

RESOLUTION NO. 21-164

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,  
CALIFORNIA, AMENDING THE CLASSIFICATION PLAN,  
RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB  
CLASSIFICATION SPECIFICATION FOR PUBLIC SAFETY SERVICES  
MANAGER (CITY COUNCIL)

**WHEREAS**, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a “mutual obligation” to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

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

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

**WHEREAS**, the City of Carson desires to update the existing classification specification of **PUBLIC SAFETY SERVICES MANAGER** to provide a current and accurate description of the various duties performed by said position; and

**WHEREAS**, the Director of Human Resources and Risk Management has consulted with the affected parties and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised classification specification for the **PUBLIC SAFETY SERVICES MANAGER**.

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

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

**Section 2.** The revised classification specification for **PUBLIC SAFETY SERVICES MANAGER**, (Salary Range 503, \$9,055 - \$11,557), attached hereto as Exhibit A, assigned to the Association of Management Employees (AME), is hereby adopted.

**Section 3.** The Deputy City Clerk shall certify to the adoption of this resolution and deem it effective as of December 7, 2021, the same shall be in force and effect.

**PASSED, APPROVED and ADOPTED** this 7<sup>th</sup> day of December, 2021.

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

**ATTEST:**

\_\_\_\_\_  
**JOY SIMARAGO, DEPUTY CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**SUNNY K. SOLANTI, CITY ATTORNEY**

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

I, Joy Simarago, Deputy City Clerk of the City of Carson, California, do hereby certify that the whole number of members is four; that the foregoing resolution, being Resolution No. 21-164 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 7<sup>th</sup> day of December 2021, 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: \_\_\_\_\_  
Deputy City Clerk

**CITY OF CARSON**  
**Class Specification**

**City Council Reso. No. 21-164**  
**Bargaining Unit: AME**  
**FLSA: Exempt**

**PUBLIC SAFETY SERVICES MANAGER**

**Job Summary:**

Under direction of the Assistant City Manager or designee, manages, organizes, assigns and reviews the work of staff engaged in the enforcement of municipal and regulatory codes and ordinances (i.e., health and safety, NPDES, etc.). Interprets code and parking requirements and provides technical advice. Oversees the code enforcement and parking enforcement case process for the city's code enforcement and parking enforcement divisions.

**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. Manage and supervises Code Enforcement Officers and Parking Enforcement Officers in the enforcement of the Municipal Code/City Charter and all City Ordinances such as public peace, parking of vehicles, sanitation and health, taxes and licenses, streets, buildings, planning and zoning.
2. Supervise the City's service request/complaint operation.
3. Conduct investigations of unlawful activities.
4. Manage the City's radio communications systems.
5. Oversees unusual, special and new inspection requirements with City departments and outside agencies (i.e., NPDES, etc.).
6. Ensures all inspections are conducted pursuant to right-of-entry procedures and due process of law.
7. Compile statistics on activities and write reports.
8. Supervises and patrols areas of the City in the enforcement of all parking laws and regulations per City and state laws and regulations.
9. Issues parking citations when violations occur.
10. Prepare Council agenda items.
11. Write performance evaluations and discipline or commend subordinates.
12. Maintain close liaison with the Sheriff's Department, Fire Department, and other public agencies and private organizations.
13. Monitor the L.A. County Sheriff's contract, the L.A. County Department of Animal Care & Control contract and other contracts as required.
14. Participate as a key member and leader on the City's emergency response team.
15. Manage and supervise the street sweeping parking enforcement contract.
16. Assist in all matters relating to disaster and emergency preparedness for the City and the community.
17. Explain and interpret municipal ordinances and other regulations.
18. Prepare complaints and cases for court prosecution.

19. Hold office conferences with violators of the municipal and zoning codes.
20. Provide training for enforcement and other staff.
21. Prepare and manage the division's budget.
22. 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:**

Graduation from a recognized college or university with a baccalaureate degree or equivalent in a related field required. Four (4) years of full-time paid experience required in code enforcement with a public sector agency. Four (4) years of full-time paid experience also preferred in parking enforcement with a public sector agency.

### **Licenses and Certificates:**

\*Possession of a valid Certified Code Enforcement Officer Certificate (i.e., successful completion of Basic, Intermediate and Advanced Level modules) issued by the California Association of Code Enforcement Officers (CACEO).

Possession of a valid PC 832 required – (Arrest Course Certificate)

Desirable experience would include work in a law enforcement agency or public safety agency or other experience in public contact work involving regulatory codes, public relations, investigation, or inspection work; and any P.O.S.T. training or certification.

### **Knowledge of:**

- Modern principles of investigation and inspection.
- City ordinances.
- Municipal Code/City Charter
- State and Federal laws.
- Record keeping practices.
- Principles of management, supervision, and administration.
- Public relations methods and practices.
- Drone operation and usage as it relates to required codes
- Laws relating to arrest, search and seizure; laws relating to evidence and property.
- Knowledge of site visit report writing and NPDES inspection practices.
- Modern principles of security including knowledge of security hardware systems and principles of dignitary protection.

### **Skill and Ability to:**

- Communicate effectively, orally and in writing.
- Understand and apply ordinances, laws and regulations to a variety of situations.
- Establish and maintain effective working relationships and deal tactfully with the public.
- Manage and supervise others in a professional, effective and harmonious manner.

- Work cooperatively as a member of the City's management team.
- Perform law enforcement duties and responsibilities in a calm and professional manner in the face of excited and angry persons.
- Provide NPDES education to non-compliant businesses.
- Legally operate a licensed motor vehicle in the State of California.

**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:

- Perform work which is primarily sedentary.
- Is subject to inside and outside environmental conditions.