

RESOLUTION NO. 19-188

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,  
CALIFORNIA, AMENDING THE CLASSIFICATION PLAN,  
RESOLUTION NO. 77-111, BY ADOPTING A NEW  
CLASSIFICATION SPECIFICATION FOR UNREPRESENTED PART-  
TIME COUNCIL AIDE (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 create and establish the new classification and classification specification of unrepresented **PART-TIME COUNCIL AIDE** to provide a current and accurate description of the various duties to be performed by said position; and

**WHEREAS**, the Director of Human Resources and Risk Management has met with the affected employee organizations pursuant to the requirements of the City's Employer-Employee Relations Resolution and its obligations under the MMBA regarding the implementation of the new classification and classification specification for the **PART-TIME COUNCIL AIDE**.

**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 unrepresented classification is approved and the new classification specification for unrepresented **PART-TIME COUNCIL AIDE**, (Salary Range 144, \$30.20 – \$38.54 per hour), attached hereto as Exhibit A, is hereby adopted.

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

**PASSED, APPROVED and ADOPTED** this 3<sup>rd</sup> day of December, 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. 19-188 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 3<sup>rd</sup> day of December 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

## **PART-TIME COUNCIL AIDE**

### **Job Summary**

Under general supervision and direction of the City Manager, or his/her designee, performs a wide variety of responsible administrative and field support duties to the Mayor and members of the City Council; accompanies the City Council at various meetings and functions in the community and helps establish effective relationships with businesses and constituents; and performs other related duties as assigned.

### **Distinguishing Characteristics**

This classification is part-time, unrepresented and "at-will," with no property rights to continued employment. Each appointment to a position in this classification is for an indefinite period, but shall not extend past the end of the assigned elected official's term unless otherwise expressly appointed to do so by the City Manager. Incumbents perform responsible administrative functions which may require receiving information and/or inquiries from elected officials necessary to support the assigned elected official's goals and objectives while performing the duties and responsibilities of this position. Incumbents are expected to have related outside experience performing the essential job functions of this position.

NOTE: Council Aide cannot work on political campaigns on City time and must comply with all City policies and procedures and rules, including but not limited to: the Brown Act, the California Public Records Act and the California Fair Political Practices Commission rules and regulations.

### **Essential Duties and Responsibilities**

*(The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices. Management reserves the right to add, modify, change or rescind related duties and work assignments.)*

1. Perform a wide variety of administrative, community relations and support services duties for Council members.
2. Accompany Council members in the community and at professional meetings; take summary notes and provide oral or written updates to elected officials.
3. Receive, respond to, and refer citizen complaints and reports for handling and follow-up by various City departments.
4. Be familiar with City policies and procedures in response to inquiries and make appropriate referrals.
5. Review and analyze a variety of confidential and/or highly sensitive information, while maintaining confidentiality.
6. Conduct research and analysis related to City policies, procedures, operational programs, budgets, or other issues related to City business. Prepare oral and written reports of findings for individual City Council members.

7. Respond independently to letters and general correspondence of a routine nature for the City Council.
8. Research and compile information for special presentations at Council meetings.
9. Compile and maintain source material for special presentations by the City Council member at Council meetings including meeting agendas and minutes, correspondence and other related materials.
10. Coordinate and schedule appointments, travel logistics, meetings, civic and community events details for the City Council.
11. Perform research on a variety of community and/or legislative issues.
12. Assist in preparing speeches, news releases, radio broadcasts, and other media information working under direction of City Manager Office (CMO).
13. Advise elected officials on City policies and procedures and rules, including but not limited to, the Brown Act, the California Public Records Act and the California Fair Political Practices Commission rules and regulations.
14. Perform related duties and responsibilities as required.

### **Qualifications Guidelines**

The following generally describes the typical knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

**Education:** Graduation with a baccalaureate degree in an occupational related field or equivalent from a college or university accredited agency recognized by the U.S. Department of Education or the Council For Higher Education Accreditation.

**Experience and Training:** performing analytical and complex administrative staff work; three (3) years of experience in an administrative support role for a public office or government agency preferred. An equivalent combination of experience and training sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

**Knowledge of:** English usage, spelling, grammar and punctuation; modern office methods and standard office equipment usage; computer software including word processing applications at an intermediate level; record keeping principles and procedures; city-wide policies and procedures; community relations methods and techniques; research techniques, methods, procedures, and report presentation; the Brown Act; the California Public Records Act and the California Fair Political Practices Commission rules and regulations.

**Ability to:** operate standard office equipment, including a personal computer and applicable software programs; communicate clearly and concisely, both orally and in writing; organize work activities to ensure responsibilities are carried out in a timely manner; work independently and follow general directions; analyze situations carefully and recommend effective courses of action; take summary notes at meetings, prepare presentations, and compose correspondence and business letters from brief instructions; represent the City Council, displaying sound judgment, credibility, and respect for the community; maintain the confidentiality of privileged information; establish and maintain professional effective working relationships with a broad range of groups and individuals.

**License or Certificate:**

Possession of valid California Class C driver's license is required by date of appointment. 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 Requirement and Working Conditions:**

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

**Environmental Conditions:** Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours, including evenings and weekends, and holidays, as needed.

**Physical Conditions:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.