

EXHIBIT 3

**RESOLUTION NO. 22-160**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR EXECUTIVE ASSISTANT (CITY COUNCIL)**

**WHEREAS**, Section 503 of the City's Charter provides that the City Council shall determine, by ordinance or resolution, the amount and type of compensation to be paid to all City officers, department heads and employees; and

**WHEREAS**, The Assistant City Manager is authorized and directed under provisions of Sections 2797.1 of the Carson Municipal Code and Section II, Rule II of the City Personnel Rules to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

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

**WHEREAS**, the City of Carson desires to add a new classification specification of **EXECUTIVE ASSISTANT (CITY COUNCIL)** to provide a current and accurate description of the various duties performed by said position; and

**WHEREAS**, The Assistant City Manager has consulted with the affected parties and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the new classification specification for the **EXECUTIVE ASSISTANT (CITY COUNCIL)**.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The foregoing recitals are true and correct and are incorporated herein by reference.

**SECTION 2.** The new classification specification for **EXECUTIVE ASSISTANT (CITY COUNCIL)** (Salary Range 418, \$6,730.84 - \$8,589.08), attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees, Local 1017, is hereby adopted.

**SECTION 3.** The City will fund one full-time position for the newly adopted classification of **EXECUTIVE ASSISTANT (CITY COUNCIL)**, through funds already allocated for the Division/Department.

**SECTION 4.** In the event of any conflict between this Resolution and any prior City resolution relating to the subject matter hereof, this Resolution shall supersede and prevail over the prior resolution to the extent of the conflict.

**SECTION 5.** The City Clerk shall certify to the adoption of this resolution and deem it effective as of August 2<sup>nd</sup> of 2022 the same shall be in force and effect.

PASSED, APPROVED AND ADOPTED this 2nd day of August 2022.

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Lula Davis-Holmes, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Sunny K. Soltani, City Attorney

ATTEST:

\_\_\_\_\_  
Dr. Khaleah K. Bradshaw, City Clerk  
STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    ) SS:  
CITY OF CARSON                 )

I, Khaleah Bradshaw, City Clerk of the City of Carson, do hereby certify that the foregoing Resolution, being Resolution No. 22-160, was passed and approved by the City Council of the City of Carson at its meeting held on August 2, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Dr. Khaleah K. Bradshaw, City Clerk