

RESOLUTION NO. 19-108

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY AMENDING THE FY 2018-2019 BUDGET BY DOWNGRADING THE SENIOR ACCOUNTANT JOB CLASSIFICATION TO ACCOUNTANT I WITHIN THE CITY TREASURER'S OFFICE AND AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING REVISED CLASSIFICATION SPECIFICATION FOR ACCOUNTANT I

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 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 has reviewed the needs and services of the City Treasurer's Office and determined that, to improve its services to the public and the efficiency of the City's Treasurer's Office, a downgrade to **ACCOUNTANT I** is necessary; and

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 specifications for **ACCOUNTANT I**, attached hereto as Exhibit A, assigned to the Carson Association of Professionals and Supervisors (CPSA), is hereby adopted.

EXHIBIT NO. 01

Section 3. The reclassification below is hereby approved:

Job Classification Change			
Existing Classification Title	Existing Salary Range	Proposed Classification Title	Proposed Salary Range
Senior Accountant	Salary Range 153, (\$6,344 - \$8,096) per month	Accountant I	Salary Range 242, (\$4,932 - \$6,294) per month

Section 4. The following amendment will be made to the City's FY 2018-2019 budget:

Description	Approximate Decrease
Senior Accountant to Accountant I	\$16,944

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 14, 2019, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 14th 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. 19-108 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 14th 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

ACCOUNTANT I

Job Summary:

Under supervision, to perform specialized entry level professional accounting work.

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. Maintains and reconciles a variety of ledgers, budget control accounts, and accounting records.
2. Compiles data for special and regular financial statements and reports.
3. Makes and reviews journal entries regarding accounts receivable, expenditures and income.
4. Reviews expenditures for conformance with authorized financial procedures.
5. Assists in auditing accounting records.
6. Prepares initial reports for county, state and federal agencies.
7. Maintain banking and cash balance records.
8. Codes vouchers and cashier receipts.
9. Process cash receipts and assist customers as needed.
10. Provides information to staff regarding accounts and records.
11. Assists in taking annual physical inventory of specified properties.
12. Assists in preparation of special project budgets.
13. Assists in processing and issuing bonds.
14. 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 equivalent to a baccalaureate degree or higher in accounting or finance.

Knowledge of:

Principles and practices of accounting including debit, credit, journal entries and audit. Office practices, procedures and machines.

Skill and Ability to:

- Use state and federal laws relating to financial accounting.
- Operate a computer terminal and related software.
- Apply and adapt established methods to a variety of accounting transactions and problems.
- Prepare accurate financial statements and special reports.
- Perform mathematical calculations with speed and accuracy.
- Communicate effectively in writing and orally.
- Experience interacting with the public and an ability to handle irate customers.
- Establish and maintain effective working relationships with others.

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 vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.