

RESOLUTION NO. 21-087

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ADOPTING THE CLASSIFICATION OF AUDIO VISUAL ASSISTANT TO BE ADDED TO THE CITY'S CLASSIFICATION PLAN (RESOLUTION NO. 77-111), ADOPTING A CLASSIFICATION SPECIFICATION AND ASSIGNING A SALARY RANGE THEREFOR, AND ASSIGNING THE CLASSIFICATION TO THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) LOCAL 809

WHEREAS, Section 503 of the City's Charter provides that the City Council shall determine, by ordinance or resolution, the amount and type of compensation to be paid to all City officers, department heads and employees; and

WHEREAS, Rule XI of the City's Personnel Rules provides that the Director of Human Resources and Risk Management ("Director") shall be responsible for the preparation of the City's compensation plan, that the compensation plan shall contain a list of the pay rates and pay ranges for classifications in the City service, and that the City shall meet and confer with any affected recognized employee organization prior to adoption of the compensation plan; and

WHEREAS, the Director is authorized and required 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 City department directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City's Personnel Rules provides that the Director shall be responsible for the preparation and maintenance of the City's classification plan, that the classification plan shall contain a compilation of job specifications for classifications in the classified service, and that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director consults with the City's department directors and any affected recognized employee organization; and

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 City desires to adopt the classification of **AUDIO VISUAL ASSISTANT** to meet the needs of the City Manager's Office Information Technology Division, and desires to adopt a classification specification to establish and describe the duties to be performed by said position; and

WHEREAS, the Director has consulted with the affected department director, and has completed the meet and confer requirement with the representatives of the affected recognized employee organization (AFSCME Local 809) pursuant to the City's obligations under the MMBA concerning the proposed adoption of the **AUDIO VISUAL ASSISTANT** classification, and the representative(s) of the affected recognized employee organization have agreed to the proposed classification specification.

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, and are incorporated herein by this reference.

Section 2. The classification of **AUDIO VISUAL ASSISTANT** is hereby adopted, to be added to the citywide classification plan, embodied in Resolution No. 77-111.

Section 3. The classification specification for **AUDIO VISUAL ASSISTANT**, attached hereto as Exhibit A, is hereby adopted.

Section 4. The classification of **AUDIO VISUAL ASSISTANT** is assigned to Salary Range 707 (\$3,512 - \$4,470), and the same shall be included in the City's compensation plan.

Section 5. The classification of **AUDIO VISUAL ASSISTANT** is assigned to the American Federation of State, County and Municipal Employees (AFSCME) Local 809.

Section 6. This Resolution shall be effective immediately upon its adoption.

Section 7. The Chief Deputy City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original Resolutions.

[signatures on the following page]

PASSED, APPROVED and ADOPTED this 6th day of July, 2021.

LULA DAVIS-HOLMES, MAYOR

ATTEST:

JOHN CARROLL, CHIEF DEPUTY CITY CLERK

APPROVED AS TO FORM:

SUNNY K. SOLTANI, CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, John Carroll, Chief Deputy 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. 21-087 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 6th day of July 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: _____
Chief Deputy City Clerk

EXHIBIT "A"

CLASSIFICATION SPECIFICATION – AUDIO VISUAL ASSISTANT

CITY OF CARSON
Audio Visual Assistant

City Council Reso. No: 21-087
Bargaining Unit: AFSCME Local 809
FLSA: Non-Exempt

CITY OF CARSON

Title: AUDIO VISUAL ASSISTANT

Job Summary:

Under supervision of the Network and/or Systems Administrator, this position will assist with filming, editing, and producing video content for City of Carson public activities at all city facilities related to video production, content, editing and streaming for live and pre-recorded events. With a focus on capturing most aspects of the events, including pre-activities, promotions, interviews, and the overall environment. Additionally, the incumbent will assist and manage the audio/video equipment at Council Meetings when needed.

Essential Duties and Responsibilities:

(The 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. Assists with filming, editing, and producing videos related to designated city events for live or pre-recorded streaming.
2. Assists with video production, content, editing and streaming for live public events.
3. Maintain appropriate organization of the appropriate camera equipment at public events, including all tripods and cables.
4. Maintains and organizes media archives of video content on city servers.
5. Maintains audio, video, lighting and other A/V equipment at events and at the City.
6. Trains volunteers in operation of lighting system, makes recommendations about lighting changes, and advises IT staff of lighting needs.
7. Maintains operation of projection equipment, computer hardware related to production, software, files and presentation software.
8. Supports internal/external production team with miscellaneous tasks on set
9. Assists with sound and lighting as needed (booming sound, using sound equipment, stringing cords, working with gaffing tape, slating, etc.
10. Mark down for blocking and green screen production.
11. Ensures that all equipment is charged and readily available for a successful shoot
12. Ensures that all props and required wardrobe are organized and ready to go on-set.
13. Assists and handles the audio/video equipment at Council Meetings when needed.
14. Maintains cooperative working relationships with City staff and the public.
15. Provides first level technical support to City end users, the Computer Lab and for the City Council audio- visual system.
16. 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 Experience:

Associates degree preferred. High School Diploma or GED and two years of experience in audio visual production, filming, editing or producing videos related to/for live or pre-recorded streaming required. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

Working knowledge of full range of production techniques including sound recording, graphics, television, photography, videotaping, lighting, editing methods and equipment preferred. Ability to learn techniques in the development of television, film, radio or multimedia productions. Knowledge of studio, camera and related equipment.

Skill and Ability to:

- Experience with a variety of equipment such as, video, production, live streaming – resource will troubleshoot equipment and software for live streaming
- Knowledge of videography and filming technics (green screen, bocca, slow motion, time -lapse, etc.)
- Experience with lighting techniques (interview, green screen, outside, etc.)
- Experience with various cameras (Sony, Red, Canon, Panasonic GH5 a plus)
- Experience with sound and various components related to it (microphones, mics, etc.)
- Experience with computer, projectors, video, live-stream, sound systems.
- Schedule will require some flexibility depending on time and day of filming.
- Experience with at least one major video editing software package such as: Final Cut or Adobe Premier, Pinnacle Studio, etc.
- Some experience with Macintosh or Windows desktop software.
- Some experience with Windows 10 and Microsoft Office
- Have knowledge of or worked with special effects packages such as: Adobe After Effects, Adobe Premiere Elements, Adobe Premiere Pro, etc.
- Detail-oriented -- quality and precision-focused
- Team-oriented -- cooperative and collaborative
- Assertive – when at shoots control and manage your environment

License or 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:

- Perform lifting, pushing and/or pulling which may or may not exceed 25 pounds.
- Require the mobility of arms to reach and dexterity of hands to grasp and manipulate objects and use and operate tools and equipment.
- Require flexibility and mobility to bend, stoop and crawl under work stations.
- Is subject to inside and outside environmental conditions.
- May be required to use city or personal vehicle in the course of employment.
- Require vision (which may be corrected) to read small print.
- May be required to work overtime and subject to on-call basis.