialist would take the lead in investigating these discrepancies, communicating with vendors to resolve issues, and ensuring that billing is accurate going forward. This role would significantly reduce the administrative burden on existing HR staff and help maintain positive relationships with our benefit providers.
4. **Employee Support and Education:** Employees often require guidance and support regarding their benefits. A dedicated HR Specialist would be able to provide the necessary assistance, answer questions, and educate staff on their options, ultimately leading to improved employee satisfaction and engagement.
5. **Process Improvement:** The addition of an HR Specialist would allow for a thorough review and improvement of current HR processes related to benefits management. Streamlining these processes will enhance efficiency and ensure that our HR team can focus on strategic initiatives that support the city's overall goals.

In conclusion, the complexities associated with benefit reconciliation, audits, and billing issues necessitate the addition of a Human Resources Specialist to our team. This investment will not only improve the efficiency and accuracy of our HR operations but also enhance the overall employee experience at the City of Carson

New Position Request

Sr. Maintenance Worker I

The Public Works Department of the City of Carson requests the addition of a Senior Maintenance Worker who will lead our graffiti abatement efforts while also providing general maintenance services. This role will enhance the efficiency and effectiveness of our response to the growing graffiti problem and improve overall maintenance operations.

Justification

1. Increased Graffiti Incidents:

Recent data indicates a significant rise in graffiti incidents across the city. This not only affects the visual appeal but also impacts property values and community morale. Prompt removal of graffiti is crucial to deter further vandalism. Studies show that rapid abatement can reduce the recurrence of graffiti by up to 80%.

2. Need for Leadership and Coordination:

A Senior Maintenance Worker with lead responsibilities will provide the necessary oversight and coordination for the graffiti abatement team. This role will ensure that resources are allocated efficiently and that operations are streamlined. The leadership role will also facilitate better communication between team members, fostering a collaborative and responsive approach to graffiti removal.

3. Enhanced Training and Supervision:

The Senior Maintenance Worker will be responsible for training and supervising staff, ensuring they are equipped with the skills and knowledge to perform their duties effectively. This position will also be critical in implementing best practices and maintaining high standards in graffiti abatement and general maintenance tasks.

4. Dual Functionality:

When not engaged in graffiti abatement, the Senior Maintenance Worker will support and oversee general maintenance operations, including park upkeep, street cleaning, and infrastructure repairs.

This dual functionality maximizes resource utilization, ensuring that the additional staffing cost delivers value across multiple service areas.

5. Community and Economic Impact:

Effective graffiti abatement enhances community pride and encourages civic engagement.

Clean and well-maintained public spaces attract businesses and tourists, contributing to the city's economic development.

Conclusion

Adding a Senior Maintenance Worker with lead responsibilities will significantly improve our response to graffiti incidents and overall maintenance operations. This investment will foster a cleaner, safer, and more vibrant community for all residents and visitors.

New Position Request

Irrigation Technician- Community Services

I am writing to provide a justification for the City of Carson to add one additional irrigation technician in response to the increasing volume of work related to the maintenance and repair of irrigation systems.

Justification for the Position

1. **System Maintenance and Repair:** Technicians are responsible for maintaining, adjusting, and repairing irrigation systems using various tools and equipment. This includes laying, removing, replacing, or repairing pipes, valves, sprinkler heads, and time clocks, all of which are essential for efficient water distribution.
2. **Blueprint Reading and Excavation:** The ability to read blueprints and utilize probes for locating, laying, or repairing irrigation lines is crucial. As the number of irrigation projects increases, so does the demand for skilled technicians capable of performing these tasks.
3. **Electrical Repairs:** Locating, replacing, and repairing low-voltage underground irrigation wiring requires specialized knowledge and skills. An increase in work volume necessitates additional personnel to ensure timely and effective repairs.
4. **Concrete Work:** Our technicians are tasked with building forms, mixing, and pouring concrete to establish, repair, and secure base structures. This adds another layer of complexity to their responsibilities and requires more hands-on deck to manage the workload.
5. **Inventory Management:** Ordering, storing, and maintaining parts, tools, supplies, and equipment is critical for the smooth operation of our irrigation systems. Additional technicians would help streamline this process and ensure that we are adequately stocked to meet our needs.
6. **Safety Compliance:** Observing and enforcing safety practices is paramount, especially as the volume of work increases. More technicians will enhance our ability to maintain safety standards across all operations.
7. **Cross-Functional Duties:** Our irrigation technicians often perform Senior Groundswoker duties when necessary. As the workload increases, having additional staff will allow us to allocate resources more efficiently and maintain our service levels.
8. **Record Maintenance:** Maintaining routine records related to vehicle and equipment maintenance, work orders, and other activities is essential for operational efficiency. More technicians will ensure that these records are kept up to date without overburdening current staff.

Conclusion

Given the expanding scope of work and the increasing demand for irrigation maintenance services, adding two additional irrigation technicians will significantly enhance our capacity to

manage and respond to these needs effectively. This investment will ensure that we continue to provide high-quality service to our community while maintaining the integrity and functionality of our irrigation systems.

New Position Request

Maintenance Worker I- (2 positions) Public Works Overview

The Public Works Department of the City of Carson requests the addition of two maintenance workers to enhance our graffiti abatement efforts and to provide general maintenance services. The increasing incidence of graffiti has necessitated a more robust response to maintain the city's aesthetics and safety.

Justification

Increased Graffiti Incidents:

Recent data indicates a significant rise in graffiti incidents across the city. This not only affects the visual appeal but also impacts property values and community morale. Prompt removal of graffiti is crucial to deter further vandalism. Studies show that rapid abatement can reduce the recurrence of graffiti by up to 80%.

Current Staffing Limitations:

No current designated graffiti abatement team. The rising demand for graffiti removal services has strained our resources, leading to delays and incomplete coverage. Additional personnel will allow for a more proactive approach, ensuring timely removal in addition to the recent, approved graffiti abatement contract.

Dual Functionality:

When not engaged in graffiti abatement, the new maintenance workers will support general maintenance operations, including park upkeep, street cleaning, etc. This dual functionality maximizes resource utilization, ensuring that the additional staffing cost delivers value across multiple service areas.

Community and Economic Impact:

Effective graffiti abatement enhances community pride and encourages civic engagement. Clean and well-maintained public spaces attract businesses and tourists, contributing to the city's economic development.

Conclusion

Adding two maintenance workers dedicated to the graffiti abatement team, with the ability to perform general maintenance tasks, will significantly improve our response to graffiti incidents and overall maintenance operations. This investment will foster a cleaner, safer, and more vibrant community for all residents and visitors.

New Position Request- Public Safety

Parking Control Officer

This memo outlines the critical need for an additional Parking Control Officer for the City of Carson. Due to the increased demand for parking control duties and regulatory enforcement, expanding the team is essential to maintaining order and safety within the city.

Justification

1. Regulation Enforcement

- Enforcing the Carson Municipal Code and California Vehicle Code regulations requires significant effort and resources. With the rising number of vehicles and parking-related issues, additional personnel are needed to manage and enforce these regulations effectively.

2. Citation Issuance and Follow-Up

- Writing citations for parking violations and performing necessary office follow-up work is time-consuming. The increase in violations necessitates more officers to handle the workload efficiently, ensuring all citations are processed accurately and promptly.

3. Time Violation Monitoring

- Marking vehicle tires to determine time violations is a crucial task in managing parking regulations. The growing number of vehicles in the city requires more officers to perform these checks consistently and effectively.

4. Public Interaction and Education

- Explaining and interpreting municipal ordinances and regulations to the public, as well as interfacing with community and governmental agencies, are essential for fostering community understanding and compliance. Additional personnel are needed to handle the increasing public inquiries and interactions.

5. Abandoned Vehicle Removal

- Identifying and assisting in the removal of abandoned vehicles on city streets is a growing concern. More officers are needed to address these issues promptly, ensuring the streets remain safe and accessible.

6. Public Information and Assistance

- Answering questions and providing information to the public concerning parking control topics is vital for community engagement. The increasing demand for public assistance requires more officers to effectively communicate and educate residents.

7. Administrative Duties

- Preparing and maintaining a variety of files and reports, as well as maintaining activity and citation logs, are essential administrative tasks. The rising workload

necessitates additional personnel to ensure accurate and organized documentation.

8. Emergency Response

- Serving on the primary emergency response team in case of emergency or disaster is a critical function. Additional officers will enhance the city's ability to respond effectively to emergencies and disasters as assigned by the City emergency plan.

9. Security Patrols

- Performing security patrols of activities at municipal facilities and public meetings, and coordinating duties with law enforcement agencies, are vital for maintaining safety and security. The increased demand for these services requires additional officers to ensure comprehensive coverage.

Given the increasing complexity and volume of duties outlined above, it is imperative that the City of Carson hires an additional Parking Control Officer. This addition will enable the team to maintain high standards of enforcement, support public welfare, and handle the growing demands efficiently.

Your support in approving this request will significantly enhance the capacity to serve the City of Carson effectively.

New Position Request

Public Safety Engagement Officers (2)

This memo outlines the critical need for two additional Public Safety Engagement Officers for the City of Carson. The increasing demands related to homeless outreach and support necessitate the expansion of our team to ensure effective and comprehensive service delivery.

Justification for the Position

1. Homeless Outreach and Assistance:

- The rise in requests for assistance with homeless individuals requires dedicated officers to respond promptly. New officers will work with team members to assist homeless people, both in response to specific requests and through proactive outreach efforts.

2. Investigation and Identification:

- Identifying and investigating homeless situations based on received requests is a growing need. Additional officers will ensure thorough investigations, providing timely and effective responses to community concerns.

3. Resource Linkage:

- Providing linkages to resources available for the homeless population is essential. New officers will help connect individuals with the necessary services, improving their access to support and care.

4. Resource Management:

- Maintaining a comprehensive, up-to-date resource base for homeless services and referrals is vital for effective service delivery. With additional personnel, the resource base can be better managed and updated regularly.

5. Crisis Resource Utilization:

- Efficiently utilizing the mental health/suicide crisis number "988" call center, and other related crisis center resources, is crucial. New officers will ensure that these resources are used effectively to provide immediate assistance and support in crisis situations.

6. Record Keeping:

- Maintaining up-to-date records for services provided to clients directly in the field is essential for tracking progress and ensuring accountability. Additional officers will help manage these records more efficiently.

7. Professional Relationships:

- Maintaining professional relationships with offices of local government, and City and County Departments, is necessary for coordinated efforts. New officers will strengthen these relationships, fostering better collaboration and support.

8. Service Request Review and Follow-Up:

- Reviewing Requests for Services to identify areas requiring follow-up is an ongoing need. Additional officers will help ensure that all requests are thoroughly reviewed and addressed promptly.

Conclusion

Given the increasing complexity and volume of duties outlined above, it is imperative that the City of Carson hires two additional Public Safety Engagement Officers. These additions will enable the team to maintain high standards of service, support public welfare, and handle the growing demands efficiently.

Position Request

Senior Clerk- CMO

The City Manager's Office (CMO) has seen a substantial increase in workload and complexity due to several critical initiatives and expanding responsibilities. To maintain effective and efficient operations, it is imperative to introduce a Senior Clerk classification. This position will address the growing administrative demands, alleviate the burden on the current Executive Secretary, and support the office's strategic goals, particularly as the city prepares for the upcoming Olympics, and increased involvement in current economic and community development projects.

Increased Workload and Complex Administrative Demands

1. Olympic Preparation:

- **Logistics Coordination:** The city's preparations for the Olympics have introduced numerous logistical challenges requiring meticulous scheduling, vendor coordination, and detailed record-keeping.
- **Stakeholder Engagement:** Increased communication with international bodies, event organizers, and local businesses necessitates more administrative support to handle meeting arrangements, follow-ups, and documentation.

2. Economic Development Initiatives:

- **Business Attraction Efforts:** As part of the city's strategy to attract major businesses, there is a surge in correspondence, meetings, and documentation related to economic development plans and negotiations.
- **Market Research and Reporting:** Administrative tasks have expanded to include compiling reports, coordinating site visits, and managing data related to potential business partners and investors.

Impact on Current Executive Secretary

1. Council Meeting Duties:

- **Meeting Preparation:** The current Executive Secretary's responsibilities include preparing for council meetings, which involves compiling agendas, and supporting materials.
- **Follow-Up Tasks:** Increased council activities lead to more post-meeting tasks, including tracking action items and coordinating with various departments for updates as well as timekeeping on behalf of the CMO direct reports.

2. Intensive Calendar and Communication Management:

- **Scheduling Conflicts:** Managing the City Manager's complex schedule has become more demanding, requiring additional support to coordinate appointments, prioritize engagements, and resolve conflicts efficiently.
- **Communication Overload:** Handling the influx of emails, calls, and requests has become increasingly time-consuming, leaving limited capacity for strategic administrative support.

Need for a Senior Clerk Position

1. Daily Administrative Support:

- **Task Delegation:** A Senior Clerk can manage day-to-day assignments such as document preparation, data entry, and routine correspondence, allowing the Executive Secretary to focus on high-priority tasks.
- **Operational Efficiency:** This role will streamline office operations by handling general inquiries, maintaining office supplies, and organizing files, thereby improving overall productivity.

2. Enhanced Project Coordination:

- **Support for Strategic Initiatives:** This position will facilitate the administrative aspects of the city's strategic initiatives, ensuring smooth execution and consistent follow-up on action plans.

Conclusion

The addition of a Senior Clerk classification to the City Manager's Office is a strategic response to the escalating administrative demands. This role will provide essential support in managing the complexities of Olympic preparations and economic development activities. By alleviating the burden on the Executive Secretary and enhancing operational efficiency, the Senior Clerk will enable the CMO to continue delivering high-quality service and effectively achieve its objectives. This proactive measure will ensure that the City Manager's Office remains agile and responsive to the City's evolving needs.

Position Addition

Senior Clerk- Housing Division

The Housing Division currently lacks classifications that provide sufficient clerical support, leading to inefficiencies and delays in administrative processes. The retirement of the Housing Division Secretary has further exacerbated the situation, leaving a significant gap in administrative functions that support various housing programs.

1. Increased Applicant Volume in the Neighborhood Preservation Program (NPP)

The NPP has experienced a substantial increase in the volume of applicants, necessitating additional clerical support for:

- **Phone Inquiries:** The surge in applications has led to a higher number of daily phone inquiries from applicants, requiring dedicated personnel to manage and respond to these inquiries effectively.
- **Data Entry:** Accurate and timely data entry into the Tyler System is critical for managing applicant information and ensuring efficient processing. The increased workload necessitates additional clerical assistance to handle this volume without compromising data accuracy and application timelines.

2. Support for the Permanent Local Housing Allocation (PLHA) Deferred Loan Program

The PLHA Deferred Loan Program demands clerical support to:

- **Assist with Applicant Processing:** As the program grows, the volume of applications and associated documentation has increased, requiring dedicated clerical assistance to manage data entry, applicant correspondence, and administrative tracking.
- **Documentation and Reporting:** Clerical support is essential for processing and maintaining the necessary documentation, ensuring compliance with reporting requirements, and supporting the efficient administration of the loan program.

3. PLHA Homeless Prevention Program Requirements

To effectively manage the PLHA Homeless Prevention Program, clerical support is needed for:

- **Documentation Processing:** The process of rental subsidy allocation requires comprehensive documentation and accurate record-keeping. A Senior Clerk would provide the necessary support to manage these documents, ensuring timely and efficient processing.
- **Applicant Interaction:** The program involves frequent interaction with applicants for the homeless prevention program, including explaining procedures, assisting with forms, and providing status updates. Clerical support is essential to manage these interactions professionally and efficiently.

4. Community Development Block Grant (CDBG) Public Service Recipients

For the CDBG Public Service Recipients, a Senior Clerk would provide critical support by:

- **Funding Notifications:** Advising vendors of funding availability in a timely manner is crucial for maintaining effective partnerships and ensuring the smooth execution of funded projects.
- **Contract and Requisition Management:** Entering contract documents and vendor requisitions into the system requires meticulous attention to detail and timely data entry to prevent delays in project initiation and execution.

5. Housing Authority Project-Based Voucher Program

The administration of project-based vouchers under the Housing Authority requires comprehensive clerical support:

- **Documentation Handling:** Efficient handling of the administrative process, including the preparation and processing of necessary documents for project-based vouchers, is crucial. A Senior Clerk would ensure that all required documents are managed accurately and promptly.
- **Administrative Coordination:** A thorough understanding of the administrative procedures is needed to coordinate effectively between different stakeholders and ensure the smooth functioning of the voucher program.

6. Increased Workload Due to Secretary Retirement

The retirement of the Housing Division Secretary has left a significant void in the clerical support structure. This position previously handled many of the essential administrative tasks now in need of coverage. Without the addition of a Senior Clerk, the current staff is overburdened, leading to potential delays and inefficiencies in program management.

Conclusion

The addition of a Senior Clerk position is justified due to the current lack of clerical support classifications within the Housing Division. This role is essential to manage the increased volume of applications, provide administrative support across multiple housing programs, and ensure efficient operation following the retirement of the Housing Division Secretary. The Senior Clerk will provide critical assistance in phone inquiries, data entry, documentation processing, vendor interactions, and overall program administration, thereby addressing the current administrative deficiencies and supporting the Division's operational needs.

Addition of Position

Senior Construction Inspector (Public Works)

The City of Carson's Public Works Department is experiencing a significant challenge in maintaining the quality of finished products on Capital Improvement Program (CIP) projects. This issue stems from the lack of adequate quality control due to insufficient inspection resources. Currently, the department has only four inspectors handling all types of CIP projects, which has resulted in compromised project quality and the necessity to employ costly consultants.

Justification

With only four inspectors on staff, the Public Works Department is struggling to provide the necessary oversight across a diverse and increasing portfolio of projects. This shortage has led to the following problems:

1. **Low-Quality Project Outputs:** Due to limited inspection capacity, there have been numerous instances of substandard workmanship and project delays. This not only impacts the city's infrastructure but also diminishes public trust in our ability to manage projects effectively.
2. **Increased Reliance on Consultants:** The need to hire external consultants to fill the inspection gap has resulted in significant financial expenditures. This dependency also delays response times and reduces our control over project quality.
3. **Expanded Scope of CIP Projects:** The scope of CIP projects has broadened significantly. Previously, the Engineering Services Division managed projects within the public right of way. Now, inspections extend to city park projects, city-owned facilities, and upcoming projects within the 5-year CIP plan. This expansion further strains the already limited resources.

Upcoming Challenges

1. **Preparation for the Olympics:** With the upcoming Olympics, it is imperative that we elevate our infrastructure standards to meet international expectations. High-quality inspections are crucial to ensuring the timely and cost-efficient completion of necessary projects.
2. **Future Project Demands:** The 5-year CIP plan outlines an array of new projects, including those in city parks and facilities. These projects require thorough inspection to guarantee that they meet both safety standards and quality expectations.

Recommendation

To address these challenges and improve the efficiency and quality of our projects, we recommend hiring a Senior Construction Inspector. This role will:

1. **Enhance Quality Control:** Provide expert oversight to ensure that all CIP projects meet the required standards and specifications, thereby reducing the incidence of substandard workmanship.
2. **Reduce Consultant Costs:** Decrease our reliance on external consultants, leading to significant cost savings for the city. A dedicated in-house Senior Inspector can provide immediate and consistent quality control, which consultants cannot always guarantee.
3. **Efficient Project Management:** Facilitate better management of the expanding scope of CIP projects, ensuring that all projects, whether in city parks, facilities, or public rights of way, receive the necessary inspection and oversight.
4. **Support Olympic Preparations:** Help prepare the city's infrastructure for the upcoming Olympics, ensuring that projects are completed to the highest quality, on time, and within budget.

Conclusion

Investing in a Senior Construction Inspector is a strategic and cost-effective measure that will enhance the quality of our CIP projects, provide significant cost savings, and prepare the city for upcoming challenges, including the Olympics. It will also enable the Public Works Department to manage its expanded project scope more effectively, ensuring better outcomes for the City of Carson.

New Position Request

Senior IT Project Support Analyst- IT

As the City of Carson continues to advance its technological infrastructure and enhance its digital services, the IT Department faces an increasing volume of projects and initiatives that require specialized support. To effectively manage this growing demand, it is essential to add a Senior IT Project Support Analyst to our team.

Justification:

1. **Increased Project Complexity:** The City of Carson is undertaking numerous complex IT projects, including system upgrades, software implementations, and cybersecurity enhancements. A Senior IT Project Support Analyst would provide the necessary expertise to navigate these complexities, ensuring that projects are executed efficiently and effectively.
2. **Enhanced Project Management:** The addition of a Senior IT Project Support Analyst would enhance our project management capabilities. This role would be responsible for developing project plans, tracking progress, and ensuring that deliverables are met on time and within budget. Their experience would contribute to better resource allocation and risk management.
3. **Technical Expertise:** A Senior IT Project Support Analyst brings a wealth of technical knowledge and experience to the team. This expertise is crucial for identifying and addressing potential technical challenges during project execution, ensuring that projects align with best practices and industry standards.
4. **Improved Stakeholder Communication:** Effective communication with stakeholders is vital for the success of IT projects. A Senior IT Project Support Analyst would serve as a liaison between the IT Department and other city departments, facilitating collaboration and ensuring that all parties are informed and engaged throughout the project lifecycle.
5. **Training and Mentorship:** This position would provide an opportunity for training and mentorship within the IT Department. The Senior IT Project Support Analyst could guide junior staff members, fostering their professional development and enhancing the overall skill set of the team.
6. **Optimization of IT Resources:** By having a dedicated Senior IT Project Support Analyst, the IT Department can optimize its resources and prioritize projects that align with the city's strategic goals. This role would assist in evaluating project proposals and ensuring that the IT team is focused on initiatives that provide the greatest value to the city and its residents.
7. **Enhanced Reporting and Documentation:** A Senior IT Project Support Analyst would play a key role in improving project reporting and documentation processes. This includes maintaining accurate records of project milestones, deliverables, and lessons learned, which are essential for future project planning and evaluation.

In summary, adding a Senior IT Project Support Analyst to the Carson IT Department is essential to effectively manage the increasing complexity and volume of IT projects. This investment will enhance project management capabilities, improve stakeholder communication, and optimize resource allocation, ultimately leading to more successful IT initiatives that benefit the city and its residents.

New Position Request

Custodian- Public Works

To address the ongoing issues of overtime and staff fatigue among custodians, and to improve the cleanliness and maintenance of all City of Carson facilities, this memo seeks approval for the addition of a new Custodian position.

Justification:

The current custodial team is experiencing significant overtime and burnout due to the high demand for cleaning and maintenance across our city facilities. These conditions are impacting both the well-being of our staff and the quality of service provided to employees, patrons, and residents.

Current Challenges:

1. **Overtime and Burnout:** Existing staff are working extensive overtime to meet the cleaning and maintenance needs, leading to fatigue and potential long-term health issues.
2. **Facility Cleanliness:** Due to staffing constraints, facilities are not receiving the necessary frequent and comprehensive cleaning, affecting overall public appearance and hygiene.
3. **Service Quality:** Increased demands without adequate staffing compromise our ability to maintain high standards in cleaning and maintenance..

Conclusion:

The addition of a new Custodian is a critical step towards addressing the current overtime and fatigue issues while improving the overall cleanliness and maintenance of the City of Carson facilities. This investment will not only benefit our employees but also enhance the quality of services provided to the community.

New Position Request

Typist Clerk I- Community Development

This memo outlines the critical need for a Typist Clerk in the Community Development Section to ensure efficient document management, enhanced communication, and support for overall productivity by freeing up professional staff to focus on their primary responsibilities.

Justification for the Position

1. Efficient Document Preparation and Management:

- **Volume of Documentation:** The Community Development Section generates a substantial amount of documentation, including office correspondence, memoranda, reports, forms, lists, notices, and contracts. A dedicated typist clerk ensures these documents are prepared accurately and promptly.
- **Professional Presentation:** Typist clerks ensure that all documents are formatted consistently and professionally, reflecting well on the city's commitment to quality and attention to detail.

2. Handling Multiple Sources:

- **Varied Input Formats:** The ability to prepare documents from clear copy, handwritten drafts, and oral instructions is crucial. A typist clerk's expertise in understanding and converting these varied inputs into coherent, well-organized documents is essential for smooth operations.
- **Proofreading Skills:** Ensuring the accuracy of documents by proofreading work minimizes errors, reduces the need for revisions, and maintains the integrity of official communications.

3. Time Management and Productivity:

- **Dedicated Resource:** Having a typist clerk allows other staff members to focus on their core responsibilities, such as urban planning, community engagement, and project management, without being bogged down by clerical tasks.
- **Timely Completion:** The typist clerk's role in quickly preparing and finalizing documents ensures that deadlines are met and that the community development projects progress without administrative delays.

4. Enhanced Communication:

- **Clear Correspondence:** Accurate and well-typed correspondence improves communication within the department and with external stakeholders, facilitating better collaboration and understanding.

- **Consistent Messaging:** By standardizing the preparation of notices and contracts, the typist clerk ensures that the city's messages are clear and consistent, reducing the likelihood of misunderstandings or misinterpretations.

5. Administrative Support:

- **Comprehensive Assistance:** Typist clerks provide vital administrative support, helping to organize and streamline office functions. This support includes maintaining records, updating files, and ensuring that all documentation is easily accessible and up-to-date.
- **Resource Allocation:** Freeing up professional staff from clerical duties allows for better allocation of human resources, enabling experts to concentrate on tasks that require their specialized knowledge and skills.

6. Proofreading and Quality Assurance:

- **Accuracy:** The typist clerk's role in proofreading ensures that documents are free of errors, which is crucial for maintaining the credibility and professionalism of the Community Development Section.
- **Attention to Detail:** By carefully reviewing their work, typist clerks catch mistakes that could otherwise lead to miscommunication or project delays.

7. Adaptability and Versatility:

- **Flexible Skill Set:** A typist clerk can adapt to various administrative tasks as needed, providing versatile support that can address the evolving needs of the Community Development Section.
- **Cross-functional Support:** Beyond typing, typist clerks can assist with other clerical duties such as scheduling, data entry, and managing correspondence, further enhancing the efficiency of the department.

Conclusion

Employing a typist clerk in the Community Development Section of the City of Carson ensures efficient document management, enhances communication, and supports overall productivity by freeing up professional staff to focus on their primary responsibilities. This role is essential for maintaining high standards of accuracy and professionalism in the department's administrative functions.

Reclassification

Senior Administrative Specialist to Administrative Analyst- Public Works (Currently Occupied)

Incumbent has taken on a substantial increase in both the volume and complexity of her tasks. This expansion is a direct result of a reduction in staff, which has necessitated the incumbent to assume responsibilities that go beyond the typical scope of a Senior Administrative Specialist. Her role now encompasses a breadth of administrative and analytical tasks, including:

- Managing high-stakes projects.
- Overseeing budgetary adjustments.
- Coordinating cross-departmental initiatives.
- Streamlining processes to enhance efficiency.

Justification

Implementation of Tyler Munis ERP: The implementation of the Tyler Munis ERP system has significantly altered the financial and administrative workflows within the department.

Incumbent has successfully adapted to these changes by:

- **Taking over financial responsibilities** traditionally handled by other staff.
- **Ensuring accurate data entry** and maintenance within the ERP system.
- **Developing and refining processes** to integrate ERP functions with existing administrative operations.
- **Providing training and support** to other staff on ERP functionalities.

Incumbent's ability to manage these complex, system-wide changes highlights the analytical capabilities and justifies a higher classification.

2. Demonstrated Analytical Competence

Financial Management: Therese's role now involves significant financial management tasks that require advanced analytical skills, such as:

- Preparing and analyzing financial reports.
- Developing budget forecasts and monitoring expenditures.
- Handling fund allocations and tracking financial performance against projections.

Process Improvement: Therese has taken initiative in improving existing processes and implementing new procedures to increase efficiency, which involves:

- Conducting workflow analysis.
- Identifying inefficiencies and proposing solutions.
- Collaborating with other departments to implement best practices.

The incumbent's proactive approach and ability to analyze and enhance processes support the reclassification to an Administrative Analyst role, which demands higher analytical proficiency.

3. Leadership and Supervisory Role

Supervision of Administrative Staff: Therese is not only managing her own tasks but is also supervising administrative staff, which entails:

- Delegating tasks and monitoring performance.
- Providing guidance and professional development to team members.
- Coordinating team efforts to meet departmental goals.
- Resolving issues and conflicts within the team.

The incumbent's supervisory duties require advanced leadership skills and a strategic approach to managing human resources, aligning with the responsibilities of an Administrative Analyst.

Team Coordination: In addition to direct supervision, Therese plays a crucial role in:

- Leading team meetings.
- Communicating departmental objectives.
- Ensuring alignment with organizational goals.

These responsibilities are indicative of a role that necessitates a higher classification due to the managerial and coordination elements involved.

4. Extensive Experience and Proven Dedication

Long-term Contributions: With a 20-year career span, the incumbent has consistently demonstrated her dedication, reliability, and capability. Their extensive experience and institutional knowledge have been pivotal in navigating the department through various challenges, including the recent staff reductions and ERP implementation.

Professional Growth: Incumbent has shown continuous professional growth and an ability to adapt to evolving roles within the department, making them an invaluable asset. Their readiness to embrace additional responsibilities and her successful management of increasingly complex tasks further validate her suitability for the Administrative Analyst position.

Conclusion

Reclassify Therese current position from Senior Administrative Specialist to Administrative Analyst is warranted based on her expanded responsibilities, advanced analytical skills, supervisory role, and extensive experience. The reclassification recognizes her significant contributions and aligns her title with the complexity and scope of her current duties. This

adjustment will also support the department's ongoing efforts to effectively manage its resources and enhance operational efficiency.

Reclassification

Associate Engineer Reclassified to Administrative Analyst- Public Works

The reclassification from Associate Engineer to Administrative Analyst is driven by the need to better align the position's responsibilities with the evolving demands on staff resources and to achieve greater efficiency in administrative functions. This change supports the strategic objectives of the Public Works Department and enhances service delivery in several key areas.

Justification

1. Alignment with Similar Roles Across Departments

Consistency and Cohesion: By reclassifying the position to an Administrative Analyst, the Public Works Department aims to standardize job roles and responsibilities with those in other departments. This alignment facilitates smoother inter-departmental collaboration, as staff across departments will have similar roles and expectations. This consistency ensures that employees in comparable positions have aligned job descriptions and qualifications, reducing confusion and promoting a more unified approach to administrative tasks.

Benchmarking Best Practices: Aligning the position with similar roles in other departments also allows the Public Works Department to adopt best practices and proven workflows in administrative functions. This can lead to more effective processes and enhanced performance across the organization.

2. Addressing Increased Demands on Staff Resources

Capital Improvement Program (CIP) Management: The increasing demands on staff for managing the Capital Improvement Program require a focus on administrative tasks such as budget tracking, invoicing, and grant management. An Administrative Analyst is better suited to handle these functions, as their expertise lies in financial management, process improvement, and administrative coordination, rather than technical engineering tasks.

Invoicing and Budget Tracking: Effective budget tracking and invoicing are critical for the successful management of public works projects. An Administrative Analyst's background in financial analysis and administrative oversight ensures meticulous tracking of expenditures and revenues, timely processing of invoices, and compliance with budgetary constraints, which are less central to the Associate Engineer's traditional engineering-focused skill set.

Grant Management: The complex nature of managing grants, including application processes, compliance, and reporting, aligns more closely with the Administrative Analyst's skills in administration and finance. Their role will involve overseeing grant applications, ensuring compliance with grant terms, and tracking the utilization of grant funds, which is essential for securing and maintaining funding for projects.

3. Improved Service Levels and Operational Efficiency

Enhanced Coordination with Finance Department: The reclassification will enhance coordination with the Finance Department by aligning the position's focus with financial and administrative functions. This alignment is essential for managing the increased responsibilities related to financial oversight and administrative duties, which are key to efficient project management and fiscal accountability.

Internal Alignment: Internally, the shift to an Administrative Analyst role fosters better alignment with the department's evolving needs. This role can more effectively handle tasks related to contract processing, procurement, and citizen engagement, especially with the integration of the Tyler Munis ERP System, which centralizes many administrative functions under public works.

4. Handling Tyler Munis ERP System Responsibilities

Contract Processing and Procurement: The Administrative Analyst's role includes detailed responsibilities in contract processing and procurement. Their administrative expertise allows for efficient management of procurement processes, vendor relations, and contract compliance, which are crucial for timely project execution and financial oversight.

Citizen Engagement: With Tyler Munis ERP System's capabilities for improving citizen engagement, the Administrative Analyst can manage public interfaces and streamline communication channels. Their role will encompass managing responses to citizen inquiries, facilitating public access to project information, and ensuring transparency in public works activities.

Systems Integration: The reclassification aligns the position with the needs of the Tyler Munis ERP System, which integrates various administrative functions into a cohesive platform. An Administrative Analyst is equipped to navigate this system, manage data inputs, and generate reports that inform decision-making and improve operational efficiencies.

Conclusion

The reclassification of the Associate Engineer to an Administrative Analyst position is a strategic decision that enhances the Public Works Department's ability to meet increasing administrative demands, improves coordination with the Finance Department, and aligns the role with the department's evolving responsibilities. This change ensures that the position is more closely aligned with the necessary administrative functions, thereby supporting the department's goals of efficiency, financial accountability, and improved service delivery.

By focusing on administrative and financial expertise, the Administrative Analyst can better manage the detailed aspects of budgeting, invoicing, grant management, and ERP system responsibilities, ultimately leading to more efficient and effective operations within the Public Works Department.

Reclassification

Account Clerk to Senior Account Clerk I – Public Works (Currently Occupied)

The reclassification of the current Account Clerk position to a Senior Account Clerk I within the Operations and Maintenance and Fleet and Facilities Division of Public Works is essential to manage the complex and increased demands on staff resources effectively. This adjustment aligns with the evolving needs and challenges faced by the department, especially in the context of financial transactions and administrative coordination.

1. Increased Complexity and Demand on Financial Transactions

The Operations and Maintenance and Fleet and Facilities Division has witnessed a significant increase in the complexity and volume of financial transactions. This surge is primarily due to:

- Expansion of operations and the addition of new projects.
- Increased responsibilities for budget management, tracking expenditures, and ensuring compliance with financial regulations.

These factors necessitate a more senior role capable of managing intricate financial processes and providing advanced support to the division.

2. Need for Administrative Efficiencies and Improved Coordination

The reclassification to Senior Account Clerk I will enhance administrative efficiencies by:

- Streamlining the management of financial data, including budgeting, accounting, and procurement processes.
- Improving coordination with the Accounting and Purchasing departments to ensure timely and accurate financial reporting.
- Facilitating better oversight and control over financial transactions, thereby reducing errors and ensuring compliance with organizational policies.

3. Impact of Tyler Munis Implementation

The implementation of Tyler Munis has shifted several duties traditionally managed by the Finance Department to the Operations and Maintenance and Fleet and Facilities Division. This realignment has increased the workload and complexity of tasks assigned to the incumbent, Kelly Ann, necessitating a higher classification to adequately reflect her responsibilities.

4. Performance and Contributions of the Incumbent

Kelly Ann, the current Account Clerk, has consistently exceeded expectations by:

- Managing a significant portion of the department's financial tasks with high efficiency and accuracy.

- Assuming additional responsibilities due to multiple vacancies within the team, demonstrating exceptional capacity to handle increased workloads.
- Successfully navigating the challenges brought about by the transition to Tyler Munis, ensuring seamless financial operations despite the added complexities.

5. Benefits of Reclassification

Reclassifying the Account Clerk to Senior Account Clerk I will bring several advantages:

- **Enhanced Capability:** The Senior Account Clerk I will possess the necessary skills and experience to handle complex financial tasks, reducing the risk of errors and improving overall financial management.
- **Better Resource Utilization:** This reclassification will enable the department to utilize its human resources more effectively, aligning staff capabilities with the demands of the division's financial operations.
- **Motivation and Retention:** Recognizing Kelly Ann's contributions and providing her with a position that reflects her responsibilities will boost morale, promote retention, and encourage continued high performance.

7. Conclusion

In light of the increased demands, the need for improved administrative efficiencies, the impact of Tyler Munis implementation, and the exemplary performance of Kelly Ann, it is recommended to reclassify the current Account Clerk position to Senior Account Clerk I. This change will align the position with the current operational requirements and provide the necessary support to handle the division's financial complexities effectively.

Reclassification

Human Resources Specialist to Human Resources Analyst- (AC)

Overview

I am writing to recommend the reclassification of Adriana Cabrera from the position of HR Specialist to HR Analyst. This recommendation is based on the substantial increase in the lead functions within the recruitment division, which now demands a higher level of independence in judgment, accountability for higher consequences of error, direct collaboration with department directors, and the management of full-scope recruitments. Additionally, a review of comparable agencies reveals that similar roles are classified as HR Analyst II or Senior Analyst.

Justification

1. Increased Lead Functions and Independence of Judgment

Adriana has taken on significant lead responsibilities within the recruitment division, overseeing paraprofessional staff and serving as a technical lead. This includes independently designing and implementing recruitment strategies, evaluating the effectiveness of recruitment processes, and making critical decisions that impact the organization's talent acquisition goals. The role, which has now out of the purview of the HR Manager, now requires advanced analytical skills and independent judgment to navigate complex recruitment challenges and identify innovative solutions.

2. Higher Consequence of Error

The expanded responsibilities of this role have also led to a higher consequence of error. Mistakes in recruitment strategies, candidate evaluations, or compliance with employment laws can have severe repercussions, including legal ramifications and substantial financial costs. Adriana Cabrera is now accountable for ensuring the integrity and effectiveness of the recruitment processes, necessitating a higher classification to reflect this increased responsibility.

3. Direct Collaboration with Department Directors

Adriana Cabrera has been working directly with hiring managers and department directors to understand their staffing needs, develop job descriptions, and create tailored recruitment plans. This collaboration involves high-level discussions and strategic planning, which are critical for aligning recruitment efforts with departmental and organizational goals. The complexity and importance of this interaction justify the need for a reclassification to a more senior role.

4. Management of Full-Scope Recruitments

The incumbent is now managing the full scope of recruitments, from initial job postings to final hiring decisions. This includes conducting job analyses, developing recruitment materials, screening candidates, coordinating interviews, and negotiating job offers. The comprehensive nature of these responsibilities requires a higher level of expertise and proficiency, aligning more closely with the duties of an HR Analyst.

5. Benchmarking with Comparable Agencies

A review of comparable agencies indicates that the duties and responsibilities currently handled by the incumbent are typically classified at the HR Analyst II or Senior Analyst

level. This benchmarking highlights a disparity in our current classification, underscoring the necessity for reclassification to maintain equity and competitiveness.

Conclusion

Reclassifying the incumbent from an HR Specialist to an HR Analyst is not only a recognition of the significant increase in their responsibilities but also a strategic move to ensure that our organization retains a highly skilled and motivated HR professional. This change will align our classification with industry standards and reflect the true scope and impact of the incumbent's contributions to our recruitment division.

Recommendation

Reclassify the HR Specialist role to the HR Analyst role.

Reclassification

Sr. Budget Analyst to Budget Manager (Vacant)

Introduction

The Budget Division is a crucial component of the Finance Department, responsible for the financial planning, management, and oversight that ensures the City of Carson's fiscal health. Despite its critical role, the Budget Division lacks a dedicated managerial position, unlike other divisions within the Finance Department. This proposal aims to reclassify the current Senior Budget Analyst position to Budget Manager to align our structure with comparable agencies, enhance operational efficiency, and better support the City's financial objectives.

Supervisory and Administrative Responsibilities

Currently, the Senior Budget Analyst is responsible for overseeing various administrative tasks without the official capacity or authority to manage staff effectively. Reclassifying this position to a Budget Manager would formally acknowledge and empower the role to:

1. **Supervise Administrative Staff:** Provide direct supervision to administrative staff within the Budget Division, ensuring streamlined operations and efficient workflow.
2. **Complex Budget Support:** Offer high-level budget support to department heads and managers, facilitating informed decision-making and strategic financial planning.

Development and Management of City Budgets

A Budget Manager would be instrumental in the development and management of City department budgets. Key responsibilities would include:

1. **Budget Development:** Overseeing the creation of comprehensive department budgets, ensuring alignment with the City's financial policies and strategic goals.
2. **Council Agenda Drafting:** Preparing and presenting detailed budget reports and proposals for council agendas, ensuring transparency and clarity in financial matters.
3. **Financial Health Oversight:** Monitoring and analyzing financial data to ensure the City's fiscal health, identifying potential issues and recommending corrective actions.

Management of Revenues, Expenditures, and Forecasting

The Budget Manager would play a pivotal role in managing the City's financial resources. Responsibilities would encompass:

1. **Revenue Management:** Work Closely with the Revenue Division ensuring accurate and timely reporting with respect to the collection of the City's revenue sources.
2. **Expenditure Oversight:** Monitoring expenditures to prevent budget overruns and ensure compliance with financial regulations.

3. **Forecasting:** Leading efforts to forecast financial trends, providing critical data to support long-term planning and decision-making.

Annual Budget and Forecasting Needs

Managing the organization's annual budget and forecasting needs is a complex task requiring specialized skills and authority. A Budget Manager would:

1. **Annual Budget Management:** Oversee the preparation and implementation of the city's annual budget, ensuring it meets strategic and operational objectives.
2. **Financial Forecasting:** Conduct and supervise financial forecasting activities to anticipate future financial conditions and adjust plans accordingly.

Alignment with Comparable Agencies

In comparable agencies, the responsibilities and scope of work performed by our current Senior Budget Analyst classification are typically handled by a Budget Manager. This reclassification is warranted based on:

1. **Scope and Complexity:** The extensive scope and complexity of budget management tasks necessitate a managerial level position.
2. **Consequence of Error:** The high stakes involved in financial planning and management demand a position with authority and oversight to minimize errors.
3. **Oversight and Direction:** Effective direction of department staff across the City requires a formally recognized managerial role.

Conclusion

Reclassifying the Senior Budget Analyst to a Budget Manager is essential for the effective functioning of the Budget Division and the broader Finance Department. This change will not only align our structure with best practices observed in comparable agencies but also enhance our capacity to manage the City's financial resources efficiently. It will empower the division to provide high-level budget support, ensure the City's financial health, and meet the organization's objectives with greater efficacy and accountability.

Reclassification

Innovation & Sustainability Manager to Energy & Sustainability Officer (CESO)

The proposed reclassification of the current Innovation & Sustainability Manager to Chief Energy & Sustainability Officer (CESO) is both timely and essential. This change reflects the evolving scope and increased complexity of responsibilities required to address the City's energy and sustainability goals. The new title and role more accurately capture the strategic leadership, cross-departmental coordination, and comprehensive oversight needed for these initiatives, aligning with the elevated demands of the position.

Alignment with the Chief Energy & Sustainability Officer Role

1. Strategic and Comprehensive Oversight

The CESO position demands a strategic leadership role in planning, directing, and overseeing diverse and complex projects and programs. Unlike the current managerial position, the CESO requires high-level oversight and strategic direction across multiple departments, reflecting a director-level responsibility:

- **Expanded Scope:** The CESO oversees the development and implementation of citywide policies and initiatives, requiring a broader and more strategic focus compared to the tactical and operational scope of the current manager position.
- **Cross-Departmental Coordination:** The CESO builds cross-departmental teams, an essential function for integrating sustainability efforts across the City's operations, which is a significant expansion from the ISPM Team's focus.

2. Increased Complexity and Technical Expertise

The CESO role involves a high degree of technical expertise and the ability to manage multiple innovative and sustainable projects simultaneously:

- **Advanced Knowledge Requirements:** The CESO must be proficient in energy fundamentals, utility distribution, sustainability principles, and federal, state, and local regulations, demanding a more sophisticated understanding than what is typically required of a manager.
- **Project Management and Evaluation:** Evaluating capital improvement projects, recommending energy-saving measures, and managing consultants necessitate a higher level of analytical and management skills than currently designated for the manager role.

3. Enhanced Leadership and Advocacy

The CESO position enhances the City's capacity to advocate for and implement sustainability measures:

- **Stakeholder Engagement:** The CESO makes presentations to City Council, boards, commissions, and community groups, which requires superior communication and advocacy skills. This reflects a director-level responsibility to represent and drive the City's sustainability agenda effectively.
- **Policy Development and Implementation:** The CESO's role in developing and administering utility budgets, work plans, and policies reflects a higher-level authority and responsibility compared to the managerial role.

4. Greater Financial and Operational Authority

The CESO oversees significant budgets and ensures compliance with complex funding requirements:

- **Budgetary Oversight:** Managing utility and program budgets, monitoring expenditures, and making budgetary recommendations involve significant financial oversight, aligning more closely with the responsibilities of a director.
- **Grant Management:** Writing and monitoring grant-administered programs for compliance reflects a higher level of responsibility in securing and managing external funding sources, beyond the scope of a typical managerial role.

5. Higher Level of Staff Management and Development

The CESO position entails more advanced responsibilities in staff management:

- **Supervisory Responsibilities:** Selecting, training, supervising, and evaluating professional and administrative staff at a departmental level requires more advanced management skills and a broader scope of authority compared to the current manager role.

Comparison of Roles and Responsibilities

Current Innovation & Sustainability Manager	Proposed Chief Energy & Sustainability Officer
Tactical and operational focus	Strategic and comprehensive oversight
Limited to managing specific sustainability initiatives	Leads citywide sustainability strategy and policies
Basic project management responsibilities	Advanced project management and evaluation
Limited financial and budgetary oversight	Significant financial oversight and budget management
Focused on team-specific goals	Cross-departmental and inter-agency coordination
Limited stakeholder engagement	Extensive stakeholder engagement and advocacy
Basic supervisory roles	Advanced supervisory responsibilities and staff development

Conclusion

Reclassifying the current Innovation & Sustainability Manager to Chief Energy & Sustainability Officer is justified by the expanded scope, increased complexity, and higher level of responsibility now required for the role. The new title and classification reflect the need for strategic leadership, advanced technical expertise, comprehensive financial oversight, and enhanced advocacy in driving the City's energy and sustainability initiatives. This change aligns with the evolving demands of the position, ensuring the City can effectively address current and future challenges in energy and sustainability management.

Reclassification

Senior Clerk to Administrative Secretary (Currently has incumbent)

As the Finance Department continues to grow and adapt to increasing responsibilities, it has become evident that the current scope of the Senior Clerk position no longer fully supports the complex administrative needs of the department. To address this, we have decided to upgrade the position to an Administrative Secretary. This upgrade will ensure that we have the necessary administrative expertise to support our strategic objectives effectively.

Justification for Upgrade

1. Enhanced Efficiency and Productivity

Current Situation:

The Finance Director is managing various administrative tasks that detract from time available for strategic financial planning and departmental leadership.

Change Implemented:

The Administrative Secretary will take on these administrative responsibilities, including managing schedules, handling communications, and organizing documents.

Impact:

This change will streamline administrative processes, allowing the Finance Director to concentrate on higher-level decision-making and improve overall department efficiency.

2. Increased Complexity of Administrative Tasks

Current Situation:

The Senior Clerk is currently handling basic clerical tasks but needs to focus on complex and volume of administrative responsibilities.

Change Implemented:

The Administrative Secretary will handle more complex administrative duties such as coordinating interdepartmental projects, managing critical communications, and assisting in comprehensive report preparation.

Impact:

More effective management of sophisticated administrative tasks will enhance the quality and timeliness of support provided to the Finance Director.

3. Support for Strategic Initiatives

Current Situation:

The Finance Department's strategic initiatives demand careful planning and coordination, which the current Senior Clerk role does not fully support.

Change Implemented:

The Administrative Secretary will assist with these strategic initiatives by managing project timelines, preparing necessary documents, and ensuring thorough follow-up on action items.

Impact:

Enhanced support for strategic projects will facilitate smoother execution and better alignment with departmental goals.

4. Professional Expertise and Skills**Current Situation:**

The Senior Clerk's skill set is more suited to basic clerical functions, limiting the level of administrative support available to the Finance Director.

Change Implemented:

The Administrative Secretary position requires advanced administrative skills, including proficiency in financial software, strategic planning support, and handling confidential information.

Impact:

The Finance Department will benefit from a higher level of expertise and professional administrative support.

5. Alignment with Departmental Goals**Current Situation:**

The department aims to improve operational efficiency and responsiveness to financial challenges.

Change Implemented:

Upgrading to an Administrative Secretary aligns administrative support with these goals, providing the necessary expertise to meet evolving departmental demands.

Impact:

This upgrade will help the department achieve its objectives more effectively and prepare for future challenges.

Conclusion

The upgrade from Senior Clerk to Administrative Secretary is a strategic move designed to improve the administrative capabilities within the Finance Department. This change will provide the Finance Director with the high-level support needed to focus on critical financial management tasks and contribute significantly to the department's success.

This position will go from the AFSCME 809 Union to 1017 union

Reclassification

Emergency Services Manager to Director, Public Safety

This memo is to recommend the reclassification of the current Emergency Services Manager, Nora Garcia, to the position of Director of Public Safety. This change aims to enhance our operational efficiency to better serve our community, especially considering upcoming challenges.

Justification

1. Dual Responsibilities:

- Nora has been effectively performing the duties of both the Emergency Services Manager and the Public Safety Manager as this position has been vacant for over a year. Her capacity to handle these dual responsibilities has demonstrated her exceptional capability and commitment.

2. Enhanced Operational Efficiency:

- By consolidating these roles into the new Director position, we eliminate redundancy and streamline our operations. This unification will enhance internal cohesion and ensure a more coordinated approach to public safety and emergency management.

3. Comprehensive Oversight:

- The new Director role will encompass a broad range of responsibilities, including:
 - Code Enforcement
 - Parking Enforcement
 - Pedestrian Safety
 - Animal Control
 - Unhoused Outreach Services
 - On-Site Security
 - Fire & Life Safety Systems
 - Emergency Management

4. Upcoming Challenges:

- **Cybersecurity Collaboration:**
 - As we enhance our public safety infrastructure, we anticipate increased collaboration with our cybersecurity team to protect our systems and sensitive data. Nora has shown strong capabilities in managing interdepartmental collaborations, with the current IT Director in developing policies and procedures which will be crucial in addressing cybersecurity challenges.
- **Olympics Preparation:**
 - The City of Carson's upcoming participation in the Olympics presents unique public safety and emergency management challenges. Nora's leadership will be vital in coordinating with various stakeholders to ensure the safety and security of our community during this high-profile event.

5. Community and Partnership Benefits:

- This reclassification will foster better collaboration with our community and partnering agencies. Nora's established relationships and her proactive approach to community engagement will enhance our public safety and emergency management efforts.

Conclusion:

Reclassifying Nora to the position of Director of Public Safety is a strategic decision that aligns with our goals of operational efficiency, improved coordination, and enhanced community service. Her demonstrated capabilities and leadership, particularly considering anticipated cybersecurity challenges and the upcoming Olympics, make her the perfect candidate for this role.

Recommendation

Reclassify the Emergency Services Manager to the Director of Public Safety