

**RESOLUTION NO. 19-083**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE FY 2018-2019 BUDGET BY (1) DOWNGRADING THE SENIOR ACCOUNTANT JOB CLASSIFICATION TO ACCOUNTANT I WITHIN THE CITY TREASURER'S OFFICE, (2) ELIMINATING THE COMPUTER SYSTEMS TECHNICIAN JOB CLASSIFICATION AND ADDING A SYSTEMS ADMINISTRATOR JOB CLASSIFICATION WITHIN THE INFORMATION TECHNOLOGY DEPARTMENT; AND (3) AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING NEW OR REVISED JOB CLASSIFICATION SPECIFICATIONS FOR ACCOUNTANT I; ACCOUNTS PAYABLE SPECIALIST I; SYSTEMS ADMINISTRATOR; SYSTEMS COORDINATOR; WEB DEVELOPER; NETWORK ADMINISTRATOR; ENGINEERING TECHNICIAN; REGISTRATION, RESERVATIONS AND MARKETING COORDINATOR I; REGISTRATION, RESERVATIONS AND MARKETING COORDINATOR II; REGISTRATION RESERVATIONS AND MARKETING COORDINATOR PART-TIME; HUMAN SERVICES ASSISTANT COORDINATOR; HUMAN SERVICES SENIOR COORDINATOR; EARLY CHILDHOOD INSTRUCTOR; AND EARLY CHILDHOOD DIRECTOR (CITY COUNCIL).**

**WHEREAS**, the City Council adopted the Fiscal Year 2018-2019 budget on June 19, 2018, for the General Fund and Special Fund Revenue Funds of the City via Resolution No. 18-069; and

**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 City Treasurer has reviewed and discussed the structure of the City Treasurer's Office with the Director of Human Resources and Risk Management and the City Manager; and

**WHEREAS**, a Senior Accountant vacancy exists in the City Treasurer's Office, and the City Treasurer has determined that the need for an Accountant I is greater than the need for a Senior Accountant; and

**WHEREAS**, the Information Technology Manager has reviewed and discussed the structure of the Information Technology Department with the Director of Human Resources and Risk Management and the City Manager; and

**WHEREAS**, a Computer Systems Technician vacancy exists in the Information Technology Department, and the Information Technology Manager has determined that the

need for a Systems Administrator is greater than the need for a Computer Systems Technician; and

**WHEREAS**, the Director of Human Resources and Risk Management is authorized and directed under 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 become effective upon approval by the City Council; and

**WHEREAS**, the Human Resources Department and affected employees of the City have reviewed and determined that the following job specifications must be updated to reflect the needs of the City and pertinent Department and the current job duties that the employees within said positions are performing:

1. ACCOUNTANT I
2. ACCOUNTS PAYABLE SPECIALIST I
3. SYSTEMS ADMINISTRATOR
4. SYSTEMS COORDINATOR
5. WEB DEVELOPER
6. NETWORK ADMINISTRATOR
7. ENGINEERING TECHNICIAN
8. REGISTRATION, RESERVATIONS AND MARKETING COORDINATOR I
9. REGISTRATION, RESERVATIONS AND MARKETING COORDINATOR II
10. REGISTRATION RESERVATIONS AND MARKETING COORDINATOR PART-TIME
11. HUMAN SERVICES ASSISTANT COORDINATOR
12. HUMAN SERVICES SENIOR COORDINATOR
13. EARLY CHILDHOOD INSTRUCTOR; AND
14. EARLY CHILDHOOD DIRECTOR (CITY COUNCIL)

**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 Director of Human Resources and Risk Management, has consulted with the affected parties concerning this classification; and

**WHEREAS**, the City has met and conferred with the representatives of the affected recognized employee organizations regarding the proposed actions herein, pursuant to its obligations under the MMBA.

**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 City Council hereby adopts changes to the following existing job classifications:

<b>Job Classification Changes</b>			
<b>City Treasurer's Office</b>			
<b>Existing Classification Title</b>	<b>Existing Salary</b>	<b>Proposed Classification Title</b>	<b>Proposed Salary</b>
Senior Accountant (one position - vacant)	Range 153 (\$6,344 - \$8,096 per month)	Accountant I	Range 242, (\$4,932 - \$6,294 per month)
<b>Information Technology Department</b>			
<b>Existing Classification Title</b>	<b>Existing Salary</b>	<b>Proposed Classification Title</b>	<b>Proposed Salary</b>
Computer Systems Support Technician (one position - vacant)	Range 144 (\$5,083 - \$6,486 per month)	Systems Administrator	Range 158 (\$7,180 - \$9,162 per month)

**SECTION 3.** The following amendment will be made to the City's FY 2018-2019 budget:

<b>Description</b>	<b>Decrease</b>	<b>Increase</b>
Senior Accountant to Accountant I	(\$16,944)	
Computer Systems Administrator to Systems Administrator		\$26,904

**SECTION 4.** The City Council hereby approves and adopts the following job classification specifications, attached hereto as Exhibits "A" through "N", for three (3) new classifications (Systems Administrator; Registration, Reservations and Marketing Coordinator I and II; and Registration, Reservations and Marketing Coordinator-Part-Time), and eleven (11) existing / updated classifications:

	<b>Classification Title</b>
A	Accountant I
B	Accounts Payable Specialist I
C	Systems Administrator
D	*Systems Coordinator
E	Web Developer
F	Network Administrator
G	*Engineering Technician
H	**Registration, Reservations and Marketing Coordinator I
I	**Registration, Reservations and Marketing Coordinator II
J	**Registration, Reservations and Marketing Coordinator-Part-Time
K	**Human Services Assistant Coordinator
L	**Human Services Senior Coordinator
M	**Early Childhood Instructor

N	**Early Childhood Site Director
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*\*\*The adoption of the job specifications of these classifications is subject to the completion of the meet confer process or impasse.*

**SECTION 5.** THE CITY CLERK SHALL CERTIFY TO THE ADOPTION OF THIS RESOLUTION AND SHALL KEEP A COPY OF THIS RESOLUTION ATTACHED TO THE FY 2018-2019 BUDGET ON FILE, AND DEEM IT EFFECTIVE AS OF MAY 7, 2019, THE SAME SHALL BE IN FORCE AND EFFECT.

[signatures on the following page]

**PASSED, APPROVED and ADOPTED** this 7th day of May, 2019.

\_\_\_\_\_  
MAYOR ALBERT ROBLES

ATTEST:

\_\_\_\_\_  
CITY CLERK DONESIA GAUSE

APPROVED AS TO FORM:

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

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

I, Donesia Gause, 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. 19-083 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 16<sup>th</sup> day of April 2019, 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