

RESOLUTION NO. 21-041

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 CHIEF DEPUTY CITY CLERK

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 **CHIEF DEPUTY CITY CLERK** 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 **CHIEF DEPUTY CITY CLERK**.

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 **CHIEF DEPUTY CITY CLERK**, Salary Range, 163, (\$8,124 – \$10,367), attached hereto as Exhibit A, an at-will, unrepresented role, is hereby adopted.

Section 3. The City Clerk shall certify to the adoption of this resolution and deem it effective as of April 6, 2021, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 6th day of April, 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. 21-041 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 6th day of April 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 – "CHIEF DEPUTY CITY CLERK"

City of Carson
Class Specification

City Council Reso. No: 21-041
FLSA: Exempt
At-Will; Unrepresented

CITY OF CARSON

Title: CHIEF DEPUTY CITY CLERK

Job Summary:

Under the direction of the City Clerk, manage day-to-day office services and operations of the City Clerk's office; provide specialized technical, administrative and professional assistance to the City Clerk; supervise and evaluate the performance of assigned staff; and perform the duties of the City Clerk in the Clerk's absence or as assigned as defined by California Statutes and the Carson Municipal Code. This is an at-will 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 related duties and work assignments.)

1. Organize, coordinate and direct the day-to-day operations of the City Clerk's Office; plan and monitor workflow to assure efficiency and effectiveness.
2. Perform a variety of highly responsible, complex and sometimes confidential administrative assistance and technical support to relieve the City Clerk of administrative detail.
3. Conduct a variety of studies involving programs, systems, operations, special needs, issues or activities of an assigned division or office; research, analyze and prepare recommendations or conclusions on assigned projects.
4. Provide technical assistance to the City Council, City Manager, City Attorney, Departments, Commissions, Committees and other personnel as necessary.
5. Develop new and improved programs, systems and procedures as a result of new policies or directives or routine research and analysis; assist with implementation after securing approval.
6. Convey and clarify information concerning established policies, procedures and programs to other City departments, committees, employee groups, agencies and the general public; coordinate communications with the City Council, other City departments, outside-agencies and the general public regarding City functions, policies and procedures.
7. Develop recommendations regarding established, revised or new procedures and policies; evaluate organizational, functional and financial impact and assist with implementation as assigned.
8. Prepare resolutions, ordinances and related correspondence; develop forms and procedure handbooks.
9. Attend various meetings; represent the City Clerk at various meeting with City management, outside agencies and contractors.

10. Exercise discretion in disseminating information, explaining policies and procedures and speaking, as directed, for the City Clerk in personal and telephone contacts and meetings.
11. Supervise and participate in maintaining, assembling and correlating the official records of the City Council; attend City Council Redevelopment Agency and other meetings as assigned; take and transcribe minutes; document legislative history; ensure the timely processing of contracts, ordinances and resolutions; coordinate the preparation and duplication of agendas, supporting material and proclamations.
12. Assist as directed in the conduct of general and special municipal elections; receive, review and record campaign fillings, conflict of interest statements and other pertinent documents.
13. Research, compile and analyze data for the preparation of staff reports, internal memoranda, correspondence and the departmental budget; research contracts and legislative history as needed.
14. Supervise, train and evaluate the performance of assigned staff; recruit and interview prospective employees; establish performance standards and initiate disciplinary action as needed.
15. Plan and organize assigned office services; assure that projects and assignments are completed in a timely manner in accordance with established standards and legal requirements.
16. Perform specialized duties related to the City Clerk's functions such as administering oaths, certifying documents, maintain and distribute the Municipal Code, custodian of the City Seal, publication of all official advertising of the City; receiving bonds and receiving and opening sealed bids.
17. Assure compliance with legal requirements for posting, publication and time lines and a variety of other codes, laws and ordinances.
18. Oversee the maintenance, storage, retention, destruction and preservation of records, files and official documents entrusted to the City Clerk; assure compliance with legal requirements and established retention schedules.
19. Assure efficient office operations and services; order and inventory office supplies and materials; arrange for equipment service and repair and communicate with vendors as needed.
20. Operate specialized office equipment including computer, word processor, calculator, copies, voting machine, transcriber and recording equipment.
21. Serves as the Deputy Agency Secretary to the Carson Redevelopment Agency and Deputy Secretary to the Carson Public Financing Authority.
22. 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 or higher in Business or Public Administration and two (2) years of full-time paid experience working in Municipal Government, public sector Records Management, City Clerk or City Manager's Office in a managerial or supervisory position A Juris Doctorate from an accredited post-secondary agency or active membership in the CA Bar association may substitute for the required experience.

Knowledge of:

- General and special municipal elections.
- Basic functions and responsibilities of the City Clerk.
- Basic principles, and practices and methods of public and business administration.

- Basic principles and procedures of office and project management including budgeting and records management.
- Basic supervisory principles.
- Research, survey and evaluation techniques and methods.
- General organization and functions performed by a city clerk's office and municipal government.
- Applicable legal requirements and mandates.
- Principles and practices of sound customer service and constructive problem solving in a politically sensitive environment.
- Principles and practices of computer software related to information management.
- City organization, operations, policies and objectives.
- Report preparation and presentation.
- Robert's Rules and Brown Act
- Virtual meetings programs, systems and associated technology
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Skill and Ability to:

- Assist in the conduct of municipal and special elections.
- Research a variety of administrative and operational problems and make effective operational and procedural recommendations.
- Interpret and make decisions in accordance with appropriate laws, regulations and policies.
- Understand and carry out a variety of general and specialized data.
- Research and compile a variety of general and specialized data.
- Supervise, train and evaluate assigned staff.
- Communicate effectively both orally and in writing.
- Research a variety of operational problems and issues related to the work assignments.
- Perform duties independently and with a high level of initiative.
- Operate various office equipment including transcription equipment, a computer and related software.
- Establish and maintain effective working relationships with others.
- Take and transcribe dictation at an acceptable rate of speed.
- Evaluate and recommend improvements in operations, systems, procedures, policies and methods.

License and Certificates:

Possession of a Valid California Class C driver's license is required. 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 lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.
- May be required to work evenings or weekends.