

RESOLUTION NO. 19-103

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 HUMAN SERVICES  
ASSISTANT COORDINATOR

**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 **HUMAN SERVICES ASSISTANT COORDINATOR** 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 **HUMAN SERVICES ASSISTANT COORDINATOR**.

**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 **HUMAN SERVICES ASSISTANT COORDINATOR**, attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, is hereby adopted. *THE ADOPTION OF THE JOB SPECIFICATIONS OF THESE CLASSIFICATIONS IS SUBJECT TO THE COMPLETION OF THE MEET CONFER PROCESS OR IMPASSE.*

**Section 3.** The City Clerk shall certify to the adoption of this resolution and deem it effective as of May 14, 2019, the same shall be in force and effect.

**PASSED, APPROVED and ADOPTED** this 14<sup>th</sup> day of May, 2019.

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**MAYOR ALBERT ROBLES**

**ATTEST:**

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**CITY CLERK DONESIA GAUSE**

**APPROVED AS TO FORM:**

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**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. 19-102

was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 14<sup>th</sup> day of May 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

**HUMAN SERVICES ASSISTANT COMMUNITY SERVICES COORDINATOR**

**Job Summary:**

Under general supervision, assisting ~~with-in the~~ performance of specialized professional work in Community Service programs, including but not limited to: Senior Recreation, Therapeutic Recreation, Early Childhood Education, Senior Services, and Stroke Center activities. The Assistant will also perform related duties as required.

**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. Plans~~s~~, organizes~~s~~, and coordinates~~s~~ ~~recreational~~ activities in specialized areas such as older adult programs, therapeutic recreation, community events, ~~stroke center~~, fine arts, adult and youth sports, early childhood education programs, and special interest.
2. ~~Reports~~ on public response to existing programs, including information regarding attendance, schedules, expenditures, ~~and~~ utilization of supplies and equipment.
3. ~~Processes~~ and maintains~~s~~ records of permits.
4. ~~Recommends and researches~~ new recreation ~~trends and~~ programs.
5. ~~Enforces~~ rules and regulations to assure the safety and welfare of participants.
6. ~~Assists with-in~~ budget preparation and monitors ~~community service~~ ~~recreation~~ budget expenditures in specified areas.
7. ~~Drafts~~ promotional materials, correspondence, ~~survey's~~ and reports.
8. ~~Assists with-in the~~ supervision, training, and evaluation of ~~part-time~~ personnel, volunteers, and Interns.
9. ~~Consults with the public and provides~~ information, including promotional materials.
10. ~~Assists with~~ committees, and commissions as assigned.
11. ~~Collects~~ fees, financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
12. ~~Assists with~~ preparing and implementing periodic statistical reports and surveys pertaining to community service programs.
13. ~~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/or Experience:**

An Associate's degree in Human Services, Social Services, in addition to a minimum of two years of related field experience is preferred.

**Knowledge of:**

- Methods and techniques of developing and organizing ~~group-recreational~~ ~~community services~~ activities.
- Rules, practices, and equipment used in recreation ~~community service~~ activities.
- Principles of supervision, ~~and~~ training, ~~and~~ evaluation.
- Programs' goals and objectives.
- Program organization and development techniques.

- Special groups resources, needs, and limitations.
- Basic budgeting principles and ~~practices~~ procedures.
- Basic purchasing practices and contract administration.
- ~~City organization, operations, policies, and objectives.~~
- Personal computer software and hardware.
- Office practices and procedures.
- General record-keeping practices.
- ~~Establish and maintain effective working relationships with others.~~
- Interpersonal skills, using tact, patience, and courtesy.

#### **Skill and/or Ability to:**

- Implement specialized recreational activities and evaluate community needs.
- Establish and maintain effective working relationship with others.
- Work weekends and irregular hours.
- Communicate effectively in writing and orally.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.
- Identify and analyze problems and take corrective action.

#### **License and Certificates:**

Possession of valid California Class C driver's license ~~and must be insurable by the City's insurance carrier.~~  
 Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.  
 Possession of valid Red Cross standard certificates in First Aid and CPR.

#### **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:

- ~~Require the m~~ Mobility to stand, walk, stoop, kneel, crouch, reach and bend.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- ~~May be required to work evenings and/or weekends.~~ (duplicated)
- May be required to work around loud noise.
- May be required to attend periodic evening meetings and or to travel within and out of District boundaries to attend meetings.
- Maintain confidential information as it pertains to the job.
- May be required to use Ceity and/or personal vehicle in the course of employment.