

RESOLUTION NO. 21-042

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 TREASURER

**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 TREASURER**.

**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 TREASURER**, 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 6<sup>th</sup> 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. 21-042 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 6<sup>th</sup> 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 TREASURER"**

City of Carson  
Class Specification

City Council Reso. No: 21-042  
FLSA: Exempt  
At-Will; Unrepresented

#### **CITY OF CARSON**

**Title:** CHIEF DEPUTY CITY TREASURER

**Job Summary:**

Under the direction of the City Treasurer, provide administrative and professional support to the City Treasurer involving departmental operations and activities. 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. Assist the City Treasurer in the control and administration of City, Successor Agency, Housing Authority and Carson Reclamation Authority investments; assist in developing investment strategy; conduct financial analyses of financial institutions for investment purposes; monitor cash flow activities and assure compliance with City financial institutional requirements and guidelines; implement and maintain computerized investment program.
2. Assist the City Treasurer by relieving the City Treasurer of a variety of administrative detail as assigned; perform a variety of special projects related to management and organizational functions including productivity, budgeting, financial analyses and office systems.
3. Prepare recommendations and implement new procedures and methods; review and analyze investment procedures and assist in the analysis of revenue and financial information system reports.
4. Maintain efficient and effective departmental operations by providing timely communication to staff regarding issues affecting job performance and assuring that services provided by the City Treasurer's Office meet acceptable standards of quality; establish schedules for work to be completed.
5. Supervise and participate in receiving and processing revenues; assure the security of revenues.
6. Supervise, train and evaluate assigned personnel.
7. Maintain and reconcile City Treasurer's Books; prepare various financial reports for Council/Agency members; compile financial data for various auditors, oversee various disbursement accounts to assure accuracy and determine that expenditures are proper for public funds.
8. Provide information to and consult with the public; perceive and resolve issues and complaints.

9. Performs related duties as required.

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

**Education and Experience:**

Bachelor's Degree or higher in Accounting, Business, Finance or Public Administration and two years or more experience working in a Municipal Government, Banking Institution, Department of Finance or Treasurer's Office in a managerial or supervisory position is highly desirable.

**Knowledge of:**

- Accounting principles and practices.
- Government Code pertaining to public funds.
- Investment instruments and techniques and practices related to municipal investments, banking and investment environment.
- Computerized investment systems.
- Governmental accounting systems and practices.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Technical aspects of field of specialty.
- City organization, operations, policies and objectives.

**Skill and Ability to:**

- Provide administrative and professional support to the City Treasurer involving departmental operations and activities.
- Train and supervise assigned personnel.
- Conduct research, collect and evaluate information and formulate alternatives and recommendations.
- Prepare accurate financial and statistical reports.
- Plan and organize work.
- Work independently with little direction.
- Assign and review the work the others.
- Operate personal computer and related software.
- Meet schedules and time lines.
- Analyze situations accurately and adopt an effective course of action.
- Work confidentially with discretion.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Operate office equipment.

**Licenses or Certificate:**

An incumbent in this position must be able to be bonded.

**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.