

Exhibit (1): City of Carson Restructuring

1. **City Manager Executive Assistant** – The proposed position differentiates from the other Executive positions in the City as it encompasses multiple roles and responsibilities that is vital to the office of the City Manager. This position is responsible for staff reports, agenda preparation and implementation, budget analysis and review and is the hub for all schedule coordination among the City Manager, Assistant City Manager (Administrative Services) and the City Council. This proposed classification provides the opportunity to capture all the duties listed above while preventing the need to procure Analyst position in the department. Approximately \$100,000 annually is saved, while being the only position in the City that handles this level of responsibility and duties.

| Title | Proposed | Justification |
|---------------------------|----------------------------------|--|
| Executive Assistant Range | City Manager Executive Assistant | Proposed due to out of alignment duties and responsibilities/only position in City |

2. **City Council Executive Assistant** - The proposed position differentiates from the other Executive positions in the City as it encompasses multiple roles and responsibilities that is vital to the office of the City Council. This position is responsible for the coordination of City Council schedules, appointments, events and connecting Elected Officials outside of the City.

| Title | Proposed | Justification |
|-------------------------------|--|---|
| Executive Assistant Range 402 | City Council Executive Assistant Range 408 | Proposed due to out of alignment of duties and responsibilities/only position in City |
| Senior Clerk Range 415 | City Council Senior Clerk Going to Range 418 | Proposed due to out of alignment of duties and responsibilities/only position in City |

3. **Public Information Manager** – The demand for increased marketing and branding of the City due to technology advancement and the need for promotion of all City events and functions. This position supervises multiple staff that

produces flyers, the Carson Report, notifications, public announcements, press releases and conferences and logos. This is the only position in the City and as technological programs are implemented in the City, this position has to adapt to those changes to stay relevant with the City and Council needs.

| Title | Proposed | Justification |
|----------------------------------|-----------------------------|--|
| Public Information Administrator | Public Information Manager. | Proposed due to out of alignment of duties and responsibilities/only position in City. |

4. **Senior Budget Analyst** – This position in the City is the only Senior Budget Analyst and is the backbone to the analysis of all departmental fiscal needs. Any contract, staff report, audit, action request that has a fiscal component to it is vetted through this position as one of the last in the review cycle before moving forward. Sole responsibility and actions from this position ensures that the annual budget in line with the direction of the City Manager and Director of Finance while providing solutions for all departments financial requests.
5. **Senior Payroll Specialist** – The payroll division handles all areas of payroll functions for the dissemination of payroll activities. The City has gone through several payroll exercises when staff had been reduced, yet desires for special pays, unique Federal guidelines and once in a lifetime payroll disbursement to all eligible employees. As the demand continues to grow for payroll activities, only one employee handled the majority of these functions. Recently, new positions have been filled to provide relief and assistance however, employees should never be left to supervise themselves. Immediately direction should always be available to staff and providing a senior position in this role would serve all the employees and the incoming staff with a “go to” staff member who has mastered the payroll and Tyler Munis system.

| Title | Proposed | Justification |
|-----------------------|---------------------------|---|
| Payroll Specialist II | Senior Payroll Specialist | NEW/Proposed due to out of alignment of duties and responsibilities/only in City. |

6. **Deputy City Manager** - Staff is proposing the addition of the following 1.0 FTE “Deputy City Manager” that will lead the creation and formation of the new department of Sustainability, Innovation & Performance Management (SIPM).

The total cost of the position (salary and benefits) is estimated at \$253,987 which will be fully offset by budget savings identified across multiple non-personnel budget accounts without any impact to departments' services provided. The Innovation, Sustainability and Performance Management (SIPM) department will take the lead in the development and implementation of the City's Strategic Plan with the goal of Effective and Sustainable Government through innovative practices and a culture of data-driven decision making. The Deputy City Manager and ISPM department role is to ensure that the City's operations and capital projects are on track with the use of data analytics and technology to meet those challenges. Three core topic areas for the department are Suitability, Open Data and Performance Management. The department's work is meant to promote government transparency and accountability while providing the most innovative and technologically savvy approach. This will be the only position in the City to head such a department with Information Technology, Finance and Public Information Departments being direct reports.

7. **Director of IT & Security** – This proposed position will provide actionable and deliverables produced out of the newly SIPM Sustainability, Innovation & Performance Management (SIPM) Department in support of City Manager and Council directives. The need for a new Director of IT & Security department will allow the new director to focus on the highly necessitated monitoring and implementation of all things security to keep the City's infrastructure secure as possible. With technology evolving daily, this position will be imperative in being able to address those needed changes and adapt quickly being freed from the daily tasks of the IT department.

| Title | Proposed | Justification |
|------------|------------------------|--|
| IT Manager | IT & Security Director | Proposed due to the need of moving technology and programs forward citywide. |

8. **Department Secretary (SIPM)** – This proposed position was reclassified from its funding source to provide a position in the department focused on the fiscal challenges of the City. Having a new Deputy City Manager who will have several departments reporting, will require a Department Secretary to assist in the day-to-day administrative operations while providing more flexibility for the Deputy CM. the Department Secretary (SIPM) will provide additional support to the new Director of IT & Security, Director of Finance and Public Information Division respectively.
9. **Council Aides (5)**– These positions have been requested by City Council to provide Full-Time service to each Councilmember while having reintroduced a new Senior Council Aide to provide overall sight and insight to the

Council Aides. These positions work directly for each Councilmember while reporting to the City Manager and/or their designee.

10. Economic Development Liaison

| Title | Proposed | Justification |
|------------------------------|-------------------------------|--|
| Economic Development Liaison | Community Development Liaison | This position will specialize in local small business while bridging together both city departments and the community. |

11. Sustainability Manager

| Title | Proposed | Justification |
|------------------------------|------------------------|---|
| Sustainability Administrator | Sustainability Manager | This position's role and duties do not match the level of complexity and responsibilities of the current title as a manager role will provide in-depth insight and actionable for a new department. |

12. **Housing Specialist** – The proposed position is a reclassification of the current role of Housing Counselor. To better service the residents and community, this position does not provide Counseling, but rather specializes in the knowledge and understanding of Housing needs. This position is responsible for the coordination housing and grant opportunities (state & federal) to see that fair housing and various programs are available to any who qualify. This is the only position in the city that handles such duties and responsibilities as listed above.

13. **Housing/Homelessness Coordinator** – The proposed position is a reclassification of a current Department Secretary. The Department Secretary is currently filled however, the employee will be retiring in June 2022 that will provide the funding source along with a porting of this position being funded by federally restricting funds. This

position will assist the Housing Specialist as well as delve into providing Homelessness administrative responsibilities to include coordination of the monthly Homelessness Committee while working with the South Bay COG to ensure the City follows any local, state or federal laws pertaining to Homelessness. This is the only position in the City that would handle the duties and responsibilities as indicated.

14. Public Works Department (Division Secretary, Administrative Specialist, 3 Tree Trimmers & Assistant Tree Trimmer) -

| Title | Proposed | Justification |
|------------------------|---------------------------|---|
| Senior Clerk | Division Secretary | Position is vacant and proposed with an increase in cost. |
| Account Clerk | Administrative Specialist | Position is vacant and proposed with an increase in cost. |
| 3 Tree Trimmers | NEW | |
| Assistant Tree Trimmer | NEW | |

15. City Clerk's Office

| Title | Proposed | Justification |
|--------------|---------------------|---|
| Senior Clerk | Executive Assistant | The executive assistant position description meets the City Clerk's Office's needs. The executive assistant will be able to complete higher level tasks such as respond to correspondences on behalf of the City Clerk, screen calls and schedule meetings. Position will also assist with the tracking of contracts (and contract related details) playing a vital role that the organization is missing in the communication necessary during the routing process: conducts research and finds solutions for various topics and projects. |

16. **Public Safety Liaison** – This proposed position is the only position in the City that coordinates both City events and the LASD (Carson Station) events and activities while continuing communication and coordination with the PIO and Sheriff's station. This position will represent the City at LASD functions and will assist multiple non-profits and LAUSD in the learning, training and processing of collaborative events. This position will also assist with staff reports and contract administration. This position will have the ability to work in an acting classification of the Public Safety Manager in their absence while being familiar with the Parking Enforcement and Code Enforcement divisions.

| Title | Proposed | Justification |
|----------------------------------|-----------------------|---|
| Public Safety Engagement Liaison | New | Assists and responds to homeless activity in the City with resources and information for transitional housing as well as staying connected to viable services that will benefit the homeless. |
| Public Safety Specialist | Public Safety Liaison | Proposed due to out of alignment of duties and responsibilities. Only position in City. |

17. **Community Services Department** – (Recreation 4's)

18. **Administrative Secretary (Human Resources Department)** - The proposed position is being reclassified to align itself with other comparable positions within the City. This position will be responsible for the administrative actions of the Department and is to come in line with the equity of its counterparts in the City. The person should assist with staff report agenda packets, contract administration and general Requests for Bids projects within the department.

| Title | Proposed | Justification |
|--------------------|--------------------------|---|
| Division Secretary | Administrative Secretary | Proposed to be in alignment with other Department Staff |

19. **Risk Specialists (2)** – The revamped Risk Management Division will report the Assistant City Manager – Administrative Services. Currently the Human Resources Department holds two (2) Human Resources Specialists that would transfer to the Risk Management Division. These two positions have been currently funded as 50% in the Human Resources Department and the other 50% funded in the Risk Management Division. These two transfer/reclassifications will serve 100% of the time as Risk Management Specialists leaving two vacated half-time HR Specialist positions. These positions are needed to be funded Full-Time and will be requested in Phase 2 of the City's restructuring efforts.