

RESOLUTION NO. 19-169

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111. BY ADOPTING THE REVISED JOB CLASSIFICATION SPECIFICATION AND TITLE CHANGE FOR PUBLIC SAFETY AND COMMUNITY SERVICES MANAGER (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, 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 **PUBLIC SAFETY AND COMMUNITY SERVICES MANAGER** 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 **PUBLIC SAFETY AND COMMUNITY SERVICES MANAGER**.

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 **PUBLIC SAFETY AND COMMUNITY SERVICES MANAGER**, (Salary Range 165, \$8,791 - \$11,218), 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 November 5, 2019, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 5th day of November, 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. 19-169 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 5th day of November 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

EMERGENCY SERVICES MANAGER

Job Summary:

Under the general direction of the Assistant City Manager or designee and in accordance with established procedures, manages the Emergency Services Division of Public Safety—and support the Sheriff's Programs. The Emergency Services Manager is responsible for the City's disaster and emergency preparedness and response programs, including managing and overseeing the Emergency Operations Center, radio communications, and emergency services vehicles; including the school crossing guard program; and sheriff's program support for the community relations and traffic divisions.

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. Manages and supervises the City's Emergency Operations Center and all aspects of emergency and disaster preparedness.
2. Coordinates with the Fire and Sheriff's Departments on hazardous material incidents and all matters relating to disasters or hazardous materials.
3. Manages the City's school crossing guard program and disaster response vehicles.
4. Provides on call duties during evenings and weekends and responds to calls anytime of the day or night.
5. Prepares reports, Council agenda items, surveys, and other written documentation.
6. Maintains effective liaison and coordination with appropriate public agencies, private organizations, businesses, individuals, and City employees.
7. Attends meetings and training sessions.
8. Interviews candidates and makes hiring recommendation for subordinate positions.
9. Supervises assigned staff; prepares performance evaluations, commendations, or disciplinary actions for assigned staff.
10. Manages, conducts, and/or assists with emergency training programs for City employees and the public.
11. Participates as lead staff and member of the City's Emergency Response Team; coordinating efforts with other local, state and federal agencies.
12. Prepares and administers contracts and grants.
13. Prepares and manages the division's annual budget.
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/or Experience:

Bachelor's degree in public or business administration, or a related occupational field and six (6) years of full-time, paid experience in a law enforcement agency, fire department, or emergency management with primary responsibility for emergency preparedness, community relations,

industrial safety, supervisory command responsibilities, and hazardous materials and at least three (3) of those in a managerial position.

License:

Possession of a valid California Class C driver's license. 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.

- Must be certified in SEMS
- Certification in IS 100, 700 and 800 preferred
- Certification in Emergency Management (CEM) by the International Association of Emergency Management preferred.

Knowledge of:

- Modern principles of emergency management and planning.
- Traffic, pedestrian, and school safety programs.
- Hazardous materials laws and regulations.
- Principles of management, administration, training, and supervision.
- Communication and dispatch systems.
- Material safety data sheets.
- City organization, operations, policies, and objectives.
- General recordkeeping practices.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- Research and analytical methods.
- Personal computer software and hardware.
- Office practices and procedures.
- Effective methods of report writing and presentation.
- Cost analysis.

Skill and/or Ability to:

- Organize and educate agencies and citizens in preparation and recovery from disasters and emergencies.
- Manage and supervise a multifunctional organization with complex responsibilities and procedures with a high degree of independent action.
- Supervise, direct, and evaluate staff.
- Identify and analyze problems and take effective corrective action.
- Effectively communicate orally and in writing.
- Maintain accurate records and prepare clear and concise reports.
- Establish and maintain effective working relationship with others.
- Make effective oral presentations.

Physical Requirements and Working Conditions:

Employee accommodations for physical disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require to respond to emergency situations.
- Require vision (which may be corrected) to read small print.
- Perform work, which is primarily sedentary.
- 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.
- Operate a personal computer and other office equipment.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- Wears uniform and safety equipment as appropriate.
- May be required to use City and/or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or travel within and out of City boundaries to attend meetings.