

RESOLUTION NO. 20-007

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,
CALIFORNIA AMENDING THE CLASSIFICATION PLAN,
RESOLUTION NO. 77-111, BY ADOPTING THE NEW JOB
CLASSIFICATION SPECIFICATION FOR ECONOMIC
DEVELOPMENT LIAISON AND THE RECLASSIFICATION OF THE
EMPLOYMENT AND BUSINESS ASSISTANT (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 a classification specification of **ECONOMIC DEVELOPMENT LIAISON** 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 new classification specification for the **ECONOMIC DEVELOPMENT LIAISON**.

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 specification for **ECONOMIC DEVELOPMENT LIAISON**, (Salary Range 332, (\$4,143 – \$5,278), attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, bargaining unit, is hereby adopted.

Section 3. The reclassification of the Employment and Business Assistant to the NEW classification specification of ECONOMIC DEVELOPMENT LIAISON.

Section 4. The City Clerk shall certify to the adoption of this resolution and deem it effective as of January 28, 2020, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 28th day of January, 2020.

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. 20-007 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 28th day of January 2020, 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

ECONOMIC & BUSINESS DEVELOPMENT LIAISON

Job Summary:

Under general direction, responsible for programs and projects designed to promote business development, retention and attraction including the promotion of City-sponsored projects and initiatives. Provides information regarding the division's services, practices and procedures.

Essential Duties and Responsibilities:

1. Promote economic development and improvement for businesses to the City by attracting, retaining and expanding businesses.
2. Plans, coordinates and administers strategies, and projects in support of economic and business development as well as the creation of incentives.
3. Maintains inventory of available properties for businesses to occupy including retail, industrial space and open land as well as addresses required follow-up inquiries.
4. Proactively communicates with Department Leadership to adhere to City preferences in business attraction.
5. Reviews and edits materials, including draft reports, staff reports and correspondence, minutes, memoranda, marketing flyers, forms, charts and statistical information.
6. Serves as liaison between staff, internal departments and the public regarding community-wide economic development initiatives.
7. Maintains positive customer relations and successfully resolves complaints and issues.
8. Assists assigned Staff for committees, commissions and boards related to Economic and Business Development.
9. Provides staff support to Department Leadership.
10. Conducts on-site interviews with selected businesses.
11. Performs a variety of administrative support duties, including assisting with budget preparation and monitoring.
12. Implements and monitors business development projects and programs, such as the business visitation, attraction and assistance programs.
13. Prepares written and graphic materials regarding business programs.
14. Participates in various business development marketing efforts, including preparations of marketing materials and staffing of marketing booths.
15. Makes presentations to civic groups, businesses and other organizations as required.
16. Performs other related duties, as assigned.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Minimum of Associates degree required; Bachelor's degree preferred. Two (2) years of college and two years of full-time, recent and relevant, paid administrative support work

experience in a professional environment, preferably related to business or economic development projects. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Projects, program and records management.
- Research techniques and methodologies and various resources, including Internet
- Microsoft Office (Word, Excel, Powerpoint)
- Record-keeping and filing techniques.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Letter and report writing techniques and procedures.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Proofreading techniques.
- Customer service principles.
- Basic mathematical concepts/functions

Skill and/or Ability to:

- Interpret and apply relevant public policies, laws, regulations and zoning practices.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with a variety of individuals contacted in the course of work including internal staff, government officials and the public.
- Operate office equipment including personal computer and related software.
- Prepare and organize data for professional reports and/or presentations using various research resources and modern software applications including word processing, spreadsheet, presentation, and database
- Collect data and conduct analysis, and compute, interpret and compile statistics.
- Shift priorities as departmental workload demands require and meet deadlines.
- Maintain confidentiality and exercise sound judgment.

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. Performance of the essential duties of this position includes the following physical demands and/or working conditions:

- Require talking, hearing and vision (which may be corrected) to read small print.

CITY OF CARSON
Class Specification

City Council Reso. No: 20-007
Bargaining Unit: AFSCME 809
FLSA: Non - Exempt

- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary and repetitive.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for long periods of time.
- Off-site assignments and attendance at off-site meetings and conferences as required.
- Evenings and/or weekends as required.