

RESOLUTION NO. 19-171

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 PRINCIPAL  
ADMINISTRATIVE ANALYST

**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 **PRINCIPAL ADMINISTRATIVE ANALYST** 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 **PRINCIPAL ADMINISTRATIVE ANALYST**.

**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 **PRINCIPAL ADMINISTRATIVE ANALYST**, (Salary Range 154, \$6,700 - \$8,549), attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 1017 and the Carson Professionals and Supervisors Association (CPSA), 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 5<sup>th</sup> 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. 19-171 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 5<sup>th</sup> 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

### **PRINCIPAL ADMINISTRATIVE ANALYST**

#### **Job Summary:**

Under general direction, performs varied and complex professional and confidential administrative analyses; plans and directs the functions of programs in support of a city council authorized committee, commission or board; conducts administrative studies and analysis or operations in order to solve problems of budget, organization, program, procedure, manpower utilization, leases, capital projects or equipment; acts as staff to the City Manager or a General Manager and authorized committees, commissions or boards.

#### **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. Performs administrative duties in support of city management staff.
2. Supervises, directs and evaluates the work and performance of professional, technical, administrative and/or clerical staff; trains staff and recommends disciplinary action when appropriate.
3. Prepares, monitors and administers the division or workgroup budget.
4. Staffs committee(s), commission(s), or board(s).
5. Serves as liaison with other agencies, the public, and various City departments on behalf of committee(s) to obtain information or resolve problem of implementing committee(s) programs; staffs committee(s), commission(s) or board(s).
6. Researches, analyzes data, and prepares recommendations in written or oral form to the City Manager or General Manager.
7. If the position is in the City Manager's office, oversee and manage City Council Agenda including writing staff reports, as requested by City Manager Office.
8. If the position is in the City Manager's Office, manage legislative responses and maintain contacts; work on development of legislation, as requested and required.
9. Plans and/or organizes complex administrative or management studies.
10. Identifies issues, determines analytical approaches, evaluates alternatives, recommends procedures and provides equipment/ cost analyses.
11. Represents the City at public functions.
12. Disseminates information to the public on behalf of the City in situations requiring judgment and tact; represents the City Manager or General Manager in meetings.
13. Prepares official correspondence.
14. Conducts studies of organizational functions related to productivity, budget and financial analysis, as well as to research project costs of new programs.
15. Provides administrative solutions requiring knowledge of records management, forms control, systems and procedures analysis and statistical analysis.
16. Performs studies to ascertain the efficiency, economy, and effectiveness of departmental operations, policies and procedures.
17. Implements change resulting from studies.
18. If the position is in the City Manager's Office, update SMPs as requested and required
19. Writes procedural manuals or instructions.
20. Prepares written communications regarding City programs, policies or activities for public dissemination.

21. Works with departments and officials on administration problems; develops plans and programs.
22. Writes RFPs and/or RFQs for programs or professional services.
23. Contract compliance administration.
24. Writes and administers grants.
25. Evaluates impact of new or revised programs and their compliance objectives.
26. Performs Special Projects and 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 an occupationally related field and four (4) years full-time paid experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, budget or personnel including two (2) years in a lead or supervisory capacity. Completion of a Master's degree program is preferred. Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- Research and analytical methods.
- Statistical methods and procedures.
- Methods of report presentation.
- Budgeting practices.
- Purchasing practices.
- Personnel principles.
- Office Management practices, procedures and safety.
- Organizational Theory.
- Cost Analysis.
- Public Administration.
- Supervision techniques.

**Skill and/or Ability to:**

- Ability to compile, analyze and evaluate complex administrative and sensitive information.
- Plan, organize, direct and evaluate programs.
- Communicate effectively, orally and in writing.
- Evaluate the work of others.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.
- Legally operate a motor vehicle in the State of California.
- Operate computers and related software.
- Manage multiple priorities and meet deadlines.

**License:**

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

**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.
- Perform work which is primarily sedentary.
- May be required to use personal vehicle in the course of employment.
- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.