



# CITY OF CARSON

File #: 2022-1002, Version: 1

## Report to Mayor and City Council

Tuesday, February 21, 2023

Consent

### SUBJECT:

**CONSIDER RESOLUTION NO. 23-040 AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW SALARY SCHEDULES FOR THE EXISTING UNREPRESENTED PART-TIME POSITIONS OF CASHIER CLERK, LIFEGUARD, SWIM INSTRUCTOR II, AND SENIOR LIFEGUARD EFFECTIVE UPON CITY COUNCIL APPROVAL (CITY COUNCIL)**

### I. SUMMARY

Given the lower starting salaries of Cashier Clerks, Lifeguards, Swim Instructors, and Senior Lifeguard Instructors in comparison to neighboring agencies, hiring and retaining Part-Time (PT) Aquatics staff has proven to be highly challenging. With increases in the minimum wage, this disparity is only growing. Staff is proposing changes to the current salary scale (see background) that will allow Carson to readily compete and attract qualified candidates and retain current employees for a longer period of time. Staff is requesting that City Council adopt the proposed Resolution 23-040 (Exhibit No. 1) approving new salary ranges for the existing unrepresented part-time positions of Cashier Clerk, Lifeguard, Swim Instructor II and Senior Lifeguard, which includes increasing the starting salaries and increasing the merit step increase percentages from 2.5% to 5%.

### II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 23-040, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW SALARY SCHEDULES FOR THE EXISTING UNREPRESENTED PART-TIME POSITIONS OF CASHIER CLERK, LIFEGUARD, SWIM INSTRUCTOR II, AND SENIOR LIFEGUARD EFFECTIVE UPON CITY COUNCIL APPROVAL"

### III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

#### **IV. BACKGROUND**

The City operates two (2) pools at Carson Park and Foisia Park, and two (2) Aquatic Centers at Dominguez Park and Hemingway Park. Programming at these locations include swimming lessons, senior programming, adaptive programming, recreation swim, swim teams, lap swim, aqua aerobics, and pool parties. To support these services, Cashiers interact with the public to register youth and adult for aquatic programming and receive training in customer service and registration software. Lifeguards are required to meet a high level of knowledge and certification beyond the standard first aid, CPR, automated external defibrillator (AED) and lifeguarding certificate.

During onboarding, Lifeguards receive additional training in oxygen administration, blood borne pathogens, Water Safety Instructor, Professional Rescuer, and Title 22, a level of first aid training just under that received by an Emergency Medical Technician (EMT). As a result, City of Carson Lifeguards are highly skilled and knowledgeable in their field.

In addition to the above, Swim Instructors are also assigned to teach participants how to swim and Senior Lifeguard Instructors supervise the work of Cashiers, Lifeguards and Swim Instructors. Senior Lifeguards can function as a Lifeguard and Swim Instructor but also oversee the day-to-day operations of two (2) of the four (4) facilities. Given the level of expertise and experience of Aquatics staff, they are highly sought after by other cities.

As a result, staff retention has proven challenging, with these employees being regularly lured to neighboring agencies that offer higher pay (Exhibit No. 2). Additionally, with lower comparable starting salaries, hiring staff has also proven to be difficult. To respond to these circumstances, staff is proposing the following pay scales:

##### **Cashier Clerk (Unrepresented)**

<b>Year</b>	<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Current (2.5%)	804	\$15.50	\$15.89	\$16.28	\$16.69
2023 (Proposed 5%)	805	\$16.00	\$16.80	\$17.64	\$18.52

##### **Lifeguard (Unrepresented)**

<b>Year</b>	<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Current (2.5%)	804	\$15.50	\$15.89	\$16.28	\$16.69
2023 (Proposed 5%)	806	\$18.00	\$18.90	\$19.85	\$20.84

##### **Swim Instructor II (Unrepresented)**

<b>Year</b>	<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Current (2.5%)	801	\$15.50	\$15.89	\$16.28	\$16.69
2023 (Proposed 5%)	807	\$20.00	\$21.00	\$22.05	\$23.15

**Senior Lifeguard (Unrepresented)**

<b>Year</b>	<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Current (2.5%)	802A	\$15.50	\$15.89	\$16.28	\$16.69
2023 (Proposed 5%)	808	\$22.00	\$23.10	\$24.26	\$25.47

Staff is requesting that City Council review and approve the proposed new salary ranges for these positions.

**V. FISCAL IMPACT**

There is no fiscal impact to the FY 2022/23 Aquatics General Fund Budgets, as salary funds are available in the four aquatic facility accounts due to current staff shortages.

**VI. EXHIBITS**

1. Resolution No. 23-040 (pgs. 4-7)
2. Comparable Cities (pgs. 8-10)

Prepared by: Tim Grierson, Recreation Superintendent, & Michael Whittiker, Jr., Community Services/Parks and Recreation Director

RESOLUTION NO. 23-040

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW SALARY SCHEDULES FOR THE EXISTING UNREPRESENTED PART-TIME POSITIONS OF CASHIER CLERK, LIFEGUARD, SWIM INSTRUCTOR II, AND SENIOR LIFEGUARD EFFECTIVE UPON CITY COUNCIL APPROVAL

**WHEREAS**, the Community Services Department has conducted the appropriate research of multiple municipalities to review their aquatic staff's salaries; and

**WHEREAS**, it was determined by the Director of Human Resources, working with the Community Services Director, that the City of Carson is paying far less to its aquatics staff than neighboring cities; and

**WHEREAS**, the Director of Human Resources is authorized and directed under the provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans after consultation with Department Directors, which becomes effective upon approval by the City Council; and

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

**WHEREAS**, the Director of Human Resources has consulted with the Department Directors regarding the proposed action, and there is no affected recognized employee organization; and

**WHEREAS**, pursuant to the recommendation of the Director of Human Resources, the City Council now desires to adopt new salary schedules for the existing unrepresented part-time classifications of **CASHIER CLERK, LIFEGUARD, SWIM INSTRUCTOR II** and **SENIOR LIFEGUARD** to (i) increase the starting salaries, and (ii) increase the merit step increase percentages from 2.5% to 5%, in order to provide current and competitive rates of compensation for these important positions.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct.

**Section 2.** The new salary schedules for the existing unrepresented part-time positions of **CASHIER CLERK, LIFEGUARD, SWIM INSTRUCTOR II AND SENIOR LIFEGUARD**, attached hereto as Exhibit A, are hereby adopted.

**Section 3.** The City Clerk shall certify to the adoption of this resolution and as of February 21, 2023, the same shall be in force and effect.

**PASSED, APPROVED and ADOPTED** this 21<sup>st</sup> day of February 2023.

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

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK DR. KHALEAH BRADSHAW**

**APPROVED AS TO FORM:**

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

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

I, Dr. Khaleah Bradshaw, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 23-040 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 21<sup>st</sup> day of February 2023, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: \_\_\_\_\_  
City Clerk

## EXHIBIT A

**Cashier Clerk (Unrepresented)**

<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
805	\$16.00	\$16.80	\$17.64	\$18.52

**Lifeguard (Unrepresented)**

<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
806	\$18.00	\$18.90	\$19.85	\$20.84

**Swim Instructor II (Unrepresented)**

<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
807	\$20.00	\$21.00	\$22.05	\$23.15

**Senior Lifeguard (Unrepresented)**

<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
808	\$22.00	\$23.10	\$24.26	\$25.47

2022 Pay Rate Comparison								
Low Hourly Rate	15	15	\$15.00	\$16.54	\$15.00	\$17.00	\$15.00	\$18.15
Average/Mean Hourly Rate	\$15.00	\$16.49	\$16.27	\$18.54	\$16.76	\$19.09	\$18.75	\$22.41
High Hourly Rate	15.25	\$18.23	\$18.93	\$20.36	\$19.65	\$21.55	\$25.42	\$28.31
Difference (Mean & High)	0.25	1.738	2.65786	1.82364	2.8875	2.464	6.66917	5.89545
5 % Increase from Average	\$15.75	\$17.32	\$17.09	\$19.46	\$17.60	\$20.04	\$19.69	\$23.54
10% more than Average (60%)	\$16.50	\$18.14	\$17.90	\$20.39	\$18.44	\$20.99	\$20.63	\$24.66
25% more than Average (75%)	\$18.75	\$20.62	\$20.34	\$23.17	\$20.95	\$23.86	\$23.44	\$28.02

PROPOSED 2023	Cashier Clerk		Lifeguard		Swim Instructor		Senior Lifeguard	
City of Carson	Min	Max	Min	Max	Min	Max	Min	Max
Current Hourly Rate 2023	\$15.50	\$16.69	\$15.50	\$16.69	\$15.50	\$16.69	\$15.50	\$17.26
Proposed Rate effective immediately	\$16.00	\$18.52	\$18.00	\$20.84	\$20.00	\$23.15	\$22.00	\$25.47
10% more than Average (60%)	\$16.50	\$18.14	\$17.90	\$20.39	\$18.44	\$20.99	\$20.63	\$24.66

Not Used								
Name of City/Agency	Cashier Clerk		Lifeguard		Swim Instructor		Senior Lifeguard	
Long Beach			16.4	--	16.4	--	18.91	--
Los Angeles			20.05	--				
County of Los Angeles	17.88	--	18.27	19.8	18.27	19.8		



Name of City/Agency 2022	Cashier Clerk		Lifeguard		Swim Instructor		Senior Lifeguard	
	Min	Max	Min	Max	Min	Max	Min	Max
Hourly Rates								
Alhambra	\$15	\$18.23	\$15.35	\$18.66	\$15.85	\$19.27	\$17.91	\$21.77
Bell	\$13	\$15.80	\$15.03	\$18.27	\$15.03	\$18.27	\$16.33	\$19.85
Cerritos	NA	NA	\$15.79	\$19.95	\$15.79	\$19.95	\$18.35	\$22.65
Compton	\$15.05	\$17.61	\$15.04	\$17.59				
Culver City	NA	NA	\$18.15	\$19.89	\$19.65	\$21.55	25.42	27.31
Downey	\$11.38	\$14.10	\$16.25	\$17.25	\$17.50	\$18.50	\$18.75	\$19.75
Gardena	\$15.17	\$16.72	\$15.96	\$20.36	\$15.96	\$20.36	\$17.61	\$22.48
Hawthorne	\$15.25	--	16.22	--				
Inglewood	\$15.05	--	\$18.36	--	\$18.36	--	\$20.28	--
Lakewood			\$16.77	\$19.02	\$16.77	\$19.02	\$17.47	\$20.16
Norwalk	NA	NA	\$15.94	\$19.37	\$16.36	\$19.89	\$18.20	\$22.13
Redondo Beach	NA	NA	\$15	\$17	\$15	\$17	\$15	\$24
Santa Monica	NA	NA	\$18.93	--	\$19.40	--	22.93	28.31
Torrance	\$15	--	15.02	16.54	15.48	17.05	16.76	18.15
Vernon								
Whittier	NA	NA	Salary	Salary	Salary	Salary	Salary	Salary
-- Flat Rate / Seasonal								
Lifeguard/Swim instructor - same pay rate								
Salary								

## Data Source

<https://www.governmentjobs.com/careers/cityofalhambra/classspecs>

<https://www.cityofbell.org/home/showpublisheddocument?id=14427>

<https://www.governmentjobs.com/careers/cityofcerritos/classspecs>

<http://www.comptoncity.org/civicax/filebank/blobdload.aspx?BlobID=26838>

<https://www.governmentjobs.com/careers/culvercity/classspecs>

<https://www.downeyca.org/our-city/departments/human-resources/job-descriptions-job-interest-cards>

<https://www.governmentjobs.com/careers/cityofgardena/classspecs?keywords=>

[Current City Job Openings | Hawthorne, CA \(cityofhawthorne.org\)](#)

<https://www.cityofinglewood.org/DocumentCenter/View/13881/Salary-Ordinance-Exhibits-FY-2020-2021->

<https://www.lakewoodcity.org/civicax/filebank/blobdload.aspx?BlobID=24740>

<https://www.governmentjobs.com/careers/norwalkca/classspecs?keywords=>

<https://www.governmentjobs.com/careers/redondobch/classspecs>

<https://www.governmentjobs.com/careers/santamonica/classspecs>

<https://www.governmentjobs.com/careers/torranceca/classspecs?keywords=>

No public pools in the city

<https://www.governmentjobs.com/careers/whittier/classspecs?keywords=>