

RESOLUTION NO. 21-040

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 BUYER

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 **BUYER** 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 **BUYER**.

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 **BUYER**, Salary Range, 710, (\$5,729 – \$7,299), 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 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. 21-040 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 – "BUYER"

City of Carson
Class Specification

City Council Reso. No: 21-040
Bargaining Unit: AFSCME Local 809
FLSA: Non-Exempt

CITY OF CARSON

Title: BUYER

Job Summary:

Under the direction of the Purchasing Manager, assists in the purchase of equipment, materials and services for the City of Carson. Incumbents in the Buyer classification perform a variety of responsible duties in the purchase of equipment, materials and services for the City of Carson. The Senior Buyer classification is the advanced level in the Buyer series. Incumbents perform specialized technical buying requiring knowledge of detailed and technical specifications and operate in a lead capacity over other purchasing personnel as assigned.

Essential Duties:

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. Analyzes and edits requisitions and writes specifications for the purchase of a variety of commodities utilizing Enterprise Resource Planning (ERP) system (i.e. Tyler Munis).
2. Prepares invitations for bid and request for proposals which includes soliciting, evaluating, and negotiating contracts,
3. Prepares change orders, council agenda items, and other documents concerning purchasing matters.
4. Maintains and adds to list of vendors to assure adequate competition.
5. Obtains bids and specifications; consults and interviews with and evaluates vendor reliability and their ability to deliver purchases.
6. Examines bids for conformance with specifications by preparing purchasing related reports such as, but not limited to, vendor expenditure threshold, requisitions, purchase orders, commodity expenditure and account expenditures.
7. Makes recommendations concerning vendors to be used for single purchases, annual contracts and purchase agreements considering such factors as quality, price, delivery time, terms, and reputation of the vendor.
8. Computes price changes and costs to determine the lowest responsible bidder.
9. Examines samples, attends demonstration, and discusses products with sales representatives.

10. Assures that specifications do not limit bidding by undue restrictions.
11. Effectively coordinates with other City department/divisions in procurement procedures and assists lower-level staff as appropriate, promoting a collaborative team environment.
12. Performs related duties as required.

Qualifications:

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

Education and Experience:

Bachelor's degree in Business Management with emphasis in Finance or closely related field, or equivalent of two years college course work in business or a related field and two years increasingly responsible purchasing experience required. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Policies, methods and procedures of purchasing.
- Commodity pricing methods and bids.
- Sources of supply.
- Language and terminology employed in writing product specifications.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable laws, regulations, policies and procedures.
- City organization, operations, policies and objectives.

Skill and Ability to:

- Compile, analyze and evaluate data.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, regulations, policies and procedures.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Interpret market prices and trends.
- Maintain accurate records

Proficient in Word, Excel, and Power Point.

Proficient with ERP or any enterprise resource planning system (i.e. Tyler Munis)

Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally: 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 work which is primarily sedentary.
- Is subject to inside environmental conditions.