

RESOLUTION NO. 21-023

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 EXECUTIVE ASSISTANT

**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 **EXECUTIVE ASSISTANT**.

**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 **EXECUTIVE ASSISTANT**, Salary Range, 402, (\$5,807 – \$7,410), attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 1017, is hereby adopted.

**Section 3.** The City Clerk shall certify to the adoption of this resolution and deem it effective as of March 16, 2021, the same shall be in force and effect.

**PASSED, APPROVED and ADOPTED** this 16<sup>h</sup> day of March, 2021.

\_\_\_\_\_  
**LULA DAVIS-HOLMES, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**DONESIA GAUSE-ALDANA, CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**SUNNY K. SOLTANI, 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 four; that the foregoing resolution, being Resolution No. 21-023 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 16<sup>th</sup> day of March 2021, 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

## **EXHIBIT "A"**

### **CLASSIFICATION SPECIFICATION – "EXECUTIVE ASSISTANT"**

City of Carson  
Class Specification

City Council Reso. No: 21-023  
Bargaining Unit: AFSCME 1017  
FLSA: Non-Exempt

## **CITY OF CARSON**

**Title:** EXECUTIVE ASSISTANT

**Job Summary:**

Performs highly responsible, complex and confidential administrative and clerical work and performs related duties as required.

**Distinguishing Characteristics**

Executive Assistant in the City Council Office provides support to the City Council as described below.

Executive Assistant in the City Manager Office provides support to the City Manager and Assistant City Manager-Administrative Services as described below.

Executive Assistant in Economic Development and the Community Development Department provides support to the Assistant City Manager-Economic Development and Director of Community Development as described below.

**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. Screens phone calls, visitors and correspondence; evaluates and responds to requests, complaints/concerns; forwards requests, complaints/concerns to appropriate staff for attention; follows up to ensure prompt response or action.
2. Provides information in accordance with established procedures and policies; helps develop appropriate office procedures and policies.
3. Supports and provide administrative and clerical duties, performs secretarial duties including, but not limited to, independently drafting and typing a variety of correspondence, including material of a confidential nature; maintaining a variety of confidential information, complex files and records.
4. Maintains calendar, schedules and arranges appointments, meetings and special events; makes travel and/or hotel arrangements, organizes expense reports as required.
5. Conducts research, gathers materials and compiles information for reports; prepares reports of such research as assigned.
6. Makes catering service arrangements for required and/or staff meetings as needed.
7. Tracks assignments; assists with the preparation and distribution of staff reports or agenda packets for City Council meetings.
8. Prepares non-complex, proofs and enters, Staff reports in Legistar and processes requisitions in the Tyler Munis System.
9. Processes timesheets and surveys as required.

10. Handles follow-up on public record requests; organizes and prioritizes incoming material
11. Staffs Commissions including taking meeting minutes.
12. Updates and maintains the Clerical Handbook as required.
13. Must maintain highest level of confidentiality.
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 and experience in a municipality preferred or minimum of two (2) years of college including Executive Assistant experience and/or five (5) years of full-time, paid secretarial experience; two (2) years of Executive and/or administrative office experience supporting a top executive and/or executive leader preferred. Experience and/or education may be substituted on a year for year basis.

#### **Knowledge of:**

- Applicable laws, codes, regulations, policies and procedures and MOU's.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Personal computer software and hardware.
- Telephone techniques and etiquette; customer service principles.
- City organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary; proofreading techniques.
- Principles and practices of training and providing supervision.
- Basic budgeting practices and procedures.
- Letter and report writing.
- Financial concepts/functions.

#### **Skill and/or Ability to:**

- Strong attention to detail and excellent follow-up skills.
- Professionalism, consistency and self-initiative required.  
Monitor and track vendor contract execution.
- Independently compose letters, memos, or other material.
- Take notes quickly and accurately.
- Multi-task and deal with constant interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Maintain a professional and consistent disposition at all times.
- Transcribe dictation accurately at an acceptable rate of speed.
- Proofread and edit a variety of documents and reports.
- Establish and maintain an accurate filing system.
- Apply and explain applicable laws, codes, rules, regulations, policies and/or procedures.
- Research, compile, and organize material and summarize in report-form.
- Add, subtract, multiply and divide quickly and accurately.
- Operate a variety of office machines and equipment including personal computer and related software.

- Understand and follow oral and written directions.
- Maintain confidentiality; exercise judgment and discretion.
- Supervise, train and provide work direction to office clerical support.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Establish and maintain a variety of complex and confidential files and records.
- Organize and prioritize work assignments.
- Be apolitical while providing excellent customer service.

**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.

**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 attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings.