

RESOLUTION NO. 20-028

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 DIVISION SECRETARY

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 **DIVISION SECRETARY** 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 **DIVISION SECRETARY**.

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 **DIVISION SECRETARY**, Salary Range, 335, (\$4,460 – \$5,682), attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, is hereby adopted.

Section 3. The City Clerk shall certify to the adoption of this resolution and deem it effective as of March 4, 2020, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 4th day of March, 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. 20-028 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 4th day of March 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

DIVISION SECRETARY

Job Summary:

Under general supervision and in accordance with established procedures, incumbents serve as secretarial support to a Division and/or assigned Commissions. May provide clerical support in the preparation of commission agendas and related materials; attend meetings as needed; distribute agenda packets; complete dispositions and meeting minutes. Provide general clerical support to a Division Manager or equivalent level position.

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 duties and work assignments.)

- May serve as secretarial support to a board or commission; prepare the agenda and assemble background materials; transcribes minutes of the meetings, and perform related support services.
- Processes forms, reports, legal documents, and other materials in accordance with legal and procedural requirements.
- Files and maintains a variety of records, forms and correspondence, including personnel-related files.
- Assists the public and City Staff as required which includes making referrals to appropriate staff.
- Order and maintain office equipment and supplies as required.
- Operates a variety of office machines.
- Types a variety of correspondence, memoranda, standard office forms, reports and other materials.
- Processes requisitions for supplies, services and equipment into required ERP system to ensure payment remittance.
- Maintains supervisor's calendar, schedules appointments and makes travel and hotel arrangements, when required.
- Provide timekeeping and time entry support into required ERP system.
- 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:

- Graduation from an accredited college with an Associate's degree in Business, Communications, Office Administration or a closely related field, or 60 semester units or the equivalent of a closely related college level coursework.
- Three and a half (3 ½) years of current increasingly responsible full time paid experience performing clerical work, including at least six (6) months performing secretarial work.
- Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Modern office procedures, methods, and equipment.
- Record-keeping and filing techniques.
- 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.
- Division's functions and programs.

Skill and/or Ability to:

- Type 60 net words per minute from clear copy.
- Attend meetings and tape-record minutes; jot down meeting notes, if necessary.
- Prepare agendas and reports.
- Proofread own work and the work of others.
- Perform clerical work with speed and accuracy.
- Must be fully computer literate and able to work in the following formats: Microsoft Word/Office, Outlook, PowerPoint, Database Management (Excel or Access), Publisher or other graphics program; must have outstanding communication skills (written and verbal) and must have the ability to work with culturally diverse groups and individuals.
- Operate standard office machines including, but not limited to, computer and related software, calculators, and copiers.
- Transcribe from dictating equipment.
- Establish and maintain effective working relationships with others.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written instructions.
- Effectively communicate orally and in writing.
- Exercise judgment and discretion.
- Collect and compile data.
- Learn city government organization, functions and policies.
- Learn, interpret and apply applicable city, state, and federal laws.
- Organize and complete work according to priority.

License and Certificate:

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. Typing certificate of 60 net words per minute obtained within the last 12 months is required at the time of application.

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 talking, hearing, and 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.
- 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.
- May be required to work evenings and/or weekends.