

RESOLUTION NO. 23-168

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ADOPTING A NEW JOB DESCRIPTION AND HOURLY RATE FOR ADMINISTRATIVE INTERN FOR MENTORSHIP PROGRAM

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 by the City Manager, under provisions of Sections 2107 and 2121 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, or other parties which becomes effective upon approval by the City Council; and

WHEREAS, the City of Carson desires to add a new part-time job position of Administrative Intern for Mentorship Program, which position is deemed unrepresented, unclassified, non-exempt, and at-will, and to adopt a job description therefor; and

WHEREAS, the position of Administrative Intern for Mentorship Program is unrepresented and unclassified, so there are no affected Directors or other parties requiring consultation or meet and confer.

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 part-time job position of Administrative Intern for Mentorship Program is hereby created, and the job description for Administrative Intern for Mentorship Program, attached hereto as Exhibit A, is hereby adopted. The hourly rate for such position will be twenty dollars (\$20) per hour. There shall be no step or merit increases for the Administrative Intern for Mentorship Program position. The position of Administrative Intern for Mentorship Program is an unrepresented, unclassified, non-exempt, and at-will part-time position.

SECTION 3. The City will fund eight (8) part-time positions for the newly adopted part-time job position of Administrative Intern for Mentorship Program for Fiscal Year 2023/2024. For subsequent fiscal years, the number of part-time positions will dictate the approved budget.

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 which shall be

effective as of November 21, 2023.

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PASSED, APPROVED AND ADOPTED this 21st day of November, 2023.

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. 23-168, was passed and approved by the City Council of the City of Carson at its meeting held on November 21, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dr. Khaleah K. Bradshaw, City Clerk

EXHIBIT A

ADMINISTRATIVE INTERN FOR MENTORSHIP PROGRAM
JOB DESCRIPTION

ADMINISTRATIVE INTERN FOR MENTORSHIP PROGRAM
(Unclassified)
(Unrepresented)
(At-Will)
(Part-Time)

Job Summary:

Under direction from assigned supervisor or manager, performs professional administrative duties in support of divisional or departmental operations. This is a part-time at-will position (FLSA: non-exempt), limited to 500 hours per fiscal year.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Performs research, compiles data and prepares reports related to administrative and operational matters.
2. Conducts surveys and studies and makes recommendations based on findings.
3. Assists with file maintenance, data entry and generates reports using a variety of computer software programs.
4. Prepares written correspondence.
5. Participates in the preparation and revision of brochures and other administrative materials.
6. Works with other professional employees assigned to special work projects.
7. Provides information to and consults with staff and the public.
8. Operates a variety of office machines, including a personal computer.
9. Attends meetings or events in the evening or on weekends.
10. May drive to different locations to perform work, site inspections/surveys or attend meetings within and outside the City.
11. Performs related duties as required.

Qualification Guidelines:

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

Education and Experience:

Must be enrolled as a junior, senior or graduate student at a local university, preferably California State University Dominguez Hills (CSUDH), with a GPA of 2.8 or higher.

Knowledge of:

- Modern English usage.
- Mathematics, including statistics.
- Research and analytical methods.

- Personal computers and related software applications (such as Microsoft Office, including Word, Excel, Powerpoint, and Teams).
- Methods of report presentation.

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Skill and Ability to:

- Compile, review and evaluate data.
- Communicate effectively orally and in writing.
- Understand and carry out oral and written instructions.
- Learn City organization, operations, policies and objectives.
- Establish and maintain effective working relationships.
- Deal tactfully with the public.

License/Certificate:

Possession of a valid California Class C Drivers License is desired.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Are subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.

Benefits;

Employee will receive no benefits except they will be covered under City's worker's compensation insurance and to the extent benefits are required to be provided under State law.