

RESOLUTION NO. 22-024

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 FOR COMMUNITY SERVICES  
SUPERINTENDENT (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**, Senior Human Resources Analyst Pierre Demian 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 & Risk Management 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 **COMMUNITY SERVICES SUPERINTENDENT** to provide a current and accurate description of the various duties performed by said position; and

**WHEREAS**, the City of Carson agrees with Human Resources & Risk Management staff recommendations to compensate the new **COMMUNITY SERVICES SUPERINTENDENT** classification in line with other Superintendent level positions at Range 166 of the most recently published Association of Management Employees Memorandum Of Understanding; and

**WHEREAS**, Senior Human Resources Analyst Pierre Demian 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 **COMMUNITY SERVICES SUPERINTENDENT**

**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 classification specification for **COMMUNITY SERVICES SUPERINTENDENT** (Salary Range 166, \$9,280 - \$11,844), attached hereto as Exhibit A, assigned to the Association of Management Employees (AME), is hereby adopted.

**Section 3.** The City Clerk shall certify to the adoption of this resolution and deem it effective as of February 15<sup>th</sup> of 2022 the same shall be in force and effect.

**PASSED, APPROVED and ADOPTED** this 15<sup>th</sup> day of February, 2022.

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

**ATTEST:**

\_\_\_\_\_  
**Dr. KHALEAH K. BRADSHAW, CITY CLERK**

**APPROVED AS TO FORM:**

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

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

I, Dr. Khaleah K. 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. 22-024 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 15<sup>th</sup> day of February 2022, 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

## COMMUNITY SERVICES SUPERINTENDENT

### **Job Summary:**

Under general direction, manages the operations of the Community Services Division in the Community Services/Parks & Recreation Department; exercises complex management, technical and administrative responsibility for various senior services, mental health, social welfare, event planning and early childhood education programs.

### **Essential Duties and Responsibilities:**

(The 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. Plans, organizes, staffs, and controls recreation division services and programs.
2. Oversees the City's Community Center, Stroke Center, and senior social services operations and personnel.
3. Evaluates assigned facilities and prepares recommendations for additions, replacements, and repairs.
4. Establishes and maintains cooperative working relationships with staff, and community agencies concerned with social services offered by and through the City.
5. Serves as technical and professional advisor, provides staff support to related commissions and boards.
6. Disseminates information to the community on various programs, activities, and developments.
7. Prepares the division budget and controls budget expenditures.
8. Manages and coordinates the implementation of improvements to bring facilities in compliance with the Americans with Disabilities Act.
9. Develops and implements marketing plans and materials for revenue generating programs, services, and facilities.
10. Establishes standards of performance for the evaluation of subordinates.
11. Supervises, trains, mentors, and evaluates personnel.
12. Participates in the recruitment and selection process for promotional and new division personnel, including internal promotional systems governed by current bargaining unit agreements and City Personnel Rules.
13. Analyzes services in order to disclose areas needing improvements and to forecast future requirements for personnel, supplies, services, and equipment.
14. Prepares reports, correspondence, and agenda items, and presents in-front of elected and appointed bodies.
15. Enforces rules, regulations and recommends disciplinary actions pursuant to established procedures.
16. Attends meetings and represents the department.
17. Provides information to and consults with the public.
18. Serves on primary emergency response team member in case of an emergency or disaster as assigned by the City Emergency Plan.
19. In cooperation with the City's Risk Management, coordinates special services, including specialized health screening, for City employees and constituents.
20. 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 in recreation, gerontology, social welfare, early childhood education or a closely related field and five (5) years of increasingly responsible experience in recreation related work involving program development and management. At least two (2) years must have been at a manager level. A master's degree in recreation or public administration is preferred.

**Knowledge of:**

- Principles of recreation program development including current developments in recreation and community service programs.
- Effective practices of supervision and training, and discipline.
- Mental health programs and services.
- Social and welfare programs designated for elderly and special-needs constituents.
- Budget preparation, control, and administration.
- Office practices and procedures and general recordkeeping practices.
- Parks, school, sports, crafts, games playgrounds, and group activities.
- Federal, state, and local mandates and requirements pertaining to Early Childhood Education and senior citizens programs.
- Safety and safe work practices.
- Computer and web-based software programs, including word processing, spreadsheets, presentation and recreation programs registration and facilities reservations software.

**Skill and Ability to:**

- Effectively and efficiently manage the Community Services Division.
- Analyze community needs and recommend and adapt programs to meet particular requirements.
- Develop and implement a division budget.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Provide technical and analytical assistance to the development of community services programs.
- Establish effective working relationships with federal, state and local agencies and authorities in relation to managed programs.
- Interpret laws and regulations relative to recreation policy, issues, and problems.
- Develop recommendations and communicate effectively orally and in writing.
- Supervise and direct the daily activities of staff.
- Establish and maintain working relationships with others.

**License:**

- Possession of a valid CA Class C Driver License, and requirement to join the City's DMV Pull Notice program.

**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 the mobility to stand, stoop, reach and bend.

- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds which is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- Is required to use personal vehicle in the course of employment.
- Is required to work evenings or weekends.
- Operate personal computer and various office machine equipment.